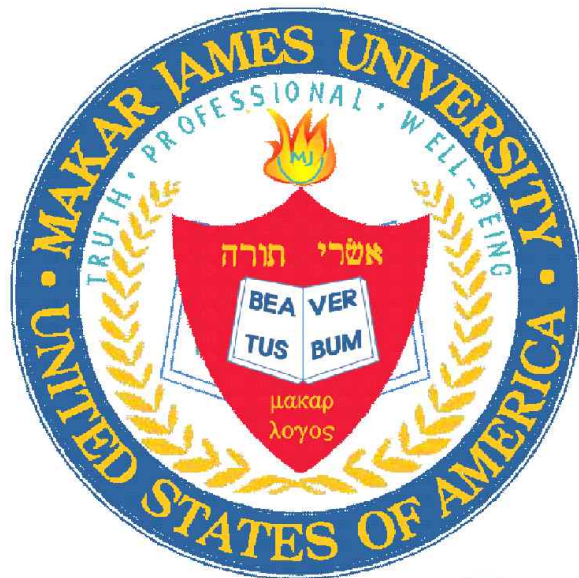


MAKAR JAMES UNIVERSITY

CATALOG

January 1, 2017 through December 31, 2017



12440 Firestone Blvd #1029
Norwalk, CA 90650
Tel. 562-462-0021, Fax. 310-325-8837
admin@mjuniversity.us
<https://mjuniversity.us>

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About Us

Contact Information

You can reach us at;

Website: <https://mjuniversity.us>

Email: admin@mjuniversity.us

Phone: Office 562-462-0021

Fax 310-325-8837

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

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or degree verifying the fact. Makar James University awards the graduate a degree as an acknowledgement of their accomplishment and graduation.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance Fact sheet, which must be provided to your prior to signing an enrollment agreement".

Mission and Purposes

Makar James University, a non-profit Christian University in Los Angeles, California, exists to equip committed Christians for leadership in the church, world missions, education, and society.

We are committed not only to education but education that is centered on Christ, His Great Commission, and the Word of God. Our focus is training those who have a desire to impact the world for Christ by grounding their spirits, hearts, and minds in the Bible.

In order to carry out the mission of the school, Makar James University embraces the following objectives:

- Exhibit the academic excellence demanded of an institution of higher learning
- Train students based on a central theological orientation – the Word of God
- Nurture the interpersonal skills and relationships of our students necessary for success
- Develop the confidence and abilities of our students to effectively use their skills in evangelism, discipleship and social services
- Provide educational services that will equip students to assist the world wide church in its manifold ministries in local parishes, parachurch, societal agencies, and educational institutions.
- Measure student learning outcomes through a variety of means. The use of a standard academic grading standard is one. Another is the development of theses and various papers which demonstrate students' understanding of the principles taught at the institution. Finally, the fact that students stay in the programs of study is a measurable outcome of their satisfaction with the program

Statement of Faith

The Bible is the Holy Scripture which is the inspired Word of God, the only inerrant, perfect rule of faith and deed.

There are three Persons in the Godhead; the Father, the Son, and the Holy Spirit; One in trinity, equal in power and glory.

God created all things visible and invisible by the power of His Word. God created man in God's own image. Our first parents, being left with the freedom to choose between good and evil, chose to go against God, through temptation by Satan. The humanity, having the potential to commit a crime, besides the original sin and the corrupted human nature, has intentionally committed sin.

Satan is a personal and malevolent being acting as an adversary to God and His people, ultimately defeated and doomed with the Second Coming of Christ.

God sent His only begotten Son, Jesus Christ to the world to save humanity from sin to give eternal life in God's infinite love. The Son became true human and possessed two distinctive personhoods in his nature, eternally as true God and true human, in two distinct natures, and one person forever. He was conceived by the power of the Holy

Spirit, in the womb of Virgin Mary yet without sin. For the purpose of reconciliation between God and humanity, Jesus Christ was crucified on the cross, died and buried. On the third day, He rose again from the dead. From thence He shall come for the resurrection of the dead, and to judge the world.

The Holy Spirit works salvation in people, enlightened their hearts to know Christ, and empowers them to accept Jesus Christ. The means of the grace to the call of office by the Holy Spirit are the Bible, sacraments and prayer in particular.

All believers shall dutifully join in church membership with instruction, have fellowship with one another, observe the sacraments and other ordinances, obey all the laws of the Lord, pray always, observe the Lord's Day holy, assemble with believers to worship triune God. Those who believe in Christ, and are obedient to Him shall be truly forgiven and accepted eternal life in the kingdom of God.

The dead shall receive the reward accordingly to the good and evil done in this world before the judgment seat of Christ when they will be resurrected in the last day. Those who believe in Christ, and are obedient to Him shall be truly forgiven and accepted by Him in Glory. The wicked, unbelievers who reject Jesus' offer of salvation will be cast into hell and perish forever.

Academic Freedom

The school encourages both faculty members and students to participate in academic activity with maximum freedom. The school maintains a high atmosphere of academic freedom so that the faculty and students are assured open discussion and the exchange of ideas.

Academic freedom is assured via policy and implemented through the open discussion both in staff meetings and in classes.

Student Rights

Student grievances are processed in the following manner. Students are encouraged to try to solve a grievance at the lowest level, between themselves or between a student and a member of the faculty. If not resolved, the student may then proceed to the department dean for resolution. Lacking agreement, the student may then move to the Vice President of Academic Affairs for final resolution. In special cases, a student has the ability to present a written grievance, addressed to the President and with the Board.

The written grievance must be submitted to the President within 48 hours of any incident. The President will verify that the student has made a verbal attempt to resolve the concern with the President of Academic Affairs. After the student follows the above steps, the President will call a grievance committee hearing within 24 hours of receipt of report. The grievance committee will consist of the President of Academic Affairs, the faculty member and/or any other appropriate staff members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear the evidence and then meet in a closed session to

review the evidence and render a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must then, within 24 hours of the hearing, send copies of all documents and a cover letter to the President explaining why the decision is unacceptable. All complaints will be resolved within 30 days from the receipt of the incident report. The President and the Board's decision will be Final.

Unresolved complaints may be directed to:

Bureau For Private Postsecondary Education:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

(916) 431-6959 Fax (916) 263-1897

Toll-Free (888) 370-7589

Sexual Assault and Harassment

Preamble

The two great commands are these: "You shall love the Lord your God with all your heart, soul, and mind" and "You shall love your neighbor as yourself" (Matthew 22:37, 39). As man and woman are made in the image of God (Genesis 1:27), so in Christ there is neither male nor female (Galatians 3:28). Followers of Jesus are not to lord it over one another (Matthew 20:25-27), but are to be in mutual submission (Ephesians 5:21). Christians manifest these truths by their mutual service and love in the body of Christ.

Sexual harassment is a violation of Christ's commandment to love our neighbor as ourselves; it denies the image of God in the other; and it negates our oneness in Christ. Sexual harassment regularly involves an abuse of power; it invariably interferes with shared ministry and rends the body of Christ.

Makar James University will not tolerate sexual assault of any kind. It is the policy of Makar James University.

1. to take all necessary and appropriate action to protect students and other members of the academic community against sexual assault;
2. to ensure, to the fullest extent possible, that any student, faculty or staff member who is the victim of sexual assault committed on campus shall receive treatment, support and information; and
3. To comply in full with the requirements of California Education Code Section 94385.

Any incident of sexual assault on campus should be reported immediately to the Academic Dean, who will

1. Coordinate the request for medical assistance, off-campus hospital and counseling services for the victim.
2. take appropriate disciplinary and other legal actions and seek the assistance of local law enforcement, as appropriate, against the perpetrator;
3. keep the victim informed and provide the victim with appropriate academic support; and
4. Protect confidentiality to the extent legally possible and inform the victim of his or her own rights.

Student Services and Activities

Student services are available to all students for any assistance they require. Students have easy access to these services throughout their educational programs via phone, fax, or internet.

Makar James University provides student services classified two parts of student life and student academic services in order to assist students in achieving their academic goals and enhancing their personal, intellectual, spiritual, and social development as follows:

- (1) Student Life – Dean of Student, Chaplain, Scholarship Program, Computing lab, Student Body, and Associated Students.
- (2) Student Academic Services – Admission and Counseling

Counseling

Students have a great resource in that most of the staff and faculty are ordained ministers and are academically prepared to counsel individuals through periods of stress.

Housing

There are no dormitories for students. The institution has no responsibility to find or assist a student in finding housing however the Registrar can provide informative resources on apartment-hunting in the community. Approximate range of costs for a single in the vicinity of the school is \$800 - \$1500.

Library

The focal point of academic life at Makar James University is the library, which is an integral part of the educational process and has a collection of materials that adequately under-grad the curriculum. The Makar James University library is the center for scholarly pursuits has the responsibility to help faculty and student develop intellectually, culturally and spiritually. Therefore, it provides materials and services necessary for research and study.

The Makar James University library houses a collection of 25,000 volumes. A usually the collection of theological biography and reference materials is also available.

The Makar James University library is ready to assist students with inquires, assignments, and needs. In order to support the academic emphasis of Makar James University library, its staff members seek to implement a variety of objectives:

Provide learning materials in such quality and quantity so as to promote academic excellence. Anticipate and meet the needs of new courses and educational programs of Makar James University.

The Makar James University library hours are:

Monday ~ Thursday: 9:00 a.m. – 10:00 p.m.

Friday: 12 noon – 4:00 p.m.

Access to other libraries

Makar James University assists its student in accessing any library a student wishes to utilize. Makar James University is the mutual agreement that faculty and student of Makar James University may use the library facilities of Shepherd University.

3200 N. San Fernando Rd., Los Angeles, CA 90065

Telephone Number (323) 550-8888, Fax Number (323) 550-1313

Location

Makar James University is located at 12440 Firestone Bl. Ste 1029, Norwalk, CA90650, where class sessions will be held, just cross street in front of exit from 110 freeway.

Placement Services

Makar James University seeks to provide assistance to students once they face career decisions. Services include only assistance for writing their resumes, preparation of interview for prospective job openings.

It is understood that the Makar James University does not promise or cannot guarantee neither employment nor level of income or wage rate to any Student or Graduate.

Academic Programs

Educational Program

Degree Title	Major
Bachelors in Theology (Th.B.)	Theology
Bachelor of Science in Social Welfare (B.S.S.W.)	Social Welfare
Bachelor of Business Administration (B.B.A.)	Business Administration
Bachelor of Arts in English (B.A.)	English
Masters of Divinity (M.Div.)	Theology
Masters in Theology (Th.M.)	Theology
Master of Social Welfare (MSW)	Social Welfare
Doctor of Ministry (D.Min)	Theology
Doctor of Theology (Th.D.)	Theology
Doctor of Social Welfare (D.S.W.)	Social Welfare

What can you study?

The majority of our research programs can be pursued on any academic topic, giving you the flexibility and freedom to choose a topic of particular interest or relevance to you within your discipline.

The only condition is that we have the academic expertise to advise you and guide your studies. Use our directory of research expertise to find out if we have experts in your subject area who can supervise your studies.

Mode of study

Most of our research programs are available for full or part-time study. Part-time study will allow you to fit your studies around your other commitments.

Mode of instruction for each degree program is both in classroom study and correspondence study.

With few formal taught sessions, a research program gives you greater flexibility to choose when you study. Meetings with your mentor will be arranged at regular intervals, and a research training program will be arranged for you, but otherwise you can choose to work on campus in the library or postgraduate study room.

If any instruction will occur in a language other than English, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted;

- Non-English Instruction - Available (Korean language)
- Correspondence Courses - Available

Degree Information

Bachelors in Theology

PROGRAM DESCRIPTION:

Theology is a science in which people study of God and His relationship with human being. As such, it is a broad discipline which includes basic science and application of science to ethical and spiritual life of human being.

TITLE OF DEGREE:

Bachelors in Theology

REQUIREMENTS:

Candidate must earn 120 credit units with a 2.0 grade average by completing the course requirements as described below. Satisfaction of all financial obligations.

PREREQUISITES:

High school diploma.

CURRICULUM:

REQUIRED:	99 units
General Education Courses:	24 units
Biblical Study Courses:	36 units
Historical Study Courses:	12 units
Systematic Study Courses:	9 units
Practical Study Courses:	9 units
Missiological Courses:	9 units
ELECTIVE:	21 units
General Education Courses:	9 units
Biblical, Historical, Systematic, Practical Courses, and Missiological Courses:	12 units
TOTAL	120 units

Makar James University's Courses of General Education are composed of: English, Linguistics, History, Philosophy, Psychology, Sociology, Political Science, Education, Economics, Logics, and Science & Technology.

BACHELORS DEGREE RESEARCH PROGRAM:

A bachelor's degree in a related discipline from the University requiring at least four years of full-time study, which normally includes a research component in the fourth year, leading to an honors degree.

The mission of the of Bachelors in Theology department is to provide students with educational experiences and environment that promote the mastery of discipline

knowledge and methods, the ability to succeed in discipline-related graduate programs and careers, and the skills and dispositions needed for citizenship in our diverse culture and the world.

GOALS:

The general purposes of the program and its curriculum are to apply concepts of the discipline and address issues critically and reflectively.

Required Elective	Department	Courses for First Year (30)
Required (27)	General	GD101 English I (3) GD110 Introduction to Philosophy (3) GD121 American History (3)
	Biblical	OD100 Introduction to Old Testament (3) OD101 Hebrew I (3) ND110 Introduction to New Testament (3) ND111 Greek I (3)
	Historical	HD101 Early Church History (3)
	Systematic	
	Missiological	MD400 Introduction to Missiology (3)
Elective (3)		

Required Elective	Department	Courses for Second Year (30)
Required (27)	General	GD230 Introduction to Logics (3) GD240 Introduction to Psychology (3) GD250 Introduction to Sociology (3)
	Biblical	OD202 Hebrew II (3) ND212 Greek II (3)
	Historical	HD202 Reformation (3)
	Systematic	SD200 Introduction to Theology (3)
	Practical	PD210 Introduction to Counseling (3)
	Missiologica l	MD411 Mission and Evangelism (3)
Elective (3)		

Required Elective	Department	Courses for Third Year (30)
Required (27)	General	GD231 Mathematics (3)
		GD361 Computer Science (3)
	Biblical	OD301 Old Testament Theology (3)
		OD303 Pentateuch (3)
		ND311 New Testament Theology (3)
		ND313 Books of Gospel (3)
Historical	HD303 Modern Church History (3)	
Systematic	SD301 Doctrine of God/Christology (3)	
Practical	PD310 Introduction to Homiletics (3)	
Elective (3)		

Required Elective	Department	Courses for Fourth Year (30)
Required (18)	Biblical	OD403 Prophets (3)
		ND413 Pauline Epistles (3)
	Historical	HD404 Korean Church History I (3)
	Systematic	SD402 Ecclesiology/Spiritual Work (3)
	Practical	PD411 Mission & Evangelism (3)
		PD412 Worship (3)
Missiology	MD510 Church Planting in Mission Fields (3)	
Elective (12)		

Bachelor of Business Administration

PROGRAM DESCRIPTION:

The Bachelor of Business Administration is a science in which student study six academic departments: accounting, economics, finance, management and organization, management science, and marketing.

TITLE OF DEGREE:

Bachelor of Business Administration

REQUIREMENTS:

Bachelor of Business Administration curriculum requires 120 semester hours for graduation, with at least 48 semester hours in business courses and at least 48 in non-business courses. Satisfaction of all financial obligations. Limited specialization is effected through the student's designated major.

PREREQUISITES:

High school diploma

CURRICULUM:

REQUIRED:	93 units
General Education Courses:	30 units
Accounting Study Courses:	9 units
Business Administration Study Courses:	9 units
Economics Study Courses:	9 units
Finance Study Courses:	9 units
Management and Organization Courses:	9 units
Management Computer Science Courses:	9 units
Marketing Study Courses:	9 units
ELECTIVE:	27 units
General Education Courses:	6 units
Accounting Study Courses:	3 units
Business Administration Study Courses:	3 units
Economics Study Courses:	3 units
Finance Study Courses:	3 units
Management and Organization Courses:	3 units
Management Computer Science Courses:	3 units
Marketing Study Courses:	3 units
Total	120 units

Req./Elect.	Department	Courses for First Year	
Required (30)	General	GD100 Introduction to Linguistics	(3)
		GD101 English I	(3)
		GD110 Introduction to Philosophy	(3)
		GD121 American History	(3)
	Accounting	BA100 Introduction to Financial Accounting	(3)
	Economics	BE100 Principles of Microeconomics	(3)
		BE100 Introductory Financial Management	(3)
Finance	BF102 General Insurance	(3)	
Management & Organization	BJ100 Administrative Management	(3)	
Marketing	BM100 Introduction to Marketing	(3)	
Elective (6)			

Req./Elect.	Department	Courses for Second Year (36)	
Required (30)	General	GD230 Introduction to Logics	(3)
		GD231 Mathematics	(3)
		GD240 Introduction to Psychology	(3)
		GD260 Introduction to Computer Application	(3)
	Accounting	BA200 Managerial Cost Accounting	(3)
	Economics	BE200 Principles of Macroeconomics	(3)
		BE233 Environmental Economics	(3)
Finance	BF230 International Finance	(3)	
Management & Organization	BJ246 International Business Environment	(3)	
Marketing	BM234 Marketing Research	(3)	
Elective (6)			

Req./Elect.	Department	Courses for Third Year (27)	
Required (21)	General	GD361 Computer Science	(3)
		GD381 American Politics	(3)
	Accounting	BA370 Special Topics in Accounting	(3)
	Business Administration	BB365 Business Policy	(3)
	Management & Organization	BJ358 Personnel Management	(3)
	Management & Computer Science	BK373 Managerial Economics	(3)
Marketing	BM351 International Marketing	(3)	
Elective (6)			

Req./Elect.	Department	Courses for Fourth Year (21)	
Required (12)	Business Administration	BB488 Honors Project	(3)
		BB489 Undergraduate Honors Seminar	(3)
	Management & Computer Science	BK476 Managerial Decision Models	(3)
		BK480 Management Information Systems	(3)
Elective (9)			

Bachelor of Science in Social Welfare

PURPOSES AND GOALS:

It is essential to become acquainted with the mission of Makar James University and the goals of the Bachelor of Science in Social Welfare program in order to understand the social work program at Makar James University. Our mission is to equip committed Christian social workers for leadership in the church, world missions, education, and community. Therefore, the mission of the Bachelor of Science in Social Welfare program is to prepare students with a course of study to become trained entry level professionals in social work and social organization leadership within the context of a Reformed-Christian, liberal-arts education.

Our curriculum emphasizes not only education that teaches social work attitudes, knowledge, and skills for strength-based and evidence-based practice but also education that is shaped by Christian faith, thought, and practice to address a world made good by God, distorted by sin, redeemed in Christ, and awaiting the fullness of God's reign.

PROGRAM DESCRIPTION:

The Bachelor of Science in Social Welfare will provide students with a course of study to become trained entry level professionals in social work and social organization leadership. Skills will be integrated with Christian faith and its application to social work.

GENERAL EDUCATION REQUIREMENT:

The general education curriculum at CCU plays a central role in helping each of our students develop the skills, the knowledge, and the habits of thought and reflection they need to live and thrive in the world as agents of Christ's Kingdom.

TITLE OF DEGREE:

Bachelor of Science in Social Welfare

REQUIREMENTS:

Completion of 120 units as described below. Satisfaction of all financial obligations.

CURRICULUM:

REQUIRED:	90 units
General Education Courses:	24 units
Social Welfare Courses:	48 units
Theology Courses:	18 units
ELECTIVE:	30 units
General Education Courses:	12 units
Social Welfare Courses:	6 units
Theology Courses:	12 units
Total	120 units

Req./Elect.	Department	Courses for First Year (33)	
Required (24)	General Education	GD101 English I	(3)
		GD110 Introduction to Philosophy	(3)
		GD121 American History	(3)
		GD230 Introduction to Logic	(3)
	Social Welfare	SW200 Introduction to Social Work	(3)
SW201 Human Behavior and Social Environment I		(3)	
SW500 Christianity and Social Welfare I		(3)	
SW501 Christianity and Social Welfare II		(3)	
Elective (9)	G.E.	General Education Elective (2 courses)	(6)
	Theological	MD500 English for Missionary I	(3)

Req./Elect.	Department	Courses for Second Year (33)	
Required (24)	General Education	GD231 Mathematics	(3)
		GD361 Computer Science	(3)
		GD240 Introduction to Psychology	(3)
		GD250 Introduction to Sociology	(3)
	Social Welfare	SW202 Human Behavior and Social Environment II	(3)
		SW203 History of Social Welfare	(3)
		SW204 Social Welfare Policy and Service	(3)
		SW205 Generalist Practice with Individuals	(3)
Elective (9)	G.E.	General Education Elective (2 courses)	(6)
	Theological	MD501 English for Missionary II	(3)

Req./Elect.	Department	Courses for Third Year (27)	
Required (24)	Social Welfare	SW206 Generalist Practice with Groups	(3)
		SW207 Community Organization and Social Change	(3)
		SW208 Social Work Values and Ethics	(3)
		SW209 Interviewing and Assessment	(3)
		SW214 Abnormal Psychology	(3)
Required (21)	Theological Courses	SD301 Doctrine of God/Christology	(3)
		OD301 Old Testament Theology	(3)
		ND311 New Testament Theology	(3)
Elective(3)	Theological	MD502 English Preaching for Missionary	(3)

Req./Elect.	Department	Courses for Fourth Year (30)	
Required (21)	Social Welfare	SW210 Intervention and Evaluation	(3)
		SW211 Social Deviation and Social Work	(3)
		SW212 Social Welfare and Religious Institutions in America	(3)
		SW213 Social Work Research Methods	(3)
	Theological Courses	MD400 Introduction to Missiology	(3)
		MD610 History of Missionary Work	(3)
		SD303 Reformed Theology	(3)
Elective (9)	Social Welfare	SW215 Field Internship II	(6)
	Theological	MD509 English Sign Language	(3)

Bachelor of Arts in English

PROGRAM DESCRIPTION:

Bachelor of Arts in English is designed to introduce students to the history of literature written in English, to acquaint them with a variety of historical periods and geographical and cultural regions of English language and writing, to create an awareness of methods and theories of literary and cultural analysis, and to provide continued training in critical writing.

TITLE OF DEGREE:

Bachelor of Arts in English

REQUIREMENTS:

Bachelor of Arts in English curriculum requires 120 semester hours for graduation with at least a 2.0 grade average. Satisfaction of all financial obligations.

PREREQUISITES:

High school diploma

CURRICULUM:

REQUIRED:	90 units
General Education Courses:	36 units
English Courses:	54 units
ELECTIVE:	30 units
General Education Courses:	12 units
English Courses:	18 units
Total	120 units

Req./Elect.	Department	Courses for First Year
Required (24)	General	GD102 Public Speaking (3)
		GD103 Effective Communication (3)
		GD106 Introduction to Physical Science (3)
	English	ENG101 Introduction to Educational Linguistics (3)
		ENG102 English Composition for Teaching (3)
		ENG201 Intercultural Communication (3)
		ENG202 Phonetics (3)
		ENG203 Practical Phonetics (3)
	Elective (6)	

Req./Elect.	Department	Courses for Second Year
Required (24)	General	GD231 Mathematics (3)
		GD250 Introduction to Sociology (3)
		GD260 Introduction to Computer Application (3)
Required (24)	English	ENG204 English Grammar (3)
		ENG301 English Composition (3)
		ENG302 Pronunciation (3)
		ENG303 English Reading and Writing (3)
		ENG304 Speaking and Listening (3)
Elective (6)		All lower division GD, OD, ND, PD, SD, Business classes

Req./Elect.	Department	Courses for Third Year
Required (21)	General	GD104 Humanities: Ideas and Values (3)
		GD122 History and Appreciation of Art - I (3)
		GD124 Introduction to Music Appreciation (3)
	English	ENG305 Syllabus Design & Materials (3)
		ENG306 Cultural Issues in Language (3)
		ENG401 Theory and Practice of Teaching English as a Second Language (3)
		ENG402 Theory and Practice of Teaching (3)
Elective (9)		All lower division GD, OD, ND, PD, SD, Business classes

Req./Elect.	Department	Courses for Fourth Year
Required (21)	General	GD230 Introduction to Logics (3)
		GD240 Introduction to General Psychology (3)
		GD272 Introduction to Education (3)
	English	ENG403 Teaching English for Specific Purpose (3)
		ENG404 Second Language Acquisition (3)
		ENG405 Testing English Proficiency (3)
		ENG406 Technology in the Language (3)
Elective (9)		All lower division GD, OD, ND, PD, SD, Business classes

Masters of Divinity

PROGRAM DESCRIPTION:

The Masters of Divinity program is designed for those who wish to engage in Ministry. Ministry is a science in which people study theology and related disciplines to help and nurture the spiritual needs of man. People who studies ministry serve as ministers, teachers, and missionaries to guide the spiritual life of man.

TITLE OF DEGREE:

Masters of Divinity

MASTERS LEVEL RESEARCH PROGRAMS:

Masters by Research: Typically one year full-time, two to three years part-time. This is an individual research project written up in a thesis of 30,000 words.

The mission of the department of Master of Divinity department to provide students with educational experiences and environment that promote the mastery of discipline knowledge and methods, the ability to succeed in discipline-related graduate programs and careers, and the skills and dispositions needed for citizenship in our diverse culture and the world.

GOALS:

The general aims or purposes of the program and its curriculum are to conduct sound research, create solutions to problems and be committed to open-minded inquiry and lifelong learning.

REQUIREMENTS:

Completion of 96 units as described below including completion of a Thesis or equivalent 6 units course work. A minimum grade of 2.7(B-) must be received in every course credited toward graduation. Satisfaction of all financial obligations.

PREREQUISITES:

B.A. degree

CURRICULUM:

Required:	81 units
Elective Courses:	9 units
Written Thesis:	6 units
<hr/>	
Total	96 units

Required/ Elective	Department	Courses for First Year (36)
Required (33)	Old Testament	OD500 Survey of the Old Testament (3)
		OD501 Hebrew Grammar (3)
		OD502 Hebrew Syntax (3)
	New Testament	ND500 Survey of the New Testament (3)
		ND501 Greek Grammar (3)
		ND502 Greek Syntax (3)
	Historical	HD501 Church History I (3)
Systematic	SD500 Systematic Theology I (3)	
	SD501 Systematic Theology II (3)	
Practical	PD500 Principle of Preaching (3)	
Missiological	MD411 Mission & Evangelism (3)	
Elective (3)		

Required/ Elective	Department	Courses for Second Year (30)
Required (27)	Old Testament	OD600 Theology in the Old Testament (3)
	New Testament	ND600 Theology in the New Testament (3)
		ND601 Books of Gospels (3)
	Historical	HD601 Church History II (3)
		HD602 Protestantism (3)
	Systematic	SD600 Systematic Theology III (3)
	Practical	PD602 Christian Ritual and Worship (3)
Missiological	MD511 Church Growth & Evangelism in Mission Fields (3)	
	MD610 History of Missionary Work (3)	
Elective (3)		

Required/ Elective	Department	Courses for Third Year (33)
Required (27)	Old Testament	OD700 Exegetical Method of the O.T. (3)
	New Testament	ND700 Exegetical Method of the N.T. (3)
		ND702 Life of St. Paul (3)
	Historical	HD701 Church History III (3)
	Systematic	SD700 Calvinism (3)
	Practical	PD701 Christian Polity (3)
		PD702 Christian Counseling (3)
Thesis	MT 820 Research Methodology for Thesis Writing (3)	
	MT830 Thesis for Masters of Divinity (3)	
Elective (6)		

Masters in Theology

PROGRAM DESCRIPTION:

The Masters in Theology program, an academic theology degree, is designed for those who wish to engage in advanced theological studies. The program is designed for students to concentrate in one area of specialization and attain a high level of competency in that discipline. The areas of specialization are Old Testament, New Testament, and Practical Theology.

TITLE OF DEGREE:

Master of Theology

Master's level research programs:

Masters by Research: Typically one year full-time, two to three years part-time. This is an individual research project written up in a thesis of 30,000 words.

REQUIREMENTS:

Completion of 36 units as described below. Completion of a Thesis. A minimum grade of 2.7(B-) must be received in every course credited toward graduation. Satisfaction of all financial obligations.

PREREQUISITES:

B.A. degree and M.Div. degree.

CURRICULUM:

Required:	72 units
Elective:	16 units
Written Thesis:	8 units
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Total	96 units

Required (72)	OD801 Advanced Hebrew Reading	(4)
	OD802 Critical Methodology in the Old Testament	(4)
	OD803 Advanced Old Testament Hermeneutics	(4)
	OD804 Trends of the Old Testament Theology I	(4)
	OD805 Trends of the Old Testament Theology II	(4)
	OD806 Old Testament Exegesis I	(4)
	OD807 Old Testament Exegesis II	(4)
	OD808 Advanced Theology in the Old Testament	(4)
	ND801 Advanced Greek Reading	(4)
	ND802 Critical Methodology in the New Testament	(4)
	ND803 Theology of Synoptic Gospels	(4)
	ND804 Johannine Theology	(4)
	ND805 Pauline Theology	(4)
	ND806 New Testament Exegesis	(4)
	ND807 Advanced New Testament Hermeneutics	(4)
	ND808 Advanced Theology in the New Testament	(4)
SD806 Advanced Methodology of Systematic Theology	(4)	
SD807 Theology between Conservation and Liberation	(4)	
Thesis (8)	MT800 Research Methodology for Thesis Writing	(4)
	MT810 Thesis for Masters in Theology	(4)
Elective (16)		

Masters in Social Welfare

PURPOSES AND GOALS:

Our mission is to equip committed Christian social workers for leadership in the church, world missions, education, and community according to the mission of Makar James University. Therefore, the mission of the Masters in Social Welfare program to prepare students for positions as advanced-level practitioners, clinicians, supervisors, and managers, in addition to leadership roles in community and program development. Our curriculum emphasizes not only education that teaches social work attitudes, knowledge, and skills for strength-based and evidence-based practice but also education that is shaped by Christian faith, thought, and practice to address a world made good by God, distorted by sin, redeemed in Christ, and awaiting the fullness of God's reign.

PROGRAM DESCRIPTION:

The Masters in Social Welfare program is designed to give students the opportunity to do research and learning within five foundational areas on both an introductory and advanced area. The student will also participate in field work activities designed to acquaint them with firsthand knowledge of the unique social problems presented in the greater Los Angeles metro area. The student should, through electives, develop competence in at least one of the five core areas.

Master's level research programs:

Master by Research: Typically one year full-time, two to three years part-time. This is an individual research project written up in a thesis of 30,000 words.

TITLE OF DEGREE:

Master of Social Welfare

REQUIREMENTS:

Completion of 96 units as described below including 6 units of internship or completion of written Thesis. A minimum grade of 2.7(B-) must be received in every course credited toward graduation. Satisfaction of all financial obligations.

PREREQUISITES:

B.A. degree

CURRICULUM:

Required:	56 units
Elective:	16 units
Internship:	24 units
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Total	96 units

Required / Elective	Courses for First Year (48)	
Required (28)	SW500 Christianity and Social Welfare I SW501 Christianity and Social Welfare II SW502 The Spiritual Dimension of Social Work Practice SW503 Human Behavior and the Social Environment SW505 Social Welfare Policy SW506 Health and Mental Health Policy SW507 Macro Theory and Communities/Organizations	(4) (4) (4) (4) (4) (4) (4)
Internship (12)	SW514 Field Education(Internship) I SW515 Field Education(Internship) II SW514 Field Education(Internship) III	(4) (4) (4)
Elective (8)		

Required / Elective	Courses for Second Year (48)	
Required (28)	SW508 Social Work Practice with Families, Groups and Complex Cases SW509 Christian Issues in Psychology SW510 Advanced Theories and Clinical Interventions with Families SW511 Clinical Practice with Individuals(Children, Adolescents, and Adult) SW512 Family care of the mentally Ill SW513 Organizational Behavior and Management SW517 Developmental Disabilities	(4) (4) (4) (4) (4) (4) (4)
Internship (12)	SW515 Field Education(Internship) IV SW514 Field Education(Internship) V SW515 Field Education(Internship) VI	(4) (4) (4)
Elective (8)		

Doctor of Ministry

PROGRAM DESCRIPTION:

This program is designed to further refine the professional ministers skills using the basic biblical and theological foundations acquired during their first professional training program and using their insights acquired during their professional ministry and then helping the minister define a cohesive area of research and study for effective ministry. The program requires that the student be actively engaged in ministry to effectively relate their doctoral training to practical ministry.

There are two areas according to being concentrated on student's study in Doctor of Ministry Program. Module A is concentrated on Ministry and Module B is concentrated on Preaching with Multimedia.

TITLE OF DEGREE:

Doctor of Ministry

REQUIREMENTS:

The Doctor of Ministry program is 48 Semester units past the Master of Divinity degree or equivalent master's degree program. A minimum grade of 2.7(B-) must be received in every course credited toward graduation. The student will undertake supervised research either independently or as a member or a team. Assessment is by means of a thesis of 100,000 words which must demonstrate the capacity to pursue original research and should represent a distinct and significant contribution to the subject.

PREREQUISITES:

The Doctor of Ministry applicant must hold the Masters in Divinity degree, must have at least 3 years of ministry experience, and must have an academic record that demonstrates superior ability.

CURRICULUM:

Required:	32 units
Elective Courses:	16 units
Written Dissertation:	6 units
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Total	54 units

Curriculum for Doctor of Ministry

Module A (Concentrated on Ministry)

* REQUIRED (32 units)

OD920 Old Testament Seminar	(4)
ND920 New Testament Seminar	(4)
SD901 Theological Method I	(4)
MD901 Missiology Seminar	(4)
PD901 Spirituality Seminar	(4)
PD902 Pastoral Theology Seminar	(4)
PD903 Christian Leadership Seminar	(4)
DD900 Method of Research Seminar	(4)

* ELECTIVE COURSE (16 units)

* DISSERTATION (6 units)

DD910 Doctoral Dissertation for Doctor of Ministry	(6)
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Module B (Concentrated on Communication with Multimedia)

* REQUIRED (32 units)

PD904 Pastoral Preaching Seminar	(4)
MD901 Missiology Seminar	(4)
ND904 The Christological Use of the O.T. in the N.T.	(4)
SD901 Theological Method I	(4)
PD921 Communication Theory for Preaching	(4)
PD922 Advanced Preaching with Multimedia	(4)
PD923 Speech and Gesture for Preaching	(4)
PD925 Instructional Method with Multimedia and CBT	(4)

* ELECTIVE COURSE (16 units)

* DISSERTATION (6 units)

DD910 Doctoral Dissertation for Doctor of Ministry	(6)
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Doctor of Theology

PROGRAM DESCRIPTION:

The degree of the Doctor of Theology is designed for those who are capable of doing research at the highest level with a view to their becoming scholars and educational leaders in various fields of Christian Ministry. This is the highest academic degree.

TITLE OF DEGREE:

Doctor of Theology

REQUIREMENTS:

Students in the Doctor of Theology program must complete 64 units of study. A minimum grade of 2.7(B-) must be received in every course credited toward graduation. The student will undertake supervised research either independently or as a member or a team. Assessment is by means of a thesis of 100,000 words which must demonstrate the capacity to pursue original research and should represent a distinct and significant contribution to the subject.

PREREQUISITES:

The Doctor of Theology applicant must hold the Masters in Theology degree, must have an academic record that demonstrates superior ability, and must pass satisfactory a written examination in the field of his or her intended major and an oral examination of his or her Christian experience.

CURRICULUM:

Required:	40 units
Elective Courses:	8 units
Written Dissertation:	6 units
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Total	54 units

Curriculum for Systematic Theology Major

* REQUIRED (40 units)

SD901 Theological Method I	(4)
SD902 Theological Method II	(4)
SD903 Research on 20th-century Theology	(4)
SD904 Research on the History of Biblical Interpretation	(4)
SD905 Research on Reformed Theology	(4)
SD906 Research in Christology I	(4)
SD908 Research in Anthropology	(4)
SD909 Research in Eschatology	(4)
SD910 Research in Soteriology I	(4)
DD901 Method of Research Seminar	(4)

- * ELECTIVE COURSE (8 units)
- * DISSERTATION (6 units)
- DD911 Doctoral Dissertation for Doctor of Theology (6)

Curriculum for Old Testament major

- * REQUIRED (40 units)
- OD901 Old Testament Theology I (4)
- OD902 Old Testament Theology II (4)
- OD905 Old Testament Criticism (4)
- OD906 Biblical Theology of the Old Testament (4)
- OD907 Research in Hermeneutics (4)
- OD908 Bible Research of the Old Testament (4)
- OD909 Analysis of the Old Testament Books (4)
- OD910 A Comparative Study of the Semitic Language (4)
- OD911 History of the Ancient Near East (4)
- DD901 Method of Research Seminar (4)
- * ELECTIVE COURSE (8 units)
- * DISSERTATION (6 units)
- DD911 Doctoral Dissertation for Doctor of Theology (6)

Curriculum for New Testament major

- * REQUIRED (40 units)
- ND901 New Testament Seminar I (4)
- ND902 New Testament Seminar II (4)
- ND903 The Synoptic Gospels (4)
- ND904 The Christological Use of the O.T. in the N.T. (4)
- ND905 Advanced New Testament Textual Criticism (4)
- ND906 The Criticism and Theology of Matthew and Mark (4)
- ND907 New Testament Theology (4)
- ND908 The Theology of the General Epistles (4)
- ND909 Bible Research New Testament (4)
- ND910 Analysis of New Testament Books (4)
- ND911 New Testament Doctoral Practicum (4)
- DD901 Method of Research Seminar (4)
- * ELECTIVE COURSES (8 units)
- * DISSERTATION (6 units)
- DD911 Doctoral Dissertation for Doctor of Theology (6)

Doctor of Social Welfare

PROGRAM DESCRIPTION:

The Doctor of Social Welfare prepares professional social workers for leadership in human services and in higher education. The program's emphasis is on preparing students to contribute to the development of social work practice knowledge. The areas of knowledge development include the design, implementation and evaluation of social policies and programs, clinical intervention and services, and social welfare education and training.

TITLE OF DEGREE:

Doctor of Social Welfare

REQUIREMENTS:

Completion of 51 semester units coursework within 7 years of admission. The student will undertake supervised research should represent a distinct and significant contribution to the subject. Satisfaction of all financial obligations.

PREREQUISITES:

The DSW applicant must hold the Master's degree or equivalent from approved graduate institution in social welfare or similar social sciences degree must be completed an overall GPA of 2.7(B-). Proof of two years of professional experience in a social work field. Proof of current work within a social work position. One recommendation from a peer worker.

CURRICULUM:

Required:	27 units
Electives:	15 units
Written Dissertation:	12 units
Total	
	54 units

Required / Elective	Courses for First Year
Required (12)	SW751 Social Work Research I (3)
	SW752 Social Work Research II (3)
	SW702 The Organization and Delivery of Social Services to Workers and Their Families (3)
	SW781 Social Welfare Administration I (3)
Elective (3)	
Required / Elective	Courses for Second Year
Required (12)	SW754 Advanced Social Work (3)
	SW760 Dissertation Design (3)
	SW703 Political Economy of Social Welfare (3)
	SW782 Social Welfare Administration II (3)
Elective (6)	
Required / Elective	Courses for Third Year
Required (3)	SW790 Professional Seminar (3)
Dissertation (12)	SW799 Dissertation (12)
Elective (6)	

Course Description

General Education Department (GD)

GD100 Introduction to Linguistics (3)

A course intended to introduce the student to the terminology and concepts of modern linguistics, helping him/her develop insights into the linguistic phenomena of his/her native language and beyond his/her native language.

GD101 English I (3)

Introduction to the development of English from Anglo-Saxon to its present status as a "universal" language. Examines the historical development of theories attempting to explain English, its styles, dialects, and literatures.

GD102 Public Speaking (3)

The public speaking is an applied skills course designed to provide students with a comprehensive understanding of the research, construction, and effective delivery of speeches in a wide variety of settings. The various types of speeches.

GD103 Effective Communication (3)

Through group activities, discussion and lecture, this course introduced concepts of perception, emotions, nonverbal communication, listening, and relational conflict.

GD104 Humanities: Ideas & Values (3)

An exploration of the nature of mankind, primarily as reflected in the disciplines of philosophy, history, literature and religious studies. Particular attention is paid to mankind in community and to the enduring questions of values and the struggle for personal fulfillment.

GD105 Humanities: Gender, Art, & Society (3)

The battle of the sexes has been an age-old theme in the art and literature of western society. The course pays attention to the conversation and competition with male and female. The changes in gender, art, and society by examining poetry, drama, novels, political tracts, and painting from the last three hundred years.

GD106 Introduction to Physical Science (3)

This course introduces students to fundamental concepts of physical sciences. The course will emphasize practical applications, especially those that integrate all of the natural sciences.

GD107 Introduction to Anthropology (3)

Anthropology is the study of humankind and all its variation over space and time. It can be divided into four subfields of scientific and humanistic endeavor: biological anthropology, archaeology, linguistics, and socio cultural anthropology.

GD108 Physical Education (3)

This course is to enable the student to develop fundamental and advanced skills, knowledge of rules, and ability to perform in a variety of individual sports, including golf, bowling, tennis, and track field.

GD110 Introduction to Philosophy (3)

Illustration of the nature and scope of philosophy through an examination of some of its traditional areas of concern, such as ethics, theory of knowledge, social and political philosophy of religion, aesthetics, and metaphysics.

GD121 American History (3)

Introduction to the growth of American civilization; general survey, with particular attention to social and political aspects.

GD122 History & Appreciation of Art-I (3)

This course presents the history and interpretation of architecture, sculpture and painting, beginning with prehistoric times and following the development through Gothic Art.

GD123 History & Appreciation of Art-II (3)

This course presents the history and interpretation of architecture, sculpture and painting, beginning with the Renaissance and following the development through the present.

GD124 Introduction to Music Apprehension (3)

This course is designed as a general introduction to the history of western music with emphasis on the Baroque through 20th Century style periods. No prior musical background is required.

GD150 Research and Writing (3)

An introductory course into the basics of research and writing. This course will introduce Turabian Style of citation and other research tools and methodologies.

GD230 Introduction to Logic (3)

A study of the methods and principles of correct reasoning. Applications of elementary logical techniques to current periodicals.

GD231 Mathematics I (3)

Basic arithmetical concepts and computational skills: includes addition, subtraction, multiplication, division and rounding of whole numbers, factorizations, equations and graphs.

GD232 Mathematics II**(3)**

This course is the bridge from the concrete to the abstract study of mathematics. A one-semester introduction to calculus and algebra recommended for students who wish to learn the basics of calculus and algebra for application to social sciences or for cultural appreciation as part of a broader education. Topics for calculus include functions, equations, graphs, exponentials and logarithms, and differentiation and integration; applications such as marginal analysis, growth and decay, optimization, and elementary differential equations. And topics for algebra include simplifying expressions, evaluating and solving equations and inequalities, and graphing linear and quadratic functions and relations. Real world applications are presented within the course content and a function's approach is emphasized.

GD233 General Biology**(3)**

Introduction to the principles and concepts of biology with emphasis on molecular biology and cell physiology. This course is designed for students who need basic knowledge, improvement or practice in study skills for biology. This course includes basic study techniques, techniques specific for biology terminology, text and lecture notes, problem solving, and biology resources.

GD234 General Physics**(3)**

Centered around the basic laws of physics, emphasis is on a conceptual understanding of the natural world regarding concepts which comprise it and their connections and relationships to each other. Topics include force, motion, momentum, energy and gravitation.

GD235 General Chemistry**(3)**

Fundamental concepts of chemistry and their applications. Chemical nomenclature, stoichiometry, atomic structure, bonding theories, thermochemistry, periodic properties, solution calculations, gas laws and the properties of solids and liquids are among the topics discussed.

GD240 Introduction to Psychology**(3)**

Basic principles of psychology such as maturation, motivation, emotion, personality, and mental health; emphasizes relating these principles to the teaching of the Bible, Christian life, and Christian service.

GD250 Introduction to Sociology**(3)**

Survey of characteristics of social life, processes of social interaction, and tools of sociological investigation.

GD260 Introduction to Computer Application (3)

This is an introductory course on desktop computers. The students learn to work in the Windows environment. They will have "hands on" experience producing signs, graphics, reports, newsletters, spreadsheets, charts, mail merge and databases. Word for Windows and Excel for Windows are the primary pieces of software and the use of the internet.

GD272 Introduction to Education (3)

This course assists students in broadening their approaches to teaching and learning by becoming proficient in the selection, production, and utilization of a variety.

GD290 Introduction to Science & Technology (3)

An introductory course for the study of religions in the world, concerned about their basic doctrines

GD302 English II (3)

Study and practice of the processes of academic research and writing, culminating in a research paper.

GD340 Introduction to Christian Education (3)

An introductory course for the study of educational issues in Christian framework, texts and movements of thought.

GD361 Computer Science (3)

An introduction to the resources available in the area of computers, both in hardware and software, and then dealt with pastoral uses of software, especially.

GD381 American Politics (3)

A study of an American political structure, theory, and history of political science in the United States of America.

GD471 Statistics (3)

An introduction to basic statistical methods, including central tendency, parametric, non-parametrical procedures (e.g., tests of association, correlation and comparison).

Business Administration Department

BA100 Introduction to Financial Accounting (3)

Survey and analysis of contemporary accounting information systems; emphasis on external reporting by a firm to its investors and creditors. Sophomore or higher standing required.

BA113 Taxes and Business Decisions (3)

Introduction to important tax concepts; emphasis on recognizing tax-planning opportunities and pitfalls inherent in common management decisions; for non majors.

BA200 Managerial Cost Accounting (3)

Survey and analysis of contemporary accounting information systems; emphasis on preparation of information for management decision making.

BA230 Cost Accounting for Management (3)

Selection and preparation of information that serves to support and assist management in planning and controlling a firm's operations; cost estimation and reporting, cost-volume-profit analysis, budgeting, variance analysis, cost allocation; quantitative techniques integrated with more traditional approaches. Senior standing and admission to professional program in accounting required. Prerequisite: BK476

BA370 Special Topics in Accounting (3)

Advanced topics in accounting covered in-depth; topics determined by student/faculty interest. Consent of instructor required.

BB365 Business Policy (3)

Responsibilities of general managers; functional aspects of business integrated through problem-solving.

BB488 Honors project (3)

Independent research project for seniors in business administration. May be repeated.

BB489 Undergraduate Honors Seminar (3)

Presentation and discussion of business honors projects. Open only to business administration honors students. May be repeated.

BE100 Principles of Microeconomics (3)

Study designed for principles of economic theory of consumer behavior, producer behavior, and role of market coordinating economic decisions; conditions for efficient resource allocation by the market mechanism.

BE105 Macroeconomics (3)

Measurement of national product, unemployment, and inflation; determination of national income and the price level; analysis of the use of stabilization policies; explanation of the dynamics of inflation and the problem of stagflation.

BE200 Principles of Macroeconomics (3)

Studies designed for principles of measurement of national product, unemployment, and inflation; determination of national income and the price level; analysis of the use of stabilization policies; explanation of the dynamics of inflation and the problem of stagflation.

BE225 International Economics (3)

Foreign exchange and balance of payments; international monetary arrangements and policy; theory of international trade; role of tariffs and restrictions in international trade. Prerequisites: BE100 and BE200, or senior standing.

BE233 Environmental Economics (3)

Economic analysis of current environmental and resource use problems; policies for environmental protection. Prerequisites: BE100 and BE200, or senior standing, or consent of instructor.

BE350 Introduction to Economic History (3)

Western economic development from antiquity to the present, with equal emphasis on the centuries before and after A.D. 1700; topics include the evolution of population, technology, business organization, production, and trade; the dynamics of economic systems; methodology. Prerequisites: BE100 or equivalent.

BE480 Mathematics for Economists I (3)

Matrix algebra, determinants, linear systems of equations; review of single variable differential calculus, calculus for functions of several variables; Lagrangian and second order conditions for the maximization problem with single equation constraint. Offered fall semesters. Prerequisite: one year of calculus or consent of instructor.

BF100 Introductory Financial Management (3)

Financial planning and management of money and capital in business firms; security markets. BA200, BE100, BE200, and junior standing.

BF101 Directed readings in Finance (3)

Individually guided readings in selected topics in business.

BF102 General Insurance (3)

Theory of risk and risk bearing; arrangements for dealing with risk; insurance industry; types of insurers, functions of insurers, and government regulation of insurance; social insurance; basic features of selected insurance contracts. Prerequisites: BE100 and BE200.

BF111 Investments (3)

Activities involved in choosing alternative financial assets from an individual's viewpoint; present value; security markets; industry developments. Prerequisite: BF100 or consent of instructor.

BF230 International Finance (3)

Multinational business, international monetary system, bases for world trade, development of less-developed countries, foreign investment; emphasis on distinctions between international and domestic business operations. Prerequisite: BF100 or consent of instructor.

BF241 Real Estate Appraising (3)

Theory and practice of valuing real property.

BJ100 Administrative Management (3)

Basic treatment of principles of management, organizational structure, decision making, leadership line staff relationships, and administration of organizations. Prerequisites: BE100, BE200, and junior standing.

BJ101 Directed Readings in Industrial Relations and Human Resources Management (3)

Individually guided readings in selected topics. Consent of instructor required.

BJ246 International Business Environment (3)

Focus on discerning what makes international business different from domestic business, especially the cultural, legal, and political factors to which managers must adapt. Junior or higher standing required.

BJ357 Training and Development (3)

Research trends in the human resources training, education, and development activities within organizational settings; learning theories; models of training; interrelationships of management, career, and organizational development programs.

BJ358 Personnel Management (3)

Application of social science research and concepts to decisions and processes involved in managing personnel in organizations; staffing, assessing, developing, and rewarding personnel. Prerequisite: BJ100.

BJ359 Current Issues in Industrial Relations (3)

Specialized topics in industrial society; may include management development and training, research methods in industrial relations, quantitative methods in industrial relations; topics vary. Prerequisites: BJ358.

BJ362 Group Behavior in Organizations (3)

Basic characteristics of organizational structure and group processes from the perspective of social science concepts and theories; authority and communication structures, intergroup relations, leadership and group task performance. Prerequisites: BJ100, or consent of instructor.

BK101 Directed Readings (3)

Individually guided readings on selected topics in management sciences. Consent of instructor required.

BK373 Managerial Economics (3)

Economic analysis applied to basic problems encountered in a marketing, finance, and production; foundation for more specialized work in these fields. Prerequisites: BE100, BE200.

BK476 Managerial Decision Models (3)

Mathematical programming, including linear, nonlinear, and dynamic programming, with applications in economics and management; classical optimization techniques, transportation, and network flow problems.

BK480 Management Information Systems (3)

Nature of systems; description and use of management information systems; survey of tools used in systems design and analysis; use of decision support systems.

BK481 Systems Analysis and Design (3)

Design and implementation of an information system; students are assigned a project that includes determination of information needs, system design, and development of information needs, system design, and development of information plans, followed by construction of prototype information system. Prerequisite: BK480.

BK482 Applications of Database Management Systems (3)

Design and implementation of a database using a relational DBMS; emphasis on issues of logical and physical design, database administration, concurrency control, and maintenance. Prerequisite: BK480.

BM100 Introduction to Marketing (3)

In this course, students assume the role of a marketing manager and learn how to make effective marketing decisions. Marketing permeates our lives, from the advertising that we are exposed to on a daily basis, to the product decisions we make as consumers, to the need for all of us to communicate with and persuade others in order to accomplish our personal and professional goals. Decision making and planning from the manager's point of view; impact of marketing actions from the consumer's point of view.

BM101 Directed Readings in Marketing (3)

Individually guided readings on selected topics in marketing. Consent of instructor required.

BM234 Marketing Research (3)

Introduction to marketing and distribution research methods and role of marketing information as a management tool in decision making.

BM235 Consumer Behavior (3)

This course is emphasis on behavioral aspects of marketing; discussion of influences on buying behavior, including learning, perception, dissonance, imagery, symbolism, personality, attitude, self, role, life-style, reference groups, culture, social class, and family; strategic use of persuasive communications in marketing. Prerequisite: BM101

BM237 Advertising Theory (3)

Advertising as a promotional force; emphasis on theory, planning, and resulting strategic and tactical decisions made by advertising executives. Prerequisite: BM101.

BM247 Marketing Management (3)

Marketing problems of organizations; emphasis on the marketing manager's role in developing and presenting goal-oriented marketing strategies; use of behavioral science concepts to understand buyers; study of marketing decision areas, including advertising, personal selling, product planning, pricing, distribution, competitive strategies; participation in computerized business games. Prerequisites: BM101 and two additional marketing courses.

BM351 International Marketing (3)

Designed for advanced undergraduates: topics include international versus domestic marketing, cultural considerations, market entry strategies, review of currency markets, developing specific markets in Western Europe and the Pacific Rim, developing workable plans and programs. Prerequisite: BM101

English Department (ENG)

ENG101 Introduction to Educational Linguistics (3)

An introduction to scientific study of language with special emphasis on the current linguistic trends and foundations for further study in linguistics and methodology of language teaching.

ENG102 English Composition (3)

The purpose of this course is to help improve writing skills and gain firsthand experience with the most innovative strategies for teaching writing. Engage in a wide range of writing tasks: narrative essays, memoir writings, creative writing, lesson plans, and reading journal entries.

ENG201 Intercultural Communication (3)

An introduction to human speech communication. Scientific study of communication models, verbal and nonverbal message system, and intercultural communication is introduced with the emphasis of language teaching.

ENG202 Phonetics (3)

Phonetics of a variety of languages and phonetic phenomena that occur in languages of the world. Extensive practice in perception and production of such phenomena.

ENG203 Practical Phonetics (3)

Focuses on extensive practice in production, perception, and transcription of sounds from a wide range of languages.

ENG204 English Grammar (3)

Explores the complexities of spelling and word formation, grammatical structure, and semantic relations in English. Various approaches to grammatical analysis are covered, but the emphasis is on developing the practical foundations necessary for effective teaching, rather than on theoretical models.

ENG301 English Composition (3)

The development of expository and argumentative writing skills through the processes of effective reading, clear thinking, organization, and expression, with appropriate emphasis on criticism and research.

ENG302 Pronunciation (3)

An introduction to the formal analysis of phonetics and phonology, followed by techniques for incorporating this knowledge into practical classroom instruction. Special emphasis is on problem-solving strategies with respect to data, and on effective, low-cost techniques for instruction.

ENG303 English Reading & Writing (3)

Introduction to theories of how we read and write as well as the instruction of these skills. The major focus is on practical approaches to teaching reading and writing skills to varied student populations, including children in public schools, young adults in pre-academic learning environments, and literacy-challenged adults education programs.

ENG304 Speaking & Listening (3)

Examines content and methodology in teaching TESOL listening, speaking and pronunciation to diverse groups of students. Students are expected to investigate different techniques, analyze them, and research one area.

ENG305 Syllabus Design & Materials Development (3)

An introduction to principles of ESL/EFL curriculum development with an emphasis on creating course objectives and then translating them into syllabus design. Students will analyze actual English language teaching curricula programs and then design a curriculum themselves for a course based on specifications provided by the instructor.

ENG306 Cultural Issues in Language Teaching (3)

This course addresses prospective language teachers' need to understand the effect of various cultural values on language learning and teaching and to develop techniques that will enhance their students' learning.

ENG311 Children's Literature for Teaching (3)

A course designed to survey the various genre of children's literature with an emphasis on appropriate selections to be used in the elementary school based upon age groups and individual needs.

ENG312 History of English (3)

A survey of English history from the Anglo-Saxon period to the present for better understanding to the present English in the world.

ENG313 Creative Writing (3)

An introductory course in the history and practice of writing poetry and short fiction, along with reading of exemplary works of modern poetry and fiction.

ENG314 Current English (3)

A survey of current English writings with an emphasis on the language teaching.

ENG401 Theory and Practice of Teaching English as a Second Language-I (3)

This course focuses on evaluation and development of lesson plans and teaching materials designed to teach grammar, language functions, speaking, and reading, listening, and writing skills within a communicative approaches.

ENG402 Theory and Practice of Teaching English as a Second Language-II (3)

This course provides guidelines for teachers who want to develop materials and tests appropriate for the integration of academic content with English language skills for non-native speakers of English.

ENG403 Teaching English for Specific Purpose (3)

A survey of the development of the field and its current scope with an emphasis on a needs-oriented, learner-centered approach. Issues of authenticity in materials design and effective ways to present the language used in highly-specialized contexts. Group projects include a needs analysis from which students determine curriculum goals and objectives and design appropriate course materials.

ENG404 Second Language Acquisition (3)

Examines second language development from psycholinguistic and sociolinguistic perspectives. Attention is given to the impact of learner's age, native language, and language environment on the learning process.

ENG405 Testing English Proficiency (3)

Examines the role of testing; surveys types of tests; discusses the criteria of a good test; analyzes tasks that variously require listening, speaking, reading, writing and communicative competence; and provides practice in evaluating and constructing test items.

ENG406 Technology in the Language Classroom (3)

This course is intended to familiarize students with the varied uses of technology in the second language classroom. The main focus of the course will be how technology enhances and encourages communicative practices and student-centered learning.

ENG411 The Expressive Arts and Language (3)

A survey of English and American poetry that can be used for English teaching. Develops better ways to utilize poems for English teaching.

ENG412 American Culture (3)

This course surveys a number of issues related to the culture and character of the people of the United States. Stress will be placed on a contemporary view of the U.S. although, inevitably, these issues will frequently be seen from an historical perspective.

ENG413 Survey of Applied Linguistics (3)

Intensive readings on selected topics relevant to the acquisition of second languages, sociolinguistics, bilingualism, testing, and research directions.

Social Welfare Department (SW)

SW200 Introduction to Social Work (3)

This course offers an exciting opportunity for experiential learners to explore the profession of social work, social work values and ethics, and vocational calling to helping those in need. Students will be empowered to explore diverse social work settings and working with a variety of populations.

SW201 Human Behavior and Social Environment I (3)

This course examines different social science theories about human growth and development. The intent is to look at these theories in relation to the generalist social work perspective and in relation to diverse ethnic, racial, gender, religious, and age related groups. It provides an understanding of the interactions between and among human biological, social, psychological, and cultural systems as they affect and are in turn, affected by human behaviors.

SW202 Human Behavior and Social Environment II (3)

This course examines different social science theories about human growth and development. The intent is to look at these theories in relation to the generalist social work perspective and in relation to diverse ethnic, racial, gender, religious, and age related groups. It provides an understanding of the interactions between and among human biological, social, psychological, and cultural systems as they affect and are in turn, affected by human behaviors.

SW203 History of Social Welfare (3)

This course examines the historical development of the social welfare institutions, the development of the profession of social work, and the basic philosophies which have molded the structure and provision of service to vulnerable citizens throughout history.

SW204 Social Welfare Policy and Service (3)

Students examine policies and programs that have been developed to meet human needs in American society. Historical background, ideas, philosophies, social advocacy, and political climate are explored as they impact decision making.

SW205 Generalist Practice with Individuals (3)

A study of generalist social work practice within an ecological and problem solving context. This course focuses on practice skills, interventions, and issues with individuals. This course includes the stages of the social work helping process: assessment, goal planning, intervention, evaluation, and termination. This course also assists students to appreciate diversity, develop culturally competent practice skills, use theoretical models to guide social work practice, and practice according to professional social work ethics.

SW206 Generalist Practice with Groups (3)

This course focuses on application of the social work helping process with larger client systems, such as families, groups, organizations, and communities. Diversity issues and culturally competent practice are also explored in the context of mezzo level and macro level practice.

SW207 Community Organization and Social Change (3)

The course helps students understand the organization of urban, multicultural communities, while engaged in service learning activities in grassroots and nonprofit organizations. Included are methods of practice used to mobilize people to collective action to solve their own problems, form ongoing organizations that enhance their power to meet their own needs, and develop resources where needed.

SW208 Social Work Values and Ethics (3)

This course facilitates the integration of Christian faith and values with careers in the helping profession. This is accomplished through examining religious and spiritual experiences, as well as ethical dilemmas often confronted by social workers, nurses, counselors, and others in the helping profession, as they exist within the context of one's cultural, social, and physical environment. Attention is given to the process of faith development, historical perspectives, and the diversity of spiritual experiences.

SW209 Interviewing and Assessment (3)

This course presents principles, types, and phases of interviewing various clients (or patients). Students will develop observational skills and communication abilities including documentation and recording. The laboratory section of this course provides the students with the opportunity to participate in interviewing and to receive feedback regarding effectiveness in pertinent competencies such as assessment, interpersonal interaction, listening and reflecting, and the use of self.

SW210 Intervention and Evaluation (3)

This course is to discuss for effective intervention and evaluation. This will give us the opportunity to critically examine how each intervention has been evaluated.

SW211 Social Deviation and Social Work (3)

A socio-psychological perspective of abnormal and deviant behavior in relation to social work and appropriate treatment.

SW212 Social Welfare and Religious Institutions in America (3)

A study of the effect of religious agencies and their effectiveness in meeting social needs in American society.

SW213 Social Work Research Methods (3)

This course prepares the student to do a social science research project. Both qualitative and quantitative research methods are examined. Students prepare a research proposal as the final project. For social work majors, the research proposal is connected to their social work internships.

SW214 Abnormal Psychology (3)

This course will provide a broad survey of what is considered to be abnormal behavior. The primary focus of the course is the description of various symptoms, syndromes and illnesses. Additional, treatments of abnormal behavior will be briefly discussed.

SW215 Field Internship (6)

This social work practicum provides a setting for the development of advanced practice skills and an opportunity for the integration of knowledge, skills, and values in social work. Students complete a minimum of 200 hours in an approved agency or church.

SW500 Christianity and Social Welfare I (4)

This course is designed to study students in biblical understanding and discussion about social responsibilities related to social work. This course also presents church related welfare works carried on by individuals and congregations, and on through professionally staffed agencies and institutions.

SW501 Christianity and Social Welfare II (4)

This course is designed to study students in biblical understanding and discussion about social responsibilities related to social work. This course also presents church related welfare works carried on by individuals and congregations, and on through professionally staffed agencies and institutions.

SW502 The Spiritual Dimension of Social Work Practice (4)

Spirituality is expressed through diverse forms in our clients' lives; it is central to our clients' understanding of suffering and their attempts to resolve it. Therefore, social workers need to be prepared to respond in an effective, spiritually sensitive manner. In response, this course examines major issues pertaining to spiritually sensitive social work practice with clients of various religious and nonreligious perspectives.

SW503 Human Behavior and the Social Environment (4)

This course will explore the dynamics of human behavior and prepare a foundation of knowledge on which to build clinical practice skills. Through a study of systems theory and the identification of the biological, psychological and sociological variable influencing development, students gain a theoretical base for application to the assessment in client systems. Special emphasis in this course is on the important factors of human diversity as they affect the dynamics of human behavior.

SW505 Social Welfare Policy (4)

Review of existing policy regarding major social issues in the field of social welfare. Examination of discrepancy between need and capacity of social agencies to address need. Exploration of differential impact of policy on various populations.

SW506 Health and Mental Health Policy (4)

This course provides an overall view of the historical, social, and economic dimensions of the health care delivery system: how health policies are developed and implemented, and how such policies influence social work practice, program planning, and research. Key health policy issues such as financing, cost, access, and the allocation of resources are explored in the context of health reform proposals. Students investigate how health policy affects specific population groups such as women and children, persons with chronic mental illnesses, persons with AIDS, older adults, and minorities.

SW507 Macro Theory and Communities/Organizations (4)

Historical and theoretical developments in administration, planning, and community organization; understanding the community as a social system; administration of organizations; role of the practitioner in identification, analysis, and evaluation of needs, existing programs, policies, structures, and strategies of intervention.

SW508 Social Work Practice with Families, Groups and Complex Cases(4)

Theories and principles with primary emphasis on families and groups with application to problems requiring multi level interventions.

SW509 Christian Issues in Psychology (4)

This course introduces the student to issues of importance in the integration of psychology and Christianity. Models of integration, critical issues in psychology and contemporary issues are examined in light of the scriptures and modern thinkers in Christian psychology.

SW510 Advanced Theories and Clinical Interventions with Families (4)

Advances students' knowledge and clinical skills working with diverse urban families experiencing various stressors. Exploration and application of a range of family therapy models.

SW511 Clinical Practice with Individuals (Children, Adolescents, and Adult)(4)

Focuses on developing students' knowledge and skills in advanced clinical social work with individuals. Classification, evaluation, and diagnosis of the psychiatric disorders described in the Diagnostic and Statistical Manual of Mental Disorders (DSM IV). Emphasis placed on diagnostic and psychosocial evaluation, psychiatric epidemiology, genetic factors in mental illness, and the major categories of drugs used in treating psychiatric disorders.

SW512 Family care of the mentally ill (4)

The course discusses the clinical treatment of these illnesses and provides the knowledge and skills that family members need to cope more effectively. Participants learn about handling crises and relapses; communication techniques; problem solving and limit setting; stress reduction; medications; community services and support; as well as advocacy.

SW513 Organizational Behavior and Management(4)

This course introduces concepts, theories and current research in the effective management of organizations. Topics include the basics of systems thinking, as well as team and group dynamics. The role of perception and motivation in the behavior of the individual is addressed. Cases, workshops and readings are integrated in a cohesive approach to management problems.

SW514, 515, 516 Field Education (Internship) I, II, III (12)

Practical field experience working within a human service organization. Internships are individually arranged and may be done in a wide array of settings. Students will be required to supplement their experience with a classroom seminar.

SW517, 518, 519 Field Education (Internship) IV, V, VI (12)

Advanced practical field experience working within a human service organization. Internships are individually arranged and may be done in a wide array of settings. Students will be required to supplement their experience with a classroom seminar.

SW516 Introductory Research Methods (4)

Definitions and classifications of terms used in quantitative methods; measures of typical and maximum performance, reliability, and validity checks; reporting and displaying data; interpreting results.

SW517 Developmental Disabilities (4)

This course enhances the students' ability to practice social work with and on behalf of people with developmental disabilities and their families. The course provides a base of knowledge about developmental disabilities and differences, their causes and characteristics. Students learn how disabilities and learning differences impact personal, familial, educational, social, and economic dimensions for the individual, family and society, with attention to the person's special life cycle needs and characteristics. The course also emphasizes legislative, programmatic, political, economic, and theoretical formulations fundamental to service delivery.

SW518 Brief Treatment and Crisis Intervention (4)

This course focuses on theory and practice of planned brief treatment in social work practice, primarily with individuals but with attention to couples, families and other groupings. The course covers the history of and different approaches to brief treatment. Topics include treatment issues such as criteria for selection of clients, understanding the importance of time in the treatment relationship, the use of history, the importance of focusing, the process of termination and other issues related to brief interventions. Particular attention will be paid to the use of brief treatment approaches in crisis situations. The course presents various methods of assessing an individual's crisis and of helping clients mobilize their strengths to utilize customary methods of coping and learn newer ways of coping.

SW519 Family Violence (4)

Family violence is an in depth study from a system's perspective of violence that occurs in families. This course provides an overview of child abuse, spousal abuse, abuse between intimate partners, and elder abuse. The course explores the theory and research as to the causes of abuse, including individual and family factors, elder abuse, gender issues, community and societal influences, and cultural factors. This course explores the policy and programs developed to deal with these crises.

SW520 Grief Counseling and Therapy (4)

This course provides a theoretical framework for understanding loss and grief issues as they relate to social work practice. Special attention is given to non death losses. Skills are taught for use in recognizing and addressing loss and grief with clients of diverse backgrounds in a variety of practice settings. Students will have opportunities to develop: 1) a knowledge base regarding loss in its various forms and the manifestations of the grief process; 2) knowledge regarding the objectives of and skills relevant to the practice of grief counseling; and 3) skills relevant to self assessment and appropriate and ethical social work practice in the areas of loss and grief.

SW521 Faith Based Practice and Management (4)

This course prepares students to work in existing and newly formed faith based social service agencies. It also serves as a national laboratory to extract new knowledge of best practices and the variability of managing and practicing in faith based social service agencies.

SW523 Substance Abuse Interventions (4)

This course addresses intervention approaches used in social work practice with individuals, families, and groups who misuse addictive substances themselves or are affected by another's misuse. Students learn about addictive substances, models of intervention, how to engage and assess clients, and how to intervene and evaluate the effectiveness of their interventions. The course incorporates theory and research findings on various strategies of intervention.

SW524 Mental Health Diagnostics (4)

This course familiarizes students with mental health and mental disorders within the context of the life cycle, viewed from a biopsychosocial perspective. Prevalent categories of psychiatric disorders are considered with respect to their differentiating characteristics, explanatory theories, and relevance for social work practice, according to the DSM and other diagnostic tools. The course includes biological information and addresses the impact of race, ethnicity, social class, age, gender, and other socio cultural variables on diagnostic processes.

SW525 The Congregation in the Community (4)

This course is an exploration of the dynamics of the relationship between a congregation and its community. Attention is given to various theological and phenomenological models of church and community and to the tools needed to study both a congregation and its surrounding community.

SW526 Christian Social Ethics (4)

This course examines the church's historic teachings and current understanding of sexuality, marriage, and family, and of controversial issues in this area through the use of theology, fiction, and films.

SW527 Cognitive Behavioral Treatment (4)

This course provides students with the skills and techniques for providing cognitive therapy to adults, adolescents, and children. The course begins with a grounding in the cognitive therapy diagnostic assessment process. Students will be instructed how to use the various cognitive therapy psychological testing scales. Emphasis is then placed on learning to use the cognitive therapy model to treat emotional and personality disorders.

SW702 The Organization & Delivery of Social Services to Workers and Their Families (3)

Examines the frequently overlooked human and fiscal resources in and opportunities for innovative social policy planning and program development in the world of work.

SW703 Political Economy of Social Welfare (3)

Examines the US social welfare policy and the social work profession in the context of contradictions in political economy, especially those stemming from globalization.

SW704 International Social Welfare Policy and Services(3)

Examines international social welfare policy and services and the role of social work in this arena. Looks at past, present and future challenges produced by history, economics change and especially globalization.

SW751 Social Work Research I (3)

This course examines and integrates principles of social research methods in the context of social work practice. The course covers the role of research in social work, ethical issues, problem formulation, research design and sampling, measurement and data collection.

SW752 Social Work Research II (3)

This course continues SW751. The course covers measurement strategies, qualitative data analysis, the use of descriptive and inferential statistics and methods of quantitative data analysis.

SW754 Advanced Social Work Research (3)

The course assumes a basic understanding of research concepts and examines problem formulation, design, sampling and data analysis in more depth.

SW760 Dissertation Design (3)

This course is required after completion of SW751, 752, and 754 and it provides the student with a course to sketch out the direction of the doctoral study with a focus on the eventual dissertation topic.

SW780 Seminar in Psychodynamics (3)

An in-depth study of various dimensions of psychodynamic theory, including modern driven theory, ego psychology and object relations theory. Student's case material is used to establish the relationship of these theories to clinical social work practice.

SW781 Social Welfare Administration I (3)

Designed to provide students with a theoretical understanding of the operation of social agencies. The course covers informal and formal organizational structure, nature of authority, goal setting and service implementation, analysis of inter-organizational positioning, stability and survival, and staff and administrative functioning.

SW782 Social Welfare Administration II (3)

The course deals with personnel management, staff training, working with volunteers and paraprofessionals, understanding decision-making processes, budgeting, working with boards and committees, public relations and marketing and methods of accountability.

SW783 Social Work Ethics and Values (3)

This course is designed to address moral and philosophical analysis of ethical problems and value issues as presented in social work practice. Emphasis on integration of Christian values and the process of development of awareness of ethical problems in social work and leadership.

SW787 Supervision in Social Agencies (3)

Designed specifically for those who look forward to promotion to supervisory positions. Through simulations and role play, students learn the basic techniques of supervising professional social workers and the variety of roles and perspectives required for such work.

SW790 Professional Seminar (3)

Designed to assist in the preparation of a major work having as its central focus a practice issue of interest to students.

SW791 Directed Study Work (3)

This course is designed to provide students with the opportunity to design course work specifically targeted to their dissertation and study needs where current courses are not so directed. Students may register for up to 3 directed study courses with approval of their faculty advisor.

SW792 Social Work Practice with Children and Adolescents (3)

A range of social work skills are needed when working with urban young people under age 19, including special attention to the strengths perspective and bio-psychosocial model.

SW794 Social Work Practice: Family Treatment(3)

An assessment of the family from a systems approach. Content is directed toward helping the student understand the family development life cycle, evaluate the family structure and track the family's interactional patterns.

SW796 Social Work Practice in School Settings(3)

The roles and functions of social workers within a complex, ecological system of home/school/community are explored with an emphasis on skill development for practice with urban children and families.

SW798 Multicultural Social Work Practice (3)

This course examines in depth the current trends, issues and concerns in social work practice with racially and ethnically diverse individuals, families and groups in the urban environment. Race and ethnicity are examined as interpersonal, intergroup and inter-systemic power differentials, which affect all social work practice.

SW799 Dissertation (12)

Students will register for the process of researching and writing for the final research dissertation. Completion of dissertation requirements will be based upon dissertation requirements and by approval of the department faculty director.

Old Testament Department (OD)

OD100 Introduction to Old Testament (3)

An introductory course selected aspects the Old Testament; overview of the paradigmatic eras of the Old Testament history and the integrated framework of its theology.

OD101 Hebrew I (3)

First semester; introduction to Hebrew Grammar. Second semester; completion of elementary Hebrew syntax and exegesis.

OD202 Hebrew II (3)

First semester; introduction to Hebrew grammar. Second semester; completion of Hebrew syntax and Hebrew exegesis, using selected Old Testament passages. It is strongly recommended that the two semesters are taken in immediate sequence.

OD203 Writings (3)

A study of the Hebrew poetry of the Old Testament, including exegesis of selected Psalms I and expounds messianic poems and exegesis of the important Hebrew wisdom in literature. Teach how to live health life and to teach people through them. An exegesis of Writings in the theological, biblical, exegetical method.

OD301 Old Testament Theology (3)

A study of the main doctrines of Christian religion and how they are traced and developed in the Old Testament, with special emphasis on the issue in the biblical perspectives.

OD303 Pentateuch (3)

An in-depth study of the first five books of the Old Testament; a study of Israel's traditions about its emergence as a people under God's initiative; the pre-history, the patriarchs, exodus from Egypt; the wilderness, Sinai.

OD401 Bible Overview of the Old Testament (3)

A study of the guideline for reading full texts of the Old Testament; essential points, perspectives, and classification of biblical content, backgrounds, history, and related topics in the Old Testament.

OD403 Prophets (3)

Introductory studies of Prophets in the theological, biblical, exegetical approaches.

OD405 Old Testament Exegesis (3)

A study of exegetical significant categories of Hebrew syntax and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis.

OD500 Survey of the Old Testament (3)

Survey of the text, canon and examination of the foundation and conclusions of modern historical-critical methods; special introduction of each Old Testament book.

OD501 Hebrew Grammar (3)

This is the first part of two semester of Hebrew study. First semester; introduction to Hebrew grammar. Second semester; completion of Hebrew syntax and Hebrew exegesis, using selected Old Testament passages. It is strongly recommended that the two semesters are taken in immediate sequence for the M. Div. degree program.

OD502 Hebrew Syntax (3)

This is the second part of two semester of Hebrew study. First semester; introduction to Hebrew grammar. Second semester; completion of Hebrew syntax and Hebrew exegesis, using selected Old Testament passages. It is strongly recommended that the two semesters are taken in immediate sequence for the M.Div. degree program.

OD591 Pentateuch (3)

An exegesis of Pentateuch in the theological, biblical, exegetical method.

OD600 Theology in the Old Testament (3)

A study of the main doctrines of Christian religion and how they are traced and developed in the Old Testament, with special emphasis on the issue of "the Promise."

OD692 Books of Writings (3)

An exegesis of Writings in the theological, biblical, exegetical method. A study of the Hebrew poetry of the Old Testament, including exegesis of selected Psalms and expounds messianic poems and exegesis of the important Hebrew wisdom in literature. Teach how to live health life and to teach people through them.

OD700 Exegetical Method of the O.T. (3)

A study of exegetical significant categories of Hebrew syntax and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis.

OD701 Bible Reading Guidance of the Old Testament (3)

A study of guidance for chronological reading full texts of the Old Testament; essential points, perspectives, and chronological classification of biblical content, backgrounds, history, and related topics in the Old Testament.

OD793 Prophets (3)

An exegesis of Prophets in the theological, biblical, exegetical method.

OD801 Advanced Hebrew Reading (4)

Selected reading from Old Testament narrative passages and poetry designed to enable students to read extended passages with facility and understanding. And also reading course from Old Testament narrative passages and other books; it will be covered Hebrew morphology and advanced reading understanding.

OD802 Critical Methodology in the Old Testament (4)

A study of the critical way in interpretation of the Old Testament and its criticism included literally, formally, socially, and traditionally. And also historical and presuppositions of the discipline, a consideration of the advanced themes developed in the Old Testament from the standpoint of biblical theology through the critical approaches.

OD803 Advanced Old Testament Hermeneutics (4)

A study of advanced and applied principles for sound interpretation and application of Old Testament, including analysis of presuppositions, general rules and special principles for the various biblical genre and phenomena.

OD804 Trends of the Old Testament Theology I(4)

A study of area of the major doctrines presented in the Old Testament and their formation out of the development of the community of Israel in contemporary theology.

OD805 Trends of the Old Testament Theology II (4)

A advanced study of area of the major doctrines presented in the Old Testament and their formation out of the development of the community of Israel in contemporary theology

OD806 Old Testament Exegesis I (4)

An applied and upgrade study of exegetical significant categories of Hebrew syntax and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis of Pentateuch and Historical Literature for Th. M. degree program.

OD807 Old Testament Exegesis II (4)

An applied and upgrade study of exegetical significant categories of Hebrew syntax and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis of Prophets and Writings for Th.M. degree program.

OD808 Advanced Theology in the Old Testament (4)

An advanced studies of the main doctrines of Christian religion and how they are traced and developed in the Old Testament, with special emphasis on the issue of various themes according to different scholars.

OD809 Theology of Pentateuch (4)

An exegesis of Pentateuch in the theological, biblical, exegetical method and its application to the theological approaches for Th. M. degree applicant's study.

OD810 Advanced Approaches of Prophets (4)

An exegesis of Prophets in the theological, biblical, exegetical method and its application to the theological approaches for Th. M. degree applicant's study.

OD811 Analytic Method of Writings (4)

An analysis and exegesis of Writings in the theological, biblical, exegetical method and its application to the theological approaches for Th. M. degree applicant's study.

OD901 Old Testament Theology I (4)

A study of the theology of Deuteronomy based on higher and lower criticism of the book along with a comparison of the religions of the ancient Near East and a study of how Deuteronomy relates to New Testament theology.

OD902 Old Testament Theology II (4)

A study of the theology of Proverbs based on higher and lower criticism of the book along with a comparison of the religions of the ancient Near East and a study of how Proverbs relates to New Testament theology.

OD903 Old Testament Theology III (4)

A study of the theology of Isaiah based on higher and lower criticism of the book along with a comparison of the religions of the ancient Near East and a study of how Isaiah relates to New Testament theology.

OD904 Old Testament Theology IV (4)

A study of the theology of the Book of Psalms based on higher and lower criticism of the book, exegetical and literary analysis of the text, the use of the Psalms in Israel's worship, how the Psalms compare with the religions of the ancient Near East, and how the Psalms relate to New Testament theology.

OD905 Old Testament Criticism (4)

A study of selected problems pertaining to both lower and higher criticism of the Old Testament with emphasis on thorough familiarity with the major schools and methodologies of Old Testament criticism.

OD906 Biblical Theology of the Old Testament (4)

A comprehensive study and development of the method of biblical theology.

OD907 Research in Hermeneutics (4)

A study of the field of hermeneutics, including the history of hermeneutics, with emphasis on modern trends and application.

OD908 Bible Research of the Old Testament (4)

A study of the major areas of biblical content, backgrounds, history, hermeneutics, and related topics in the Old Testament.

OD909 Analysis of the Old Testament Books (4)

An independent study in which the student prepares his or her own detailed analytical outline of each of the Old Testament books, with a summary of the argument of each book and a brief survey of its historical setting.

OD910 A Comparative Study of the Semitic Language (4)

A historical and comparative study of the ancient Semitic languages with emphasis on historical/comparative linguistics, the distinctive phonological and grammatical features and main grammars and dictionaries of the major languages, and metical features and main grammars and dictionaries of the major languages, and the reconstruction of Proto-Semitic and the use of such study in the Old Testament exegesis.

OD911 History of the Ancient Near East (4)

A comprehensive study of the political and cultural history of the ancient Near East.

OD920 Old Testament Seminar (4)

This seminar is designed to acquaint the student with current scholarship in Old Testament exegesis and to analyze critical issue dealing with Old Testament themes. Scholars will be scheduled to conduct seminars covering a topic related to Old Testament

OD930-939 Selected Topics in Old Testament Exegesis (4)

This course will present special topics on Old Testament Exegesis and relate them to the practice of preaching and teaching for pastors. The course will feature guest lecturers and will require the student to produce a major integration paper on the topic.

OD991 Seminar in the Pentateuch (4)

A study of the contents of the Pentateuch with emphasis on the theology of the books, their relationship to the rest of Scripture, and selected problems.

OD992 Seminar in the O.T. Historical Literature (4)

A study of the contents of the historical books of the Old Testament outside of the Pentateuch—Joshua, Judges, Ruth, Samuel, Kings, Chronicles, Ezra, Nehemiah, and Esther—with emphasis on their theology, their relationship to God's purposes, and selected problems.

OD993 Seminar in Wisdom Literature and Psalms (4)

A study of the contents of the Old Testament wisdom literature and Psalms, with particular emphasis on types of poetic structures, themes, and problems in the respective books.

OD994 Seminar in the Pre-exilic Prophets (4)

A study of Isaiah, Jeremiah, Lamentations, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, and Zephaniah, emphasizing the historical contexts, themes, and selected problems in the respective books.

OD995 Seminar in the Exilic and Postexilic Prophets (4)

A study of Ezekiel, Daniel, Haggai, Zechariah, and Malachi with emphasis on the historical settings, themes, and problems in the respective books.

New Testament Department (ND)

ND110 Introduction to New Testament (3)

A study of important theological concepts in the New Testament, focusing on the principles of textual criticism and their application; background and language study of the New Testament.

ND111 Greek I (3)

First semester; introduction to elementary Greek Grammar. Second semester; completion of Syntax and introduction to Greek exegesis, using selected New Testament passages. It is strongly recommended that the two semester are taken in immediate sequence.

ND112 Inter-testamental Era (3)

A study of text, canon, language, geography, history, the literature, and an overview of the message of the Old Testament and New Testament era. Especially, an intensive studies in historical and biblical background in New Testament.

ND113 Luke & Acts (3)

An exposition of the Theological argument of the Book of Acts, with consideration of hermeneutical principles historical issues involved in the interpretation of historical narrative literature. Exegesis of selected portions of the Greek text with special attention to Luke's theology as determined by reduction-critical analysis and the work of Holy Spirit who energized apostles land first Christian church through the gospel of Luke and Acts.

ND212 Greek II (3)

The elements of New Testament Greek vocabulary, morphology and syntax along with concentrated experience in reading from the Greek New Testament.

ND213 Johannine Gospel & Epistles (3)

An introductory course to the Fourth Gospel, exploring various theological themes presented in the book. Moreover, history and presupposition of the discipline a consideration of the basic themes developed in Johannine Gospel and Epistles from the standpoint of biblical theology.

ND215 Book of Romans (3)

An in-depth study into the book of Romans.

ND311 New Testament Theology (3)

A survey of biblical theology presented in the New Testament; major theological motifs of the Message and Ministry of Jesus as recorded in the four Gospels; proclamation of the Kerygma and the formation of the early church.

ND313 Books of Gospel (3)

A study of the message of Jesus, His person and work, and a comparative presentation of the distinctive outlook of the synoptic sources and the evangelists themselves in the view of theology of ministry. And then, an introductory course to the Fourth Gospel, exploring various theological themes presented in the book.

ND314 Revelation (3)

An exegetical study of the book of Revelation, including a critical analysis of the main types of interpretation.

ND401 Bible Overview of the New Testament (3)

A study of the guideline for reading full texts of the New Testament; essential points, perspectives, and classification of biblical content, backgrounds, history, and related topics in the New Testament.

ND413 Pauline Epistles (3)

History and presupposition of the discipline a consideration of the basic themes developed in Pauline Epistles from the standpoint of biblical theology.

ND415 New Testament Exegesis (3)

A study of exegetical significant categories of Greek grammar and the resources available for understanding these categories; attention is given to significant New Testament texts involving grammatical questions and to the place of grammar in exegesis.

ND500 Survey of the New Testament (3)

A study and survey of important introductory, theological concepts in the New Testament, focusing on the principles of textual criticism and their application; background and language study of the New Testament.

ND501 Greek Grammar (3)

This study is the first part of two semester biblical language course. First semester; introduction to Greek Grammar. Second semester; completion of Syntax and introduction to Greek exegesis, using selected New Testament passages. It is strongly recommended that the two semesters are taken in immediate sequence.

ND502 Greek Syntax (3)

This study is the second part of two semester biblical language course. First semester; introduction to Greek Grammar. Second semester; completion of Syntax and introduction to Greek exegesis, using selected New Testament passages. It is strongly recommended that the two semesters are taken in immediate sequence.

ND591 Synoptic Gospel (3)

A study of the message of Jesus, His person and work, and a comparative presentation of the distinctive outlook of the synoptic sources and the evangelists themselves in the view of theology of ministry for the M. Div. degree applicant.

ND600 Theology in the New Testament (3)

A survey of biblical theology presented in the New Testament; major theological motifs of the Message and Ministry of Jesus as recorded in the four Gospels; proclamation of the Kerygma and the formation of the early church, in the standpoint of pastoral, biblical, and theological issues for the M. Div. applicant.

ND601 Books of Gospels (3)

A study of the Sermon of Jesus on the Mount with various perspectives using biblical text including study of Jesus' historical life and His teachings in the New Testament, and also an introductory course to the Fourth Gospel, exploring various theological themes presented in the book. An exegetical study of the book is additionally required of the M. Div. candidates.

ND692 Books of John (3)

History and presupposition of the discipline a consideration of the basic themes developed in Johannine Epistles from the standpoint of biblical theology.

ND694 General Epistles (3)

History and presupposition of the discipline a consideration of the basic themes developed in Pauline Epistles from the standpoint of biblical theology. Especially, a theological study of 1 Peter, 2 Peter, 1, 2, & 3 John, and Jude in the standpoint of ministry.

ND700 Exegetical Method of the N.T. (3)

A study of exegetical significant categories of Greek grammar and the resources available for understanding these categories; attention is given to significant New Testament texts involving grammatical questions and to the place of grammar in exegesis.

ND701 Bible Reading Guidance of the New Testament (3)

A study of guidance for chronological reading full texts of the New Testament; essential points, perspectives, and chronological classification of biblical content, backgrounds, history, and related topics in the New Testament.

ND702 Life of St. Paul (3)

Through a historical and biblical study of life of St. Paul, wide understanding about New Testament will be earned.

ND793 Luke & Acts (3)

An exposition of the Theological argument of the Book of Acts, with consideration of hermeneutical principles historical issues involved in the interpretation of historical narrative literature. Exegesis of selected portions of the Greek text with special attention to Luke's theology as determined by reduction-critical analysis and the work of Holy Spirit who energized apostles and first Christian church through the gospel of Luke and Acts.

ND794 Book of Romans (3)

An exegetical study through the book of Romans.

ND801 Advanced Greek Reading (4)

An advanced reading course of selected passages in biblical Greek designed to enable students to understand and help for interpretation or exegesis for the Th. M. candidates.

ND802 Critical Methodology in the New Testament (4)

A study of the critical way in interpretation of the New Testament and its criticism, included literally, formally, socially, and traditionally. And also historical and presuppositions of the discipline, a consideration of the advanced themes developed in the New Testament from the standpoint of biblical theology through the critical approaches.

ND803 Theology of Synoptic Gospels (4)

Advanced studies of history and presupposition of the discipline a consideration of the applied and upgrade themes developed in Synoptic Gospels from the standpoint of theological issue for the Th.M. candidates.

ND804 Johannine Theology (4)

Advanced studies of history and presupposition of the discipline a consideration of the applied themes developed in Johannine Epistles from the standpoint of theological issue for the Th.M. candidates.

ND805 Pauline Theology (4)

History and presupposition of the discipline a consideration of the applied themes developed in Pauline theological truths from the standpoint of biblical theology through Acts, Pauline Epistles.

ND806 New Testament Exegesis (4)

An advanced study of exegetical significant categories of Greek grammar and the resources available for understanding these categories; attention is given to significant New Testament texts involving grammatical questions and to the place of grammar in exegesis applied to theological interpretation and exposition for the Th.M. candidates.

ND807 Advanced New Testament Hermeneutics (4)

An advanced study of the applied principles of interpretation of the New Testament. A comparison of interpretation methodology across the theological spectrum will also be conducted for the Th.M. candidates.

ND808 Advanced Theology in the New Testament (4)

An advanced survey of biblical theology presented in the New Testament; major theological motifs of the Message and Ministry of Jesus as recorded in the four Gospels; proclamation of the Kerygma and the formation of the early church, in the standpoint of pastoral, biblical, and theological issues for the Th.M. applicant.

ND809 Background of the New Testament Era (4)

A comparison and studies of process in the Bible as a canon with other copies; their historical and biblical issues. And also study of text, canon, language, geography, history, the literature, and an overview of the message of the Old Testament. An intensive study in historical and biblical background in New Testament. An intensive study in historical and biblical background in New Testament era.

ND810 Scholars of the New Testament (4)

An advanced study of thought and emphasis of the New Testament scholars.

ND901 New Testament Seminar I (4)

A critical investigation of historical, literary, religious, and cultural backgrounds pertaining to the interpretation of the New Testament.

ND902 New Testament Seminar II (4)

A critical review of the history of interpretation of the New Testament, with emphasis on contemporary issues in the New Testament theology and hermeneutics.

ND903 The Synoptic Gospels (4)

A critical study of the relationships between the Synoptic Gospels, an investigation of the various theories to explain the similarities and differences in the Synoptic, and an examination of the methods of source criticism.

ND904 The Christological Use of the O.T. in the N.T. (4)

A study of the use of the Old Testament in the New Testament through the exegesis of selected Christological texts in Lucan and Pauline writings with attention to current hermeneutical approaches to the use of the Old Testament by the New Testament.

ND905 Advanced New Testament Textual Criticism (4)

A study of the history, and praxis of the New Testament textual criticism, with emphasis on acquaintance with the Greek manuscripts and on analysis of competing text-critical theories.

ND906 The Criticism and Theology of Matthew and Mark (4)

A study of the theology of Matthew and Mark and the interpretation of these Gospels in the context of recent critical discussion.

ND907 New Testament Theology (4)

The examination of major New Testament theologies, which is intended as a summary course for the New Testament Th.D. majors.

ND908 The Theology of the General Epistles (4)

A study of the central theological concepts in Hebrews and the Epistles of James, Peter, and Jude, based on exegesis of key passages and interaction with contemporary studies of these epistles.

ND909 Bible Research New Testament (4)

A study of the major areas of biblical content, backgrounds, history, hermeneutics, and related topics in the New Testament.

ND910 Analysis of New Testament Books (4)

An independent study in which the student prepares his or her own detailed analytical outline of each of the New Testament books, with a summary of the argument of each book and a brief survey of its historical setting.

ND911 New Testament Doctoral Practicum (4)

An advanced study in the New Testament exegetical method with emphasis on teaching exegesis in Ephesians, 1 Corinthians, or Romans to seminary-level students. The student teaches portions of the book to Th. M. students in the practicum class and leads discussions under the supervision of a New Testament professor.

ND912 New Testament Pedagogy (4)

A student internship with a professor of the department in which the practice of teaching and the details of class preparation, examination, and grading are discussed with the professor. The course involves the study of teaching in areas related to the New Testament and is designed to prepare students for teaching New Testament courses at a Bible college or seminary level.

ND920 New Testament Seminar (4)

This course is similar to the Old Testament seminar in that it will cover current exegetical issues and scholarship issues within New Testament research. Pastoral ministry problems will be focused on using these issues discovered in the seminar. The student will be required to do an integration paper for completion of the course requirements.

ND930-939 Selected Topics in New Testament Exegesis (4)

This course will present special topics on New Testament Exegesis and relate them to the practice of preaching and teaching for pastor. The course will feature a selected New Testament scholar and will require the student to produce a major integration paper.

ND991 Seminar in Pauline Literature I (4)

The first part of a study of the settings, themes, purposes, and problems of Paul's Epistles in chronological order.

ND992 Seminar in Pauline Literature II (4)

The second part of a study of the settings, themes, purposes, and problems of Paul's Epistles in chronological order.

ND993 Seminar in the Synoptic Gospels and Acts (4)

A study of the Synoptic Gospels and Acts, with attention to the themes, emphases, problems, and differences of the books.

ND994 Seminar in Hebrews and the General Epistles (4)

A study of the settings, themes, purposes, and problems of Hebrews and the General Epistles excluding the Johannine Epistles.

Historical Theology Department (HD)

HD101 Early Church History (3)

A study of the main centers of early Christianity in their wider cultural environments. Exploration of cultural diversity and its effects on the development of early Christian theology, polity, liturgy, and popular piety.

HD202 Reformation (3)

A study of the 'left-wing' theology of the reformation focusing on the various Anabaptist thinkers and their clash with Lutheran and reformed Protestantism

HD303 Modern Church History (3)

A study of the change in intellectual background which developed in the seventeenth and eighteenth centuries. The claims of reason; pietism; the evangelical revival. The conflicts and attitudes the present day.

HD312 Medieval Church History (3)

An inductive approach to major aspects of medieval ecclesiastical life and culture; especially historical issues will be studied.

HD404 Korean Church History I (3)

A study of Korean church history from the settlement age of Christian doctrine to the Korean war age.

HD411 American Church History (3)

A chronological survey of the Christian Church that gives special emphasis to theological development and change in the church of the United States of America.

HD501 Church History I (3)

A study of the main doctrine of early Christianity. Exploration of cultural diversity and its effects on the development of early Christian theology, polity, liturgy, and popular piety.

HD591 Church History in Korea II (3)

A study of modern Korean church growth and its future direction from the Korean war age to present.

HD601 Church History II (3)

A study of the main doctrine of medieval church; institutions, regional developments, monasticism, worship, and piety will be studied.

HD602 Protestantism (3)

A survey of major themes in Protestantism on focus of a historical point of view and connection with culture

HD701 Church History III (3)

A historical study of doctrine in the seventeenth and eighteenth centuries.

HD821 Issues in the Early Church (4)

A thought of church fathers from the 1st century through the 6th century, including the theological issues which developed out of this time period.

HD822 Advanced Studies of Roman Catholic Church (4)

A study of the theology of Roman Catholic Church a research of Augustine's historical context including the philosophical and religious factors which shaped his early response to Christianity and a study of the life and work of Thomas Aquinas in the context of the theological challenges.

HD823 Analytic Approaches in the Reformation(4)

An advanced study of the continental reformation of the sixteenth century in its magisterial, radical and analytic approaches.

HD824 Issues in the American Church History (4)

A critical study of the rise of the American church including its foundations in Europe towards the end of the reformation and its development in conjunction with the foundation of the American colonies up through the present church scene in America. Especially, transition of European churches to American and their involvement with theological, liturgical, social and political issues with detail analytic approaches.

HD825 History of the Protestantism (4)

A study of history and thoughts of theologians and historians from the pre-Protestantism through post-Protestantism era.

HD826 Issues of the Ecumenical Movement (4)

An advanced study of the foundations and rise of the 20th century ecumenical movement including its historical foundations in the context of the Christian church.

HD827 Issues in the Medieval Church (4)

An advanced study and issue of the main doctrine of medieval church; institutions, regional developments, monasticism, worship, and piety will be studied for the Th.M. candidate.

Systematic Theology Department (SD)

SD200 Introduction to the Theology (3)

An introductory course of Theology, exploring all the contents of Theology and their principles and aims; the needs of Christian faith and life that prompt theological reflection and formulation, with special attention to the principles of Presbyterianism and Calvinism.

SD301 Doctrine of God/Christology (3)

The mystery and self-revelation of God; the tension between the biblical understanding of God and classical philosophical conceptions; the attributes of God; the inseparability of knowledge of God and knowledge of ourselves, with the doctrine of the person and work of Jesus Christ, developed both historically and systematically, and in critical dialogue with modern attempts at Christological reconstruction.

SD303 Reformed Theology (3)

A study of the life and work of the great theologians of the reformed era.

SD402 Ecclesiology/Spiritual Work (3)

A study of the person and work of the Holy Spirit; historical, doctrinal understanding of the Holy Spirit, and relationship between the Holy Spirit and Ministry in the local church.

SD403 Eschatology (3)

How does new life in Christ express itself as one matures into life? The primary emphasis will be on spiritual resources that are available for meeting the difficulties and opportunities in life in the light of Christian teaching about hope and its theology systematically.

SD500 Systematic Theology I (3)

A study of foundation and historical background forming systematic theology. This course covers the doctrines of Theology Proper (w/ prologama) and Anthropology at the graduate level.

SD501 Systematic Theology II (3)

A study of foundation and historical background forming systematic theology. This course covers the doctrines of Christology and Soteriology at the graduate level.

SD600 Systematic Theology III (3)

A study of foundation and historical background forming systematic theology. This course covers the doctrines of Ecclesiology and Eschatology at the graduate level.

SD601 Ministry of the Holy Spirit (3)

A study of ministry of the Holy Spirit; historical, doctrinal understanding of the Holy Spirit, and relationship between the Holy Spirit and Ministry.

SD700 Calvinism (3)

A study of the life and the theological thoughts of John Calvin and its influence upon Reformed Theology.

SD801 Advanced Studies in Theology of Trinity(4)

An advanced study of foundation and historical background forming Trinity from early church and doctrine of Trinity of recent scholars. Relation between Trinity and Kingdom of God, trends, changes, and differences from former theologians through contemporary theologians will be studied in theological standpoint.

SD802 Advanced Studies in Theology of Jesus Christ (4)

The advanced doctrine of the person and work of Jesus Christ developed both historically and systematically, and in critical dialogue with modern attempts at Christological reconstruction for the Th. M. candidates.

SD803 Advanced Studies in Theology of Holy Spirit (4)

An advanced studies and researches of the person, work of the Holy Spirit with emphasis on His relationship to church and individual believers.

SD804 Advanced Studies in Reformed Theology (4)

An advanced survey of doctrinal and historical development through the Reformation, its theologian, advanced researches, and contemporary analysis.

SD805 Tendency toward Contemporary Theology(4)

An advanced study and research of important contemporary theologians from 19th century until now, with their thoughts, and theology included relation and continuance of previous theology and theologians.

SD806 Advanced Methodology of Systematic Theology (4)

An advanced and applies methodology about systematic theology, and how to study of the systematic theology from the ancient world for the coming of Christianity to the recent theological thoughts.

SD807 Theology between Conservation and Liberation (4)

Studies of comparison conservational theological thoughts with liberation issues, and its application to the systematic theological standpoint.

SD808 Issues in the Cross-cultural Theology (4)

This course is a survey of theology between one and the other culture; contemporary issues of theological and biblical aspects of diversity will be studied.

SD809 Ecological Theology (4)

This course is a study of theology in an ecological issues; relation of human and nature concerned social and industrial world will be studied in a point of theological perspectives.

SD810 Contemporary Theology (4)

This course is a critical study of the basic themes and concepts contemporary theology through studying major contemporary theologians.

SD901 Theological Method I (4)

This course is a critical study of theological and historiographical method.

SD902 Theological Method II (4)

The first part of critical study of theological trends in the 20th century, highlighting the work of selected representative theologians.

SD903 Research on 20th-century Theology (4)

The second part of critical study of theological trends in the 20th century, highlighting the work of selected representative theologians.

SD904 Research on the History of Biblical Interpretation (4)

This course is a critical study of the interpretation and use of the Old and New Testaments by selected Christian writers.

SD905 Research on Reformed Theology (4)

This course is a critical study of the formation and development of Reformed theology, including major contributors to that tradition.

SD906 Research in Christology I (4)

This course is a critical study of selected problems and issues in the first half of the topic on Christology, with a view toward developing a prolegomena to this doctrinal area.

SD907 Research in Christology II (4)

This course is a critical study of selected problems and issues in the second half of the topic on Christology, with a view toward developing a prolegomena to this doctrinal area.

SD908 Research in Anthropology (4)

This course is a critical study of selected problems and issues in anthropology, with a view toward developing a prolegomena to this doctrinal area.

SD909 Research in Eschatology (4)

This course is a critical study of selected problems and issues in eschatology, with a view toward developing a prolegomena to this doctrinal area.

SD910 Research in Soteriology I (4)

This course is a critical study of selected problems and issues in the first half of the topic on Soteriology, with a view toward developing a prolegomena to this doctrinal area.

SD911 Research in Soteriology II (4)

This course is a critical study of selected problems and issues in the second half of the topic on Soteriology, with a view toward developing a prolegomena to this doctrinal area.

SD912 Research in Contemporary Theology (4)

This course is a critical study and analysis of the selected themes and concepts of contemporary theology through studying major contemporary theologians.

SD913 Research in Covenant Theology (4)

This course is a critical study and analysis of the selected themes and concepts of covenant theology.

SD991 Seminar in 20th-century Theology (3)

This course is a critical study of traditions, trends, issues, and major thinkers in 20th-century American evangelicalism.

SD992 Seminar in 20th-century Korean-American Evangelical Thought(3)

This course is a critical study of traditions, trends, issues, and major thinkers in 20th-century American evangelicalism.

SD993 Seminar in Patristic Theology (3)

This course is a critical study of a selected theologian, period, or theological issue from the patristic era.

SD994 Seminar in 16th-century Theology (3)

This course is a critical study of selected aspects of Reformation or Counter-Reformation theology.

SD995 Seminar on the Enlightenment and Criticism (3)

This course is a critical study of the development of criticism in the Enlightenment.

SD996 Seminar in the History of Korean-American Religious Thought(3)

This course is a critical study of selected aspects of the history and historiography of American religious thought.

SD997 Seminar on Theology and Science (3)

This course is a critical study of selected writers or issues regarding the relationship of these two fields.

SD998 Seminar on Theology and Society (3)

This course is a critical study of selected issues regarding the relationship of church to state.

SD999 Seminar in Liberation Theology (3)

This course is a critical study of selected writers or issues in liberation theology.

Practical Theology Department (PD)

PD111 Christian Ethics (3)

A basic study of problems in contemporary ethics including many topics.

PD210 Introduction to Counseling (3)

The basic theories, principles techniques of counseling as applied to Christian ministry, with a strong biblical orientation.

PD211 Church Music (3)

A study of the historical development of church music from the Old Testament period to the contemporary world.

PD310 Introduction to Homiletics (3)

A basic course in the fundamentals of preaching and the development of the sermon. Methods of gathering sermon material in academic aspects.

PD312 Pastoral Counseling (3)

A study of the theories, principles techniques of counseling as applied to Christian ministry, with a strong biblical orientation.

PD412 Worship (3)

A study of the history, theology, and practice of Christian worship. The course will include studies of the Christian year, elements and orders of worship, the sacraments, funerals, weddings, and other occasional services.

PD413 Church Administration (3)

Studies of church, pastors are responsible for controlling all of them. Church can grow will when all the organs financial committee, small groups, session, deacons meeting, etc. are properly controlled and administered.

PD500 Principle of Preaching (3)

A basic course in the fundamentals of preaching and the development of the sermon. Methods of gathering sermon material, sermon preparation and writing are studied.

PD505 Research and Writing Methodology (3)

For research and writing methodology for graduate students in Theology. This course will introduce Turabian Style of citation and survey other research tools and methodologies.

PD590 Introduction to Church Music (3)

The basic and effect of ecumenism on music and worship with Hymnology. Discussion of the ministers' role in fostering congregational involvement in church music. Church music appreciation.

PD601 Christian Ethics (3)

A study of Christian ethics in twentieth century through nineteenth century; their process and understanding compared with recent issues.

PD602 Christian Ritual and Worship (3)

This is to formulate the theology of worship, and to study how in concrete worship should be performed, whether the present worship in the candidates' church does match to the theory of worship; what is the ideal worship, etc. In order to do that, it is necessary to make model worship.

PD681 Christian Education (3)

A fundamental study of Christian education; basic theology and philosophy of Christian education and theories will be studied.

PD691 Church Administration (3)

Studies of church, pastors are responsible for controlling all of them. Church can grow will when all the organs financial committee, small groups, session, deacons meeting, etc. are properly controlled and administered.

PD701 Christian Polity (3)

A basic study and knowledge of Presbyterian polity with its historical and theological issues.

PD702 Christian Counseling (3)

The theories, principles techniques of counseling as applied to Christian ministry, with a strong biblical orientation and its methodology.

PD801 Pastoral Preaching and Communication (4)

A study about church calendar and exploration of preaching in context of the pastoral dimension of ministry, dealing with human problems and life situation in sermons.

PD802 Advanced Pastoral Counseling (4)

A study of methodology of the distinctive ministry of pastoral counseling. Centers on the work of the pastor- counselor of the local church and gives attention to the ministry of the pastoral counseling specialist.

PD803 Theology of Pastoral Ministry (4)

A fundamental study of theological methodology in the ministry works.

PD804 Theology of Mission and Evangelism (4)

A study of world missions in the biblical and theological relation with historical, cultural, and strategic dimensions of world missions.

PD805 Types of Reformed Worship (4)

A study of worship origination and its formation through Reformation; various denominational differences will be studied.

PD806 Church Growth & Pastoral Ministry (4)

Main principles and procedures of church growth. Church should be an evangelizing community, personally and as a group. There must be plans and skills for pastors to make the church active in evangelism. Candidates should evaluate the conventional ways of evangelism and search for more effective ways.

PD807 Theology of Sacraments & Ritual (4)

A study of theological, biblical concepts of sacraments which apply practical church ministry. This is to formulate the theology of worship, and to study how in concrete worship should be performed, whether the present worship in the candidates' church does match to the theory of worship; what is the ideal worship, etc. In order to do that, it is necessary to make model worship.

PD808 Contemporary Christian Ethics (4)

An in-depth consideration of various areas in personal and social ethics as they relate to the Christian life ministry. And also advanced study and approaches of Christian ethics in twentieth century through nineteenth century; their process and understanding compared with recent issues.

PD809 Contextualization & Pastoral Ministry (4)

This is one of the core courses for the Th. M. program. This is a study of current trends in theology; reflect theologically on particular situations in ministry; and explore ways in which the minister assists others reflect of contextualization theologically.

PD810 Issues in Cross-cultural Ministry (4)

This course is designed to a study of issuing matters between cultural conflicts and solutions in the cross-cultural ministry fields; including cultural studies and civilization.

PD811 Theory of Pastoral Leadership (4)

This course is designed to a study of current trends and history in spiritual leadership for pastors in the ministerial fields.

PD901 Spirituality Seminar (4)

This course will focus on the development of Christian spirituality and the responsibility of the Pastor in leading congregations into spiritual growth. The course will focus on personal pastoral spirituality. The course will require the student to evaluate congregational spirituality and to develop programs of spiritual formation incorporating research on spiritual formation from both psychological fields of study and current Christian spirituality research.

PD902 Pastoral Theology Seminar (4)

The course will survey current thought on pastoral theology and its implications for pastoral ministry. The student will be required to analyze a current field of research using Biblical and Theological foundations and to provide a critique of current research.

PD903 Christian Leadership Seminar 4)

The student will analyze current theories of Christian leadership using theological and psychological models of leadership development. The student will be required to examine personal strengths and weaknesses in leadership and then will be required to provide an analysis of their own style of leadership. The student will be required to also develop a life path for future leadership development.

PD904 Pastoral Preaching Seminar (4)

This course is designed to further develop the skills essential to various methods of preaching seminar. Significant emphasis will be devoted to the distinctive features relevant to preaching various biblical literary genres e.g. how to preach an epistle, a psalm, a narrative, apocalyptic.

PD910 Social Welfare and the Church (4)

A critical study involving the responsibilities of the church concerning public social welfare. This study is a practical study for those in the ministry who desire to make an impact in their communities by learning about social welfare as a whole.

PD911 Legal Issues in Pastoral Ministry (4)

This elective course will focus on current legal issues related to pastoral and non-profit religious institutions. The course will then require the student to analyze a selected institution's legal liabilities and to make recommendations for the development of a legal protection management plan.

PD921 Communication Theory for Preaching (4)

This course is designed communication theory to develop students' confidence when preaching before congregation members through the biblical approach of Jesus and apostles' preaching. Students are cultivated to deliver their own language preach in public and understand direction of current ministry communication through verbal, nonverbal, and mass media.

PD922 Advanced Preaching with Multimedia (4)

This course is study on advanced preaching with a look at the use of popular and multimedia such as movies, TV shows, popular/secular music, news and current events, and other media sources to augment the preaching moment using sermon PowerPoints.

PD923 Speech and Gesture for Preaching (4)

This course explores the foundational gesture and proclamation essential for the preacher. The course offers practical experience in developing homilies with gesture of hands and/or head using mass media, and provides opportunity to preach and be critiqued by course presenter and peers.

PD924 Preaching Contrivance Using Multimedia (4)

This course will look at the task of preaching using creative preaching contrivance with multimedia. Attention will be given to the use of digital media in proclaiming the Word. Creation of digital media projects, sermon outlines with media usage with PhotoShop, and other types of media projects will be required.

PD925 Instructional Method with Multimedia and CBT (4)

This course is designed educational method combined lecture-lab course providing an orientation and techniques of multimedia. Emphasis on new media literacy, human interaction and basic design of electronic media with Computer Based Training.

PD926 Advanced Preaching Method and Materials I (4)

This course is designed first advanced preaching method and materials that prior computer experience in multimedia is either expected or required, because the majority of class hours will be spent using computers, the student should be prepared with basic multimedia editing software especially Vegas.

PD927 Advanced Preaching Method and Materials II (4)

This course is designed second advanced preaching method and materials that prior computer experience in multimedia is either expected or required, because the majority of class hours will be spent using computers, the student should be prepared with basic multimedia editing software especially EnVector and Unlead Cool 3D.

PD930-939 Selected Topics in Practical Theology (4)

This course will present special topics on Practical Theology and relate them to the practice of ministry for pastor. The course will feature a selected Practical Theology scholar and will require the student to produce a major integration paper.

Missiology Department (MD)

MD400 Introduction to Missiology (3)

An introductory course of missiology, exploring all the contents of missiology and their principles and aims; the needs of missionary's faith and life that prompt missiological reflection and formulation, with special attention to the principles based on reformed theology.

MD411 Mission & Evangelism (3)

A theological rationale for evangelism in the mission fields; study of how to lead people to Christ with attention to evangelism including approach, presentation and follow-up with the prospect of mission and evangelism.

MD500 English for Missionary I (3)

Introduction to the development of English from Anglo-Saxon to its present status as a "universal" language. This course designed to provide students with a comprehensive understanding of effective delivery of speeches, hearing, and writing in English in a wide variety of settings and situations for a missionary.

MD501 English for Missionary II (3)

This course designed to provide students with a comprehensive understanding of effective delivery of speeches, hearing, and writing in advanced English in a wide variety of settings and situations for a missionary.

MD502 English Preaching for Missionary (3)

This course designed to provide students a basic course in the fundamentals of preaching and the development of the sermon in English for a missionary. Methods of gathering sermon material, sermon preparation and writing in English are studied.

MD503 Teaching English for Missionary Purpose(3)

A survey of the development of the field and its current scope with an emphasis on a need-oriented centered approach for a missionary and various mission fields. Issues of authenticity in materials design and effective ways to present the language used in highly specialized contexts. Group projects include a needs analysis from which students determine curriculum goals and objectives and design appropriate course materials.

MD504 Spanish for Missionary I (3)

Introduction to the development of Spanish for the missionary sent to Hispanic people and area. This course designed to provide students with a comprehensive understanding of effective delivery of speeches, hearing, and writing in Spanish in a wide variety of settings and situations for a missionary.

MD505 Spanish for Missionary II (3)

This course designed to provide students with a comprehensive understanding of effective delivery of speeches, hearing, and writing in advanced Spanish in a wide variety of settings and situations for a missionary.

MD506 Spanish Preaching for Missionary (3)

This course designed to provide students a basic course in the fundamentals of preaching and the development of the sermon in Spanish for a missionary. Methods of gathering sermon material, sermon preparation and writing in Spanish are studied.

MD507 Korean Sign Language I (3)

Introduction to the development of Korean Sign Language for the missionary sent to the deaf using Korean sign language. This course designed to provide students with a comprehensive understanding of effective delivery of Korean sign language in a wide variety of settings and situations for a missionary.

MD508 Korean Sign Language II (3)

This course designed to provide students with a comprehensive understanding of effective delivery of advanced Korean sign language in a wide variety of settings and especially preaching situation for a missionary sent to the deaf using Korean sign language.

MD509 English Sign Language (3)

Introduction to the development of English Sign Language for the missionary sent to the deaf using English sign language. This course designed to provide students with a comprehensive understanding of effective delivery of English sign language in a wide variety of settings and situations for a missionary.

MD510 Church Planting in Mission Fields (3)

A theological rationale for Church Planting; study of how to build people up to Christ with attention to plant church including approach, presentation and follow-up with the prospect of church planting and development.

MD511 Church Growth & Evangelism in Mission Fields (3)

Church growth in mission fields should be an evangelizing community, personally and as a group. There must be plans and skills for missionaries to make the church active in evangelism. Students should evaluate the conventional ways of evangelism and search for more effective ways.

MD610 History of Missionary Work (3)

A study of the main centers of history of missionary work from early Christianity to current mission fields in their wider cultural environments. Exploration of cultural diversity and its effects on the development of historical missionary work.

MD864 Theology of Mission and Evangelism (4)

A study of world missions in the biblical and theological relation with historical, cultural, and strategic dimensions of world missions.

MD869 Contextualization & Missionary Work (4)

This course is designed to a study of current trends in missiology; reflect missiologically on particular contextualization missiologically.

MD872 Issues in the Cross-cultural Mission (4)

This course is designed to a study of issuing matters between cultural conflicts and solutions in the cross-cultural mission fields; including cultural studies and civilization.

MD873 Theory of Missionary Leadership (4)

This course is designed to a study of current trends and history in spiritual leadership for missionaries in the mission fields.

MD901 Missiology Seminar (3)

The course will survey current though on missiology and its implications for missionary. The student will be required to analyze a current field of research using Biblical and Theological foundations and to provide a critique of current research.

MD911 Church Planting and Growth in Mission Fields (3)

A biblical-theological and missiological rationale for Church planting and growth in mission fields; study of how to build people up to Christ with attention to plant church and growth including approach, presentation and follow-up with the prospect of church planting and development. Students should have not only plans and skills for missionaries to make the church active, but also evaluation of the conventional ways for church planting and growth by evangelism in mission fields.

Master Thesis (MT)

MT800 Research Methodology for Thesis Writing (Th.M.) (4)

This course will examine methods of conducting research applicable to Masters in Theology (Th.M.) projects. The student will develop a foundational topic for Th. M. research and will then develop a plan for research that will eventually lead to the writing of the Th.M. thesis.

MT810 Thesis for Masters in Theology (Th.M.) (4)

This course will concentrate on the writing of the thesis for the Masters in Theology students. The student will be required to develop their topic outline using the material developed in the research methodology course and write their thesis under the guidance of a faculty member.

MT820 Research Methodology for Thesis Writing (M.Div.) (4)

This course will examine methods of conducting research applicable to Masters of Divinity(M.Div.) projects. The student will develop a foundational topic for M.Div. research and will then develop a plan for research that will eventually lead to the writing of the M.Div. thesis.

MT830 Thesis for Masters in Theology (M.Div.) (4)

This course will concentrate on the writing of the thesis for the Masters of Divinity students. The student will be required to develop their topic outline using the material developed in the research methodology course and write their thesis under the guidance of a faculty member.

MT840 Research Methodology for Thesis Writing (M.S.W.) (4)

This course will examine methods of conducting research applicable to Masters in Social Welfare(M.S.W.) projects. The student will develop a foundational topic for M.S.w. research and will then develop a plan for research that will eventually lead to the writing of the M.S.W. thesis.

MT850 Thesis for Masters in Theology (M.S.W.) (4)

This course will concentrate on the writing of the thesis for the Masters in Social Welfare The student will be required to develop their topic outline using the material developed in the research methodology course and write their thesis under the guidance of a faculty member.

Doctorate Dissertation (DD)

DD900 Methods of Research Seminar for D.Min. (4)

This course will examine methods of conducting research applicable to Doctor of Ministry(D.Min.) projects. The student will develop a foundational topic for D.Min. research and will then develop a plan for research that will eventually lead to the writing of their D.Min. dissertation/project.

DD901 Methods of Research Seminar for Th.D. (4)

This course will examine methods of conducting research applicable to Doctor of Theology(Th.D.) projects. The student will develop a foundational topic for Th.D. research and will then develop a plan for research that will eventually lead to the writing of their Th.D. dissertation.

DD910 Doctoral Dissertation for Doctor of Ministry (6)

This course will concentrate on the writing of the student's doctoral dissertation. The student will be required to develop their topic outline using the material developed in the methods seminar and then to write the dissertation under the guidance of a faculty member.

DD911 Doctoral Dissertation for Doctor of Theology (6)

This course will concentrate on the writing of the student's doctoral dissertation. The student will be required to develop their topic outline using the material developed in the methods seminar and then to write the dissertation under the guidance of a faculty member.

Academic Policies

Admission Policy and Entrance Requirements

Admission to all degree programs is open to all men and women of compulsory age, and meets the requirements to enroll. Applicants will be considered without regard to sex, national origin, or handicap.

Makar James University does not admit ability to benefit students and not accept of credits earned through challenge examinations and/or achievement tests.

The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

Notice concerning Transferability of Credit and Credential Earned at our Institution.

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

All Bachelor Degree Program

The following information must be provided the registration office for admission eligibility:

1. A personal application form, including an identification picture. The application for admission must be accompanied by a \$100 application fee.
2. An official high school transcript. Applicants should request their high school to send the transcript directly to the Admissions Office.
3. An official transcript is sent to the Admissions Office from each school the applicant has attended since attending high school as well.
4. A personal reference: this should be sent by the applicant's pastor or someone on the pastoral staff who knows the applicants personally.
5. Interview: All applicants are expected to participate in an interview with an Admissions representative prior to submission of their application.

All Theological Masters Degree Program (M.Div. and Th.M.)

1. The personal application form, including an identification picture must be provided.

The application for admission must be accompanied by a \$100 application fee.

2. Requires a letter of recommendation from the minister or session of the church of which the applicant is a member, or from another source approved by the Admissions Office.
3. Requires an official transcript(s) of the applicant's undergraduate college work. If more than one college has been attended a transcript from each. No more than 20% of graduate semester units awarded by another institution may be transferred for credit toward a Master's degree. If the transcript is not complete at the time of application, an official (fully completed) transcript must be received before final admission will be granted. Students enrolled previously at Makar James University may use transcripts provided earlier. The applicant must show attainment of a baccalaureate degree (B.A. or Th.B. degree). The grades attained shall give promise that the applicant can satisfactorily pursue courses in the seminary.
4. Applicants for the degree M.Div. must maintain a GPA of 3.0.
5. Interview: All applicants are expected to participate in an interview with an Admissions representative prior to a decision on the application.

Masters of Social Welfare Program (MSW)

1. The personal application form, including an identification picture must be provided. The application for admission must be accompanied by a \$100 application fee.
2. Possession of Bachelor degree in Social Welfare or similar field containing social sciences and preparation for a social welfare career.
3. All graduates work must have been completed with a minimum G.P.A. of 3.0.

Theological Doctorate Programs (D.Min. and Th.D.)

Admission to the all doctorate programs will be granted on an individual basis with the following basic requirements applying to all applicants:

1. The personal application form, including an identification picture must be provided. The application for admission must be accompanied by a \$100 application fee.
2. Master of Divinity degree or equivalent master's degree program with a grade point average of 3.0 (4.0 scale) for the Doctor of Ministry applicants and Master of Theology degree or equivalent master's degree program with a grade point average of 3.0 (4.0 scale) for the Doctor of Theology applicants.
3. Applicant must have a knowledge of the original languages of scripture. This may be attested to by evidence of prior satisfactory completion of courses in the languages or through examination.
4. A minimum of three years ministry experience as a pastor. The student must be engaged in a professional ministry throughout the duration of the program.
5. Written recommendations from the following: a clergy colleague, a denominational official or other Christian leader, a lay person in the congregation, agency or board served by the applicant, a former professor in the field of his major studies.
6. A personal interview with the Academic Dean is required.

Readmission

A student who has withdrawn from Makar James University must apply for readmission through the Admission office. An application for readmission, a readmission fee, and a letter of endorsement and references are necessary for each applicant for readmission. The student is readmitted under the same academic standing that he or she had when he or she had left Makar James University. Anyone applying for readmission who has been dismissed from Makar James University must submit his or her application.

Transfer Policy

Degree	Transfer Credit
All Bachelors Program	A maximum of 90 undergraduate credit units derived from another institution graduate may be applied toward any bachelor programs.
All Masters Program	No more than 20% of graduate semester units awarded by another institution may be transferred for credit toward a Master's degree.
All Doctorate Program	No transfer credits are allowed in doctorate programs.

International Students

For admission the minimum TOEFL score is 500 for all Bachelors, 550 for all graduate studies. An English placement examination and/or additional English language study will be required of English as a Second Language student. This institution does not provide visa services.

Student Attendance Policy

It is expected that each student will attend every class exercise for which he/she is registered. Absences caused by illness, or other justifiable causes, will be permitted to a limited extent (usually two per semester).

If, in the judgment of the instructor, these permitted absences, or other (unauthorized) absences, endanger the standing of the student in the course, the instructor shall counsel with the student concerning the situation. Further absences will normally result in a failing grade for the course.

Dismissal and Suspension Policy

The school reserves the right to dismiss a student whose conduct is found to be unsatisfactory. Unlawful possession or distribution of drugs and alcohol by students on campus is forbidden and will result in dismissal.

Grading Standards

A, B, C, and D are passing grades. F is failing. If extenuating circumstances prohibit a student from completing a course on time, a grade of Incomplete may be given. To receive a grade of Incomplete, a student must secure approval from the professor and the Academic Dean. A petition for the Incomplete must be made before the last day of class. At the professor's discretion the grade will or will not be reduced. If approval is granted the work must be completed in four weeks from the close of the semester. General standing for the year of every regular student is ascertained by the use of a grade point system. Grade points are assigned as follows:

Grade	Meaning	Grade Point
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
F	Failure	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
Au	Audit	0.0

A grade of "I" shall be assigned by the instructor only if the student has been unable to complete the course on time because of unavoidable circumstances. The grade must be approved by the Academic Dean. A deadline for completing the work is set by the instructor. If the work is not completed and submitted by the deadline, the grade designated by the instructor at the time the request for the "I" was made will be recorded. To determine the grade point average, the earned points are divided by the semester hours attempted. "W's" are not used in calculation of the GPA.

Selection of Courses

Each student, upon entering the Makar James University, is assigned to an advisor. Students should understand that all questions concerning academic problems should first be taken to the advisor and, only later, when a problem remains unsolved, to the Dean.

Dropping/Adding Classes

After a student and advisor have arranged the student's semester program, changes are discouraged. No course can be added after the second week of classes. Any course dropped during the second week will not be recorded on the student's permanent record.

From the beginning of the third week of classes through the end of the fifth week of instruction, all drops will be recorded as "W." A "W" is not included in calculating the student's GPA. No course is considered officially added or dropped until the proper form is submitted to the Registrar so that the schedule of the student may be properly changed.

Withdrawal

A student withdrawing from the Makar James University during the semester must process the form provided for purposes of withdrawal. The effective date of withdrawal shall be the date the Registrar's signature is affixed. Non-attendance does not constitute withdrawal from the Makar James University. If withdrawal occurs after this time, the student will receive a grade of "W" for all courses enrolled at that time. Withdrawing without prior approval will result in an unofficial withdrawal that will forfeit any financial refunds otherwise due, and will receive grades of "F" for all course taken in that semester.

Class Attendance

Regular and punctual attendance is expected of all students at the Makar James University. A minimum of 80 percent attendance is required to obtain credit in a semester. Each faculty member is to state in writing to all students in a class the attendance policy for that class. The faculty member is the judge of whether the student has met the stated attendance requirements for the course.

Course Audits

A student, who wishes to audit, or take courses without credit, must indicate his or her intention at the time of registration. Audit students will not be expected to take examinations. Courses audited cannot be counted toward meeting graduation requirements. Only lecture courses may be audited.

Satisfactory Progress

A cumulative GPA of minimum 2.0 for Bachelor degree, and 2.7 for Master and Doctorate degree.

Probation, Suspension, and Dismissal

For students who do not maintain the required grade point averages, one semester of academic probation will be allowed, and the student will be notified in writing. At the conclusion of the probationary semester, if the student has not achieved the minimum grade point average, the student will be suspended from the school. Under extenuating circumstances, the student may appeal the suspension in writing to the Admissions Appeal Committee. All decisions made by the committee shall be final. Requests for all appeal must be made within the first five days of the semester of suspension. The

results of appeals occur as soon as possible, usually within 48 hours of the appeal. In the event that the appeal is denied, the student is dismissed from the school as a "no-show" for the semester involved. Dismissals are considered final. Students are forbidden from plagiarism, assisting other students covertly on tests, exams, or student evaluations of any type designed to be individually completed. Students are forbidden from selling, sharing theses or papers with other students in a manner that allows the other student to avoid completion of their own work. Failure to abide by this standard will result in dismissal from the school. Personal problems that may arise in the life of the student (that pertain to the school) will be resolved privately, if possible, by the professor, the student's pastor, and the school president. Dismissal from the school is the decision of the Makar James University President.

Size of Classes

Except under extreme circumstances, classes will be comprised of a minimum of 5 students and a maximum of 40 in case of on campus.

Transcript of Records

Official transcripts are made only at the written request of the student concerned. No transcript will be issued for anyone who has failed to meet all financial obligations to the Makar James University. Official transcripts are not released directly to the student. Requests for transcripts are to be made directly to the Registrar. Student records are maintained onsite for 5 years, and transcripts are kept permanently by the University.

Recording of Grades

All grades will be recorded in the Registrar's office as reported by the instructor in charge of the various courses. Once grades are recorded, requests for changes must be submitted in writing by the instructor.

Reform Act

It is Makar James University's policy to update itself on the requirements of the Reform Act. The school is aware of its responsibility to maintain records at the campus for at least five years. Transcripts are retained for a period of fifty years as part of our student database. The school is in the process of acquiring new computer resources which will allow us to improve our retention of records. Subsequent disks on a duplicate set will be maintained at an off-campus site per the Reform Act and as part of our office procedure. This updating of records will occur at the end of each academic year.

Leave of Absence

Occasionally circumstances arise that require students to interrupt their training. Students may be granted one leave of absence. To be granted a leave of absence you must

submit in writing a request to the Director. This request must outline the circumstances and duration of the requested leave of absence. A leave may not exceed 30 calendar days. Only 1 (one) leave of absence may be granted in a 12-month period. Exceptions to this will be at the discretion of the Director based on individual circumstances.

Distance Education

Makar James University's Distance Education programs are approved degree courses that are approved for offering as residence programs; Bachelors, Masters, and Doctorate programs. Programs through distance education follow all the same guidelines for admission and graduation as the resident programs.

1. Student registers for course. Confirmation email or letter sent to the student verifying registration.
2. Student is sent the course information guide (Syllabus) within the first week of registration.
3. Student submits a first assignment to the Distance Education Office by the add/drop date. If not received by the add/drop date, you at risk of being dropped from the course according to the University policies.
4. The first assignment helps the instructor learn your goals for the course and proves the student is engaged in the course.
5. Students complete assignments, makes a copy for their records and either mails or emails the original to the Distance Education Office.
6. The Distance Education Office date stamps and logs the receipt of the assignments.
7. Assignments are sent to the instructor for grading.
8. Instructor returns graded assignments to the Distance Education Office where it is recorded and returned to the student within a 10 ten period.
9. Steps are repeated until the student has completed all course requirements, including the final exam.
10. The instructor submits final course grade to the Distance Education Office.
11. The Distance Education office logs official grade and informs the student of the grade.

All written correspondence between you and your instructor must be sent through the Distance Education Office. DO NOT send assignments or exams directly to your instructor. For further information please contact the Distance Education Office.

Please send assignments, papers and other correspondence to:

Email: admin@mjuniversity.us

ATTN: Distance Education Office

Address:

Distance Education Office – Correspondence Study

Makar James University

12440 Firestone Bl. Ste 1029, Norwalk, CA90650

(Please include your Course name and number, Instructor name, and Student name and identification number, which will be issued to you upon enrollment acceptance)

Tuition and Fees

Degree Programs Fees	Bachelors	Masters	Doctorate
Application Fee (Non-refundable)	\$120	\$120	\$120
Registration Fee (Non-refundable)	\$80	\$80	\$80
Tuition Fee per credit	\$200	\$300	\$400
*STRF Fee (Non-refundable)	\$0.00 for each \$1,000.00 of institutional charges		
Late Registration Fee	\$40	\$40	\$40
Transcript Fee	\$30	\$30	\$30
Graduation Fee	\$300	\$400	\$500
Thesis/ Dissertation Fee	N/A	\$500	\$1,000
<ul style="list-style-type: none"> • Student's book costs (est. \$250 in total per semester) are not included in the amount the student is obligated to pay to the Makar James University. • Housing, transportation and other living expenses are the student's responsibility. • *STRF(Student Tuition Recovery Fund) assessment 			

NOTICE OF STUDENTS RIGHTS TO CANCEL

1. You have the right to cancel this agreement for educational services including any equipment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the University will refund any money that you paid within 30 days after your notice is received.
2. Students are advised that notification of withdrawal or cancellation must be made in writing.
3. The Cancellation Notice must be addressed to:
Administration Office
Makar James University
12440 Firestone Bl. Ste 1029, Norwalk, CA90650
4. If the University has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the University may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of

equipment shall not exceed the equipment's fair market value. The University shall have the burden of proof to establish the equipment's fair market value. The University is required to refund any amount over that as provided above, and you may keep the equipment.

5. You have the right to withdraw from a program of instruction at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the University will remit a refund less non-refundable registration fee and non-refundable STRF fee within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you obtain equipment, as specified on the first page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, the University shall refund the amount paid by you for the equipment. If you fail to return the equipment in good condition within 30 days, the University may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.
6. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
7. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
 - (2) The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

An Institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The Student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 7170 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

HYPOTHETICAL REFUND EXAMPLE:

Assume you, upon enrollment in a 240-hour course, pay \$3,000 for tuition, \$80 for registration, and \$150 (fair market value) for equipment and withdraw after completing 48 hours (20%) without returning the equipment you obtained.

\$3,230(\$3,000 Tuition + \$80 Registration Fee + \$150 Equipment) Amount Paid - \$80(Registration Fee non-refundable) - \$150(Equipment Retained by the School) equals \$3,000. Actual pay amount is that $\$3,000 \times (.20)$ or 48 Hours of Instruction Paid for Divided by 240 Hours of Instruction equals \$600. Actual Refund Amount is that $\$3,000 - \$600 - \$1.50$ (STRF non-refundable \$0.5 for each \$1,000.00 of institutional charges) equals \$2,398.50.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be $\$2,398.50 + \$150 = \$2,548.50$.

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify School of your withdrawal or the actual date of withdrawal;
2. School terminates your enrollment;
3. You fail to attend classes for a three-week period (21 school days);
4. You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

The date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan.

Makar James University does not offer financial aid programs or participate in federal financial aid programs

If a student obtains a loan to pay for the educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Student Tuition Recovery Fund (STRF) Disclosures

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

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

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

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

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in residency program prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

* STRF assessment is currently \$0.00 for each 1,000.00 of institutional charges.

Facilities/Equipment

The main physical facilities of Makar James University are included three classrooms, two offices, library, and chapel. There are some small discussion or workshop rooms and kitchen facility.

Equipments for the class or instructional purposes are as follows;

Quantity	Item
3	Classrooms
2	Office
1	Library
1	Chapel
5	IBM Compatible Desk Top Computer
3	Lap Top Computer
4	Laser Printer and Ink Jet Printer
2	Library Resource Computer
1	First search program OCLC
3	Hand-held tape recorders
2	Camcorders
1	Overhead Projector
1	LCD Projector
1	Video player

Academic Calendar 2017

Spring 2017

January 27	Last day for new student Applications
January 30	Spring Classes begin
February 10	Last day to turn in scholarship applications
February 17	Last day to add classes
February 20	President Day (Holiday)
April 7	Last day to withdraw
April 10-15	Easter break (Holiday)
April 17 - 21	Academic Advising for Fall 2017
May 1 - 26	Preregistration for Fall 2017
May 12	Last day of classes
June 4	Graduation

Fall 2017

August 25	Last day for new student Applications
August 28 – Sep. 2	Final Registration
September 2	Last day to turn in scholarship applications
September 4	Labor Day (Holiday)
September 5	Fall Classes beginning
September 5 - 8	Late Registration
September 15	Last day to add classes
October 13	Last day to withdraw
October 23 - 27	Academic Advising for Spring 2018
Nov. 13 – Dec. 15	Preregistration for Spring 2018
Nov. 20 – 24	Thanksgiving break (Holiday)
December 15	Last day of classes

Faculty and Professors

FACULTY

Chu-Kyong Chung

Professor of Social Welfare

- B.A. Pusan National University (Psychology)
- M.A. Asian Center for Theological Studies and Mission (Christian Counseling)
- M.A. HIS University (Marriage and Family Therapy)

Steve Hong

Professor of Theology

- B.S. Han Yang University (Chemical Engineering)
- M.Div. San Francisco Theological Seminary (Theology)
- M.Div. Presbyterian Theological Seminary in America (Theology)
- Th.M. Calvin Theological Seminary (Missiology)
- D.Min. Fuller Theological Seminary (Ministry)
- Th.D. Makar James University (Systematic Theology)

Chang Sik Kim

Professor of Church History

- B.A. Union Christian College (Sung Shil College) (Philosophy)
- M.Div. Seoul Theological Seminary (Divinity)
- Th.M. International Theological Seminary (Theology)
- Ph.D. Carolina Christian University (Honorary)
- Th.D. Makar James University (Theology)

Okhee Chang – Kim

Professor of Social Welfare

- B.A. Duksung Women's University (Pharmacy)
- M.A. Graduate School of Soongsil University (Social Work Method)

Sangjin Lee

Professor of Social Welfare

- B.A. Kosin University, Pusan (Christian Education)
- M.Div. Kosin University, Pusan (Divinity)
- M.E. Korea University, Seoul (Education of Home Economics)
- M.S.W. University of California Los Angeles (Social Work)

D.Min Fuller Theological Seminary (Ministry)

Byung Kil Seo

Professor of Theology

B.A. Jeon Ju University (Law)

M.Div. Chong Sing University Theological Seminary (Divinity)

M.A. Jeon Ju University (Administration)

D.Min. Fuller Theological Seminary (Ministry)

Sam Ryu

Professor of Business Administration

M.Div. Life Christian University (Ministry)

MBA Seogang University (Marketing)

MBA Northrop University (Accounting & Finance)

DBA Pacific States University (Business Administration)

Paul Yong H. Shin

Professor of Business Administration

M.A. Yonsei University, Seoul Korea (Economics)

Ph.D. University of Nebraska (Economics)

Christina Baker

Professor of Business Administration

Ph.D. candidate, Capella University, Minneapolis, Minnesota.

MAED, Trident University International, Cypress, California.

MBA, Hope International University, Fullerton, California.

MSED, Capella University, Minneapolis, Minnesota.

MA, California State University Los Angeles, Los Angeles, California.

BA, California State University Long Beach, Long Beach, California.

AA, Columbia College, Los Alamitos, California.

AA, Long Beach City College, Long Beach, California.

Il Soo Lee

Professor of Business Administration

Ph.D, Myongji University, Seoul, South Korea.

MA, Myongji University, Seoul, South Korea.

BBA, Jeonbuk National University, Jeonbuk, South Korea.

Roy Jr. Virgen

Professor of Business Administration

MBA, University of La Verne, La Verne, California.

BS, University of Phoenix, Phoenix, Arizona.

AA, Platt College of Los Angeles, Ontario, California.

Kevin Grant

Professor of Business Administration

Ph.D., Regent University, Virginia Beach, Virginia.

MBA, Azusa Pacific University, Azusa, California.

B.A., Sterling College, Sterling, Kansas.



MAKAR JAMES UNIVERSITY
 12440 Firestone Blvd #1029, Norwalk, CA 90650
 Tel. 562-462-0021, Fax. 310-325-8837

ENROLLMENT AGREEMENT

AGREEMENT is made this _____ day of _____, 20____ between Makar James University which is located and provided instruction at 12440 Firestone Bl. Ste 1029, Norwalk, CA90650 hereinafter called "School" and "Student." CEC §94902(a) CCR §71800(a)

<i>Student Name: (last name)</i>	<i>(first name)</i>	<i>(middle name)</i>	<i>Social Security No:</i>	
<i>Date of Birth:</i>			<i>Driver's License #:</i>	
<i>Student Address:</i>			<i>City</i>	<i>State</i>
			<i>Zip Code</i>	

An enrollment agreement shall be written in language that is easily understand. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. If the recruitment to enrollment was conducted in a language other than English, the enrollment agreement, disclosures and statement shall be in that language. CEC §94909(a)(b)

The name of this institution is **Makar James University** and these are the educational programs in this institution; CEC §94911(a)

- Bachelors in Theology
 BA in English
 BS in Social Welfare
 Bachelor of Business Admin.
 Master of Divinity
 Master Theology
 Master in Social Welfare
 Doctor of Ministry
 Doctor of Theology
 Doctor of Social Welfare

This agreement is covered by period between the date of starting the course and the estimated to scheduled: Start on _____ and the estimated scheduled is _____. CCR §71800(b)(c)

Enrollment	Total Hours in Course:	Total Weeks/Months:	Total Hours per Day/Week:	Total credit Hours/Units:
Class Schedule	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>
	<i>Friday</i>	<i>Saturday</i>	<i>Total Hours per week</i>	

Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following: CEC §94909(a)

NOTICE CONCERNING TRANSFERABILITY OF CREDIT AND CREDENTIAL EARNED AT OUR INSTITUTION

The transferability of credits you earn at Makar James University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in _____ is also at the complete discretion of the intuition to which you may seek to transfer.

If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be requires to repeat some or all of your course at the institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Makar James University to determine if your (credits or degree, diploma or certificate) will transfer. CEC §94909(a)(15)

“Prior to signing this enrollment agreement, you must be given a catalog brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is requires to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.” CEC §94911(i)(1)

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion, placement rates, license examination passage rates and salary or wage information included in the School performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”
Student's initials _____ CEC §94911(i)(2)

INSTITUTION CHARGES CEC §94911(b) CCR §71800(e)(1)-(12)(f)

Fees	Period	Total course	1 st Period	2 nd Period	3 rd period	4 th period	Total
Application Fee (Non-Refundable)		\$120.00					
Tuition Fee		\$					
Registration Fees (Non-refundable after the seventh day)		\$80.00					
Equipment		\$					
Lab supplies or kits		\$					
Textbooks/other learning media		\$					
Uniforms/special protective clothing		\$					
In-resident housing		\$					
Tutoring		\$					
Assessment fees for transfer of credits		\$					
Fees to transfer credits		\$					
STRF (Non-Refundable) \$0.50 for each \$1,000.00 of institutional charges		\$					
Graduation Fee		\$					
Thesis Fee		\$					
Other fees or charges		\$					
Prior Education Credit		\$					
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>		\$					
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>		\$					
<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>		\$					
Charges paid to an entity other than an institution (ex. TB test prior to enrollment)		\$					
Down Payment		\$					
TOTAL OF PAYMENTS:		\$					
Cash		\$					
Other		\$					
Amount after making Payment		\$					

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. CEC §94911(i)(1)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov. CEC §94911(i)(2)

“I understand that this enrollment agreement is a legally binding contract when signed by the student and accepted by the institution.” CEC §94911(c)(d)

Student's Signature _____ *Date* _____ *Signature of School Official* _____ *Date*

Your payment schedule will be \$ _____ each week or month, commencing on _____ for _____ weeks or _____ months until the balance is paid in full. Student and Co-buyer (if applicable) understand that payments are to be made to the institution or assignee. If the agreement be assigned, Student and Co-buyer (if applicable) will be bound by all terms and conditions. Payments which are 10 days delinquent may accrue a LATE CHARGE of the littlest of 5%, 5.00 or maximum allowed by law. If account is delinquent for over 90 days, the entire amount may become due and payable. Should this agreement be assigned, such a third party is independent of the institution and any institution-related questions or problems that arise must be settled between student and the institution. Students may pay off the balance in advance and receive a partial refund of interest computed by the actuarial method.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES, WHICH DEBTOR (STUDENT) COULD ASSERT AGAINST THE SELLER (INSTITUTION) OF GOODS OR SERVICES OBTAINED HERETO OR WITH THE PROCEED HEREOF, RECOVERY HEREUNDER THE DEBTOR (STUDENT) SHALL NOT EXCEED THE AMOUNTS PAID BY THE DEBTOR (STUDENT) HEREUNDER.

NOTICE OF STUDENTS RIGHTS TO CANCEL CEC §94911(e)(1)(2)(3) CCR §71800(d)

1. You have the right to cancel this agreement for educational services including any equipment and obtain a refund of charges paid **through attendance at the first class session, or the seventh day after enrollment, whichever is later.** Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You **will be given two notices of cancellation forms on the first day of class.** If you cancel this agreement, the institution will refund any money that you paid within 30 days after your notice is received.
2. Students are advised that notification of withdrawal or cancellation must be made in writing.
3. The Cancellation Notice must be addressed to: **Administration Office, Makar James University
12440 Firestone Blvd #1029, Norwalk, CA 90650**
4. If the institution has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the institution may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The institution is required to refund any amount over that as provided above, and you may keep the equipment.
5. You have the right to withdraw from a program of instruction at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the institution will remit a refund less non-refundable registration fee and non-refundable STRF fee within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you obtain equipment, as specified on the first page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, the institution shall refund the amount paid by you for the equipment. If you fail to return the equipment in good condition within 30 days, the institution may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.
6. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. CEC §94911(f)
7. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: CEC §94911(g)(1)(2)
 - (1) The federal or state government or a loan guarantee agency may take action against the student,

- including garnishing an income tax refund; and
- (2) The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Distance Learning Refund Policy if not offered in real time:

An Institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. CCR §71716(a)

The institution shall transmit the first lesson and any materials to any student after the institution accepts the student for admission. The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date Makar James University will receive written notice at 23814 S. Vermont Ave., Harbor City, CA 90710. If the institution sent the first lesson before an effective cancellation notice was received, Makar James University shall make a refund within 45 days after the student's return of the materials.

Right to Cancel:

The Student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. CCR §71716(b)

An Institution shall transmit all of the lessons and other materials to the student if the student: has fully paid for the educational program: and after having received the first lesson and initial materials, request in writing that all of the material be sent. CCR §71716(c)(1)

If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted. CCR §71716(c)(2)

Hypothetical refund example according to the state pro rata policy.

Assume that a Student, upon enrollment in a 480-hour course, pay totla \$6,333.00(\$6,000.00 for tuition, \$80.00 for Registration, \$250.00 for documented cost to the institution for equipment as specified in the Enrollment Agreement, and \$3.00 for STRF fee) and withdraws after 96 hours into the course (this includes class days not attended by the student) Without returning (due to extenuating reasons) the equipment he/she obtained. The pro rata refund to the student would be \$4,800.00 based on the calculation stated below. If the student returns the equipment IN GOOD condition within 30 days following his/her withdrawal; the institution would refund the charge For the equipment returned.

TOTAL PAID	\$6,333.00	Tuition cost	\$6,000.00	Paid for instruction	\$6,800.00
Less registration fee (not refundable after the seventh day)	\$80.00	Hours in the course	480	Hours attended	96
Less STRF Fee	\$3.00				
Less cost of un returnable equipment	\$250.00	Hourly charge	\$12.50	Owed 96 × \$12.50	\$1,200.00
Equals amount paid for instruction	\$6,000.00			Refund due	\$4,800.00

Determination of withdrawal from institution: The withdrawal date shall be the last date of recorded attendance or:

Student's Initials: _____

• The date you notify the Financial Office of your intent to withdraw. Only the Financial Office or Director would be authorized to accept a notification of your intent to withdraw
• The date the school terminates your enrollment due to Unsatisfactory academic or Unsatisfactory attendance or for a violation(s) of rules and policies stated in the catalog
• The date you fail to attend classes for a two-week period and fail to inform the school that you are not WITHDRAWING
• For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence notification, you will be deemed to have withdrawn even though you have indicated that you were not WITHDRAWING
• The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA(Leave of Absence).

REFUNDS AND GENERAL TERMS:

If the student has received federal student Financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

GENERAL TERMS:

1. No applicant shall be rejected from admission to the institution the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the Director of designee.
2. The institution does not and cannot guarantee neither employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.
3. You must pay the state-imposed fee for the Students Tuition Recovery Fund (STRF) if all of the following apply to you: CCR §76215(a)(b)
 - (1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
 - (2) your total charges are paid by third-party, such as an employer, government program or other payer unless you have a separate agreement to repay the third party.”

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

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

The State of California created the Student Tuition Recovery Fund(STRF) to relieve or mitigate economic losses suffered students who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF assessment if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- (1) The institution closed before the course of instruction was completed.
- (2) The institution’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution.
- (3) The institution’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the institution prior to closure in excess of tuition and other costs.
- (4) There was a material failure to comply with the Act or this Division within 30 days before the institution closed or, if the material failure began earlier than 3days prior to closure, the period determined by the Bureau.
- (5) As Inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

HOWEVER, no claim can be paid to any student without a social security number or a taxpayer identification number.

4. All instructional equipment for the course selected will be furnished by the institution. There are, however, required books and materials that are to be paid by you.
5. The cost of medical or other examinations, if required, is to be paid by the students.
6. Diplomas, certificates, signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated on classroom (lecture). The Student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or Certificate.
7. The institution reserves the right to postpone/withdraw training in the event of Acts of God, labor disputes, equipment failure, or size of class enrollment decreases under 5 students, etc. Students will be duly notified by phone, e-mail, or letter.
8. All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class

is 90 days.

- 9. The institution reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.
- 10. The institution reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.
- 11. The institution reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the institution Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the institution, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the institution's refund policy.
- 12. In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted
- 13. This Agreement constitutes the complete contract between the institution and the student, and no verbal statements or promises will be recognized.
- 14. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by at:
2535 Capitol Oaks Drive Ste 400
Sacramento, CA 95833
(916) 431-6959 Fax (916) 263-1897
Toll Free: (888) 370-7589
- 15. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll free number: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at www.bppe.ca.gov.

“STUDENT UNDERSTANDS THE FOLLOWING”

I, the undersigned, understand this agreement is not operative until I attend the first class or session of instruction. I further understand that the institution catalog and its contents are a part of this enrollment agreement and that information presented therein is binding with the institution and the student. My signature below certifies that:

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. CEC §94911(k)

Student's Signature *Date*

I have interviewed the applicant and certify that in my judgment the applicant meets the requirement of the institution or the course selected. I recommend the applicant for acceptance as a student. I have made no verbal statements or promises which are contrary to the terms of this agreement or State Law. I certify that the institution has meet all disclosure requirements.

Signature of School Official *Date*

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

2535 Capitol Oaks Drive Ste # 400, Sacramento, Calif. 95833

P.O.Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax: (888) 370-7589, (916) 431-6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by Calling (888) 370-7589 toll free or by completing a complaint form which can be obtained on the Bureau's internet web site www.ca.gov.

Makar James University updates this catalog annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

This Institute has entered into an articulation or transfer agreement with Evangelia University, World Mission University, and International Reformed University & Seminary.

Makar James University is not accredited by an agency recognized by the United States Department of Education (USDE). A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California and students are not eligible for federal financial aid programs. This institution does not participate in any federal or state financial aid programs. This institution is not available for any licensure.

This institution does not have a pending petition in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. Sec 1101 Et Seq).

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.