

# CAMBRIDGE CHRISTIAN UNIVERSITY



## **Academic Catalog 2016 - 2017**

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## A Message from the President

Brothers and Sisters,

Cambridge Christian University (CCU) is a unique institution of Christian Higher Education for educating leaders. This place of higher learning arose out of a theological conviction and earnest desire to better equip the students with biblical perspective and professional knowledge in their chosen field. Our educational goal is to provide a firm foundation on sound doctrines and a clear vision for future Christian leaders and professionals. With the Bible-centered curriculum and flexible programs, Cambridge Christian University offers all those who are willing a unique opportunity for personal, spiritual, and academic growth for the service of the Lord.

We welcome all children of God who wish to prepare for their ministry in the field of their choice.

Thomas Kim

President  
Cambridge Christian University

# Introduction

## Founding Philosophy

### History:

Cambridge Christian University was established in 1997 to provide education with evangelical Christian back ground. It endeavors to provide programs that meet the specific needs of the growing community in the Greater Los Angeles area. It is our firm belief that upon the completion of their programs, students will be able to practice and refine their social, moral and spiritual values based on Christian heritage and enrich their life goals and serve their communities with their learned religious profession.

Cambridge Christian University is authorized to offer its undergraduate and graduate programs under the religious exemption of the Bureau for Private Postsecondary Education (BPPE). We offer programs leading to the Bachelor of Theology, Master of Theology, and Master of Divinity. Cambridge Christian University also offers programs leading to Bachelor of Religious Business Administration and Master of Religious Business Administration. Cambridge Christian University is currently seeking accreditation with Association for Biblical Higher Education (ABHE), a national accrediting body, recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation.

### Mission Statement:

The mission of Cambridge Christian University is to educate students to be leaders to serve communities by using their learned skills and professions in the areas of biblical studies, ministry and business administration.

### Our Vision

The vision of Cambridge Christian University is to educate Christian leaders to serve and transform the world for Christ at every level – from the local church and community levels to the realm of world culture. The fulfillment of this vision inspires, orients, and defines the work of this institution.

Undergraduate Institutional Learning Outcomes (At the end of the program, students are enabled to):

1. Apply critical thinking skills in one's profession and personal endeavors
2. Demonstrate knowledge of humanities, science, social science and history in a life- long learning framework
3. Exercise effective communication and social skills
4. Specialize in at least one academic discipline with specific career and vocation
5. Adopt a lifestyle of service based on biblical principles and godly character

Graduate Institutional Learning Outcomes (At the end of the program, students are enabled to):

1. Demonstrate mastery in their chosen academic or professional fields
2. Perform their duties in their chosen discipline, modeling the life of a Christian professional

# Philosophy of Education

At Cambridge Christian University, we believe that, through the educational process, the community of scholars and students shall exercise its leadership as well as mutual submission and support in that we are to truly serve each other to produce the leaders to serve communities.

It is our conviction at Cambridge Christian University that all faculty members are focused on God and called to teach and fulfill His purpose. It is our motto to develop faculty that enhances the quality, depth, and effectiveness of our instruction and equips students to be leaders.

The mission of Cambridge Christian University is to educate students to be leaders to serve communities by using their learned skills and professions in the areas of biblical studies, ministry and business administration.

Cambridge Christian University values high academic standards so that its graduates demonstrate the following abilities:

## Undergraduate Institutional Learning Outcomes

1. Apply critical thinking skills in one's profession and personal endeavors
2. Demonstrate knowledge of humanities, science, social science and history in a life- long learning framework
3. Exercise effective communication and social skills
4. Specialize in at least one academic discipline with specific career and vocation
5. Adopt a lifestyle of service based on biblical principles and godly character

## Graduate Institutional Learning Outcomes

1. Demonstrate mastery in their chosen academic or professional fields
2. Perform their duties in their chosen discipline, modeling the life of a Christian professional

Cambridge Christian University seeks to achieve the mission, goal and vision of the institution and promote ongoing instruction improvement.



## Doctrinal Statement

We believe in one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life.

We believe that the Scripture of the Old and New Testament are the inspired Word of God and the only standard for faith, and academic discipline.

We believe that God has revealed Himself and His Truth in the created order, in the Scriptures, and supremely in Jesus Christ.

We believe that God has created humanity in His image and likeness, but the disobedience of Adam, all humankind was alienated from God and lost.

We believe that Jesus Christ is the messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures; whoever believes in him shall not perish but have everlasting life.

We believe that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living and equips them for service and witness.

We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

## Quarterly Academic Calendar

Thanksgiving Break ..... November 26-27  
 Winter Break ..... December 19-January 3

<b>Spring Quarter 2016</b>	
Beginning of the term and first day of classes	April 25, 2016
End of the term and last day of classes	July 8, 2016

<b>Summer Quarter 2016</b>	
Beginning of the term and first day of classes	July 11, 2016
End of the term and last day of classes	September 23, 2016

<b>Fall Quarter 2016</b>	
Beginning of the term and first day of classes	October 3, 2016
End of the term and last day of classes	December 16, 2016

<b>Winter Quarter 2017</b>	
Beginning of the term and first day of classes	January 4, 2016
End of the term and last day of classes	March 18, 2017

## Governance

Cambridge Christian University was established in 1997 as a non-profit organization, which is under the leadership of the board of directors. It has received verification of religious exemption status from the State of California Bureau for Private Postsecondary Education that it qualifies as a religious exempt institution, pursuant to California Education Code Section 94749 (b)(6).

## Exemptions and Disclosures

Cambridge Christian University is qualified for exclusion pursuant to California Education Code (CEC) Section 94739 (b) (6) and has current status as a nonprofit religious corporation under the Corporation Code. Our declaration has been evaluated and exclusion pursuant to CEC Section 94739 (b) (6) has been verified. According to the Bureau for Private Postsecondary Education, it is declared that on the basis of the information submitted, our present curriculum meets the exclusion requirements. School code is 43105998.

Cambridge Christian University is a private institution and, while as an institution operating under a religious exemption, it is not required to undergo the full approval process by the Bureau for Private Postsecondary Education (BPPE), it should be stated that, as per the California Education Code § 94897 (l), approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009, and the regulations of the CEC section given above.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Cambridge Christian 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 our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cambridge Christian University to determine if your credits or degree, diploma or certificate will transfer. At this time, Cambridge Christian University has not entered into an articulation or transfer agreement with any other college or university.

### Accreditation

Cambridge Christian University holds applicant status with the Association for Biblical Higher Education (AB- HE). ABHE defines applicant status as follows:

Applicant Status is a pre-membership status granted to those institutions that meet the Commission's Conditions of Eligibility and that possess such qualities as might provide a basis for achieving candidate status within a maximum of five years. Applicant institutions are required to submit annual reports demonstrating progress toward candidate status. During year four, an institutional self-study report and an institutional planning document are to be submitted to the Commission office prior to an evaluation team visit regarding the institutional readiness for candidate status.

### Bankruptcy

Cambridge Christian University has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or 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.).

## Professional Position Requirements

Cambridge Christian University's academic programs are designed to lead to positions in professional, occupational, trade, or career fields that do NOT require licensure in California.

If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field, please find a Continuing educational program that is designed to obtain licensure.

Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, including any applicable course requirements established by the state.

## Our Heritage

Cambridge Christian University was established in June of 1997 by a group of pastors and leaders wishing to serve the growing immigrant communities.

Under the exceptional leadership of the board of directors, local pastors and scholars who share and support the mission, Cambridge Christian University seeks to educate students to be leaders. Cambridge Christian University currently offers undergraduate and graduate programs. Cambridge Christian has received verification of religious exemption status by the California Bureau for Private Postsecondary Education (BPPE) under the Department of Consumer Affairs (DCA).

Cambridge Christian University is currently seeking accreditation with Association for Biblical Higher Education (ABHE) that is recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation.

## Campus Location

The campus is situated in Rowland Heights, a suburb located east of Los Angeles along the Pomona (60) Freeway.

Cambridge Christian University can be contacted Monday through Friday, 9 AM to 5:30 PM:

18938 Labin Ct. Suite A210  
Rowland Heights, CA 91748  
Phone: (626) 965-8400  
Fax: (626) 965-4400

Email: [CambridgeChristianUniversity.info@gmail.com](mailto:CambridgeChristianUniversity.info@gmail.com)  
[CambridgeChristianUniversity.org](http://CambridgeChristianUniversity.org)

## Campus Facilities

Our 11,000-square foot main campus is located at 18938 Labin Ct. Suite A210, Rowland Heights, CA 91748, right off the Nogales exit off the 60 Freeway. We are blessed with a number of classrooms, offices, a chapel/student lounge, a student cafeteria, library, and a computer lab with multiple modern personal computers.

The administrative area houses administrative and faculty offices, and the student lounge.

While Cambridge Christian University does not operate a dormitory or other student housing facility, we are familiar with the residence hotels, apartments, and other facilities that our students have chosen. We will be happy to help you find the house of your preference.

The library contains a vast selection of volume as well as periodicals and multimedia resources. The catalog and many resources are available on computers located in the library.

## Language of Instruction

Unless otherwise noted, the language of instruction is English. For non-native speakers of English who are matriculating in our programs, we require demonstration of English capacity through a number of options: 1) a language competency test such as the TOEFL or the IBT, with minimum scores of 550 and 85, respectively, or 2) through providing proof of having taken an ESL course at Cambridge Christian or elsewhere, or 3) through a transcript from an institution providing instruction in English.

## Student Life

### Spiritual Enrichment

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

We intend to promote the spiritual life at Cambridge Christian University through academic advising, mentoring, field education, chapel, Bible study or any other form. We intend that prayer, worship, dialogue about God and His Word, and fellowship flow through the community of Cambridge Christian University.

### Chapel Services

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

## Special Days

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

## Ministry Emphasis

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

## Church Services

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

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

We believe it is important for students to attend their home church consistently. It fosters stability and facilitates spiritual growth.

## Small Groups

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

## Devotional Life

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

# Philosophy of Community

Cambridge Christian University is a community of believers dedicated to the development of

leaders in the Body of Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct in the Student Handbook for examples of such behaviors.)



## Department

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

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

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

## Disciplinary Policy

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

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

The Dean of Students serves as the chief student conduct officer for Cambridge Christian

University and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards.

## Student Rights under FERPA

From time to time pastors, parents, and others request information from the college about a particular student. With few exceptions, Federal law (the Family Educational Rights and Privacy Act, or FERPA) prevents the school from disclosing academic records, student disciplinary matters, student finances, and other personally identifiable educational records without the student's express written permission. Students also have the following rights under FERPA.

1. The right to inspect and review the student's education records within 45 days of the day Cambridge Christian University receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. Cambridge Christian University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Cambridge Christian University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write Cambridge Christian University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If Cambridge Christian University decides not to amend the record as requested by the student, Cambridge Christian University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Cambridge Christian University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Cambridge Christian University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged

failures by Cambridge Christian University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605**

In accordance with Section 99.37 of the FERPA regulations, Cambridge Christian University reserves the right to publish directory information about students, including the student's name, local address and phone number, academic program (including major, minor, and concentration), and home church.

## Philosophy of Grooming and Attire

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

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

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

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

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

Immodest dress or behavior can be intentional, reflecting a lustfulness and/or immaturity that desires the attention of others. In some situations, however, immodesty can result from ignorance—a simple failure to have learned what is culturally or socially unacceptable in a given setting. As ministry leaders, we must be willing to graciously accept the input of peers and leaders whom God has placed in our lives.

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

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

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

In a spirit of mutual accountability, all those at Cambridge Christian University will submit to one another regarding grooming and attire. If someone’s appearance seems to have strayed from the scriptural foundations that apply to Christian ministry leaders, we expect others within this community to personally address this issue in a loving and gracious manner. Please note that students are sometimes asked to wear more professional attire for such occasions as special in-class assignments, chapel participation, or graduation ceremonies. Certain churches and student ministries will require more professional attire as well.

## Services and Activities

### Housing Policies

Cambridge Christian University does not operate a dormitory or other housing facility, but will assist students in locating adequate housing near the campus. Some students find housing in a local residence hotel; others share an apartment, or rent a room from members of a local church.

Cambridge Christian University reserves the right to approve or disapprove housing on a case-by-case basis if there is concern for your academic or spiritual welfare.

## Meals

Cambridge Christian University does not operate a cafeteria. A student lounge is provided for students who wish to bring their meals from home. Many restaurants surround the campus and can be reached within walking distance.

## Clubs

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

## Student Government

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Cambridge Christian University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members. The Student Council consists of three representatives from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

## Open House

The first class of each quarter is open. These visitors are invited to stay with students in their homes or apartments; classrooms are filled to capacity; the Student Council and Dean of Students plan special activities to make guests feel welcome. We encourage you to welcome these visitors and to pray with them as they seek God’s will for their life.

## Chapel Ministry

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

## Student Ministry

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

## Academic Computer Lab

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

## Additional Information

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

## Library

The Cambridge Christian University library is located on the main floor. Library hours are during weekdays are 9AM to 5PM. Library's hours of operation are posted outside of the Library entrance. The Cambridge Christian University library contains a wide variety of resources and materials for student use in addition to computer stations with Wi-fi internet access, and study tables. The library contains volumes in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

### **Student Library Rules of Conduct**

To maintain a professional atmosphere, please observe the same rules mentioned elsewhere in the catalog and the following additional rules of conduct while using the library and other campus facilities:

- 1 Accept assigned duties and responsibilities.
- 2 An act of dishonesty is the most serious violation of student conduct.
- 3 Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
- 4 Demonstrate a well-rounded personality and professional competence while completing your graduation requirements.
- 5 Demonstrate initiative and productivity.

- 6 Demonstrate sensitivity, compassion and a caring attitude towards your peers and faculty/staff.
- 7 Demonstrate strong ethical character.
- 8 Fabrication is the falsification or invention of any information in an academic setting. See Rule 2 above.
- 9 Food or drink is NOT permitted in the classrooms, unless exception is granted by a member of management.
- 10 Maintain professional grooming and personal hygiene at all times.
- 11 Rules of conduct are based on the California Administrative Code.
- 12 Treat people as you would like to be treated.

Violation of the rules of conduct present in the catalog may lead to dismissal from the School and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the School. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students, and/or the School.

Should the students desire additional access to library collections, the nearest Public Library is located at 18500 Farjardo St, Rowland Heights, CA 91748. The hours are Monday to Friday from 12PM to 5PM.

## Financial Information

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

The information provided in this section reflects Cambridge Christian University's education prices for academic year 2016-2017, effective July 1, 2016. These rates are subject to change without notice by action of the Board of Directors. Cambridge Christian University reserves the right to assess new charges in relation to rising costs.

### Tuition

Undergraduate Program (Bachelor)  12 quarter hours (Per quarter unit)	\$1,200.00 per quarter  \$100 per credit
Graduate Program (Master)  8 quarter hours (Per quarter unit)	\$1,200.00 per quarter  \$150 per credit
Audit (per hour); carries no college credit  Undergraduate  Graduate	  \$80.00  \$100.00
<b>Directed Study: Regular tuition rate plus \$50 surcharge per quarter hour</b>	



**Tuition and Fees (by program)**

<b>Undergraduate and Graduate Business Programs</b>	<b>Bachelor of Theology (4 years)</b>	<b>Bachelor of Religious Business Administration (4 years)</b>	<b>Master of Theology (2 years)</b>	<b>Master of Divinity (3 years)</b>	<b>Master of Religious Business Administration (2 years)</b>
Tuition	\$14,400	\$14,400	\$7,200	\$10,800	\$7,200
Application Fee	\$50	\$50	\$50	\$50	\$50
Registration Fee	\$25	\$25	\$25	\$25	\$25
STRF* Non-Refundable Charge	\$0	\$0	\$0	\$0	\$0
Books and Supplies (Estimated)	\$500	\$500	\$500	\$500	\$500
Total Charges For The Current Period Of Attendance	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225
Estimated Total Charges For The Entire Educational Program	\$14,800	\$14,800	\$7,450	\$11,125	\$7,450
Total Charges Student Is Obligated To Pay Upon Enrollment	\$50	\$50	\$50	\$50	\$50

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

**Textbooks**

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

## Fees

Application Fee	\$50.00
Placement test Fee	\$50.00
Registration Fee	\$25.00
STRF* Non-refundable Charge	Currently set at \$0.00 per thousand dollars of tuition
Deferred Payment Plan fee	Five percent of balance
Late payment fee	Ten percent of payment
Returned check charge	\$20.00
Late registration fee	\$20.00
Late tuition deposit fee	\$100.00
Exam rescheduling fee	\$20.00
Add/drop fee	\$20.00
Transcript fee (per copy)	\$10.00
Graduation Fee	
Undergraduate	\$300.00
Graduate	\$300.00
Thesis Fee	
Undergraduate	\$200.00
Graduate	\$300.00
I-20 Fee	\$75.00
Lab fee	Varies; see syllabus
Extra handouts	Varies; see syllabus

## Explanation of Deposits and Fees

### *Application Fee*

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

### *Placement Test Fee*

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

### *Admission Fee (paid when admitted)*

### *Registration Fee (paid once per quarter)*

### *Student Fee (paid per quarter, for student activities)*

### *Library Fee (per quarter; for library support)*

### *Tuition Deposit and Late Tuition Deposit*

This nonrefundable deposit is applicable to all students each quarter. It is due about one month before the start of the quarter— see the calendar in the front of this catalog for the exact dates. If you do not pay this deposit on time, then a late tuition deposit fee is charged to

your account.

### *Deferred Payment Plan*

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

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

### *Returned Check Charge*

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

### *Late Registration Fee*

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

### *Exam Rescheduling Fee*

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

### *Add/Drop Fee*

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

### *Transcript Fee*

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

### *Graduation Fee*

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

### *Lab Fee*

Students in some courses perform various laboratory experiments or require special software or equipment. This fee helps offset the cost of lab equipment and consumable items. See the

syllabus to determine if a course has a lab fee.

### *Extra Handouts Fee*

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

## Payment Schedule

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

1. Make sure you are paying your tithe. God has promised to bless you if you are faithful in tithing (cf. Malachi 3:10). If you a tithe, you can ask God to bless you financially.
2. Make sure you have completed the college's financial aid application. You may qualify for Cambridge Christian University scholarship.
3. Look for any assets you may be able to sell. Some students find that they can trade in their vehicle for another, or sell unused electronic equipment / furniture, in order to raise money for college. During the spring term, check to see if you have a tax refund coming.
4. Contact friends, family, and your church. Many people are eager to help our students attend a Christian college.
5. The cost of a college education should be considered an investment rather than a debt. Consider borrowing at least some of the money for college. Many banks will extend a loan secured by assets such as your vehicle. Note: Cambridge Christian University accepts both MasterCard and Visa for tuition payments.
6. God has given everyone a unique gift. Spend some time to determine what your unique gift is, and take advantage of it to generate income. It can be in the form of tutoring young people in a subject you excel in, or seeking employment in a position that requires a skill or talent that you possess.

While there are ample opportunities for off-campus employment in the Greater Los Angeles Area, most full-time students should not plan to work more than about 20 hours a week. A student who works 20 hours a week at \$10.00 per hour can expect to make about \$2,000.00 — enough to pay for full tuition—during the course of the quarter. Note: If you are not a U.S. citizen, it is your responsibility to see what work, if any, you may legally perform while in the U.S.

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

### *Tuition and Fees*

All students must pay tuition and fees in full at registration. Students who cannot pay tuition and fees in full at registration should contact the Financial Office for information on financial

aid.

All tuition and fees must be paid prior to the start of the quarter.

### *Unpaid Accounts*

Students who do not maintain their financial accounts with the University current will be denied the privilege of classroom attendance beginning five days after the payment is due. Absences will be counted until the payment is made in full or until withdrawal is instituted. A student whose account is not paid in full (including tuition and fees) by the end of the quarter will not be allowed to reenroll in the subsequent quarter.

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

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

### Tuition Discounts

Tuition discounts are not available for students. However, if you are enrolled in full-time and maintain your GPA well, you may be qualified for scholarship. You must apply to receive some form of scholarship at the Registrar's Office prior to each quarter.

### Tuition Refunds

If you find it necessary to withdraw from the University, you may be eligible for a refund of part of your tuition. (We do not give refunds of fees, nor do we give refunds for courses that you are auditing.) In order to qualify for a refund, you must notify the Registrar's Office of your desire to withdraw. As part of the withdrawal procedure you must settle all accounts. If you do not follow the withdrawal procedure you will receive a grade of W/F for all courses and will forfeit your eligibility for any tuition refund. Students who are dismissed or suspended from the college are not eligible for any refund.

Tuition refunds for all standard ten week quarters are computed according to the following schedule:

<i>If you drop the course within...</i>	<i>We will refund...</i>
One week	100 percent

Two weeks	90 percent
Three weeks	80 percent
Four weeks	60 percent
Five weeks	50 percent
Six weeks	No refund

Tuition refunds for the intensive module programs are computed according to the number of hours attended prior to withdrawal. The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

<b>Percent of Attendance</b>	10	20	30	40	50	60	Over 60
<b>Tuition Refund</b>	90	80	70	60	50	40	0

### Scholarships and Other Financial Aid

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

The following list describes some of our available scholarships.

#### *EXAMPLE*

##### *President's Sacrificial Leadership Scholarship*

The President's Sacrificial Leadership Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary leadership qualities of a sacrificial nature. Sacrifice is defined as a dying to all self-interests in order that those who follow will discover in these sacrificial acts and attitude the potential to rise to new heights of achievement.

This achievement will, by its very nature and source, propel the character of all involved to the highest calling they have in Christ. The fulfillment of this calling is identified in a leader who recognizes and follows a sacred vision, who is willing to consider all others before himself or herself, who focuses on the integrity of the process rather than the end result, and who remains committed without constraints even to the point of personal injury or death. Recipients of this scholarship are leaders of the highest character, compassion, and Christ-like nature.

**Award:** Up to a full-tuition scholarship per year to be used for tuition/books/room and board. **Scholarship Criteria:** Multiple recipients are to be chosen by the Scholarship Committee and confirmed by the President of Cambridge Christian University.

##### *Dean of Theology's Honorary Scholarship*

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

Christian leader.

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

**Scholarship Criteria:** Students must pursuing a degree in the School of Theology, have a minimum GPA of 3.65 and have completed at least 45 quarter units at Cambridge Christian University. The recipient is to be chosen by the Dean of the School of Theology and the Scholarship Committee.

## Insurance

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

## Student Tuition Recovery Fund (STRF)

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

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959

## **STUDENT TUITION RECOVERY FUND DISCLOSURES**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer,

government program or other payer unless you have a separate agreement to repay the third party.

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

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

According to 5CCR§76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
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.

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

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents money you paid to the institution.

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA  
95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-



0818

Phone Number: (916) 431-6959      Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897      www.bppe.ca.gov

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Bos 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959      Toll Free: (888) 370-7589

## Admissions Information

### Admissions Criteria

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

### Applicant Assessment

Cambridge Christian University evaluates an applicant's readiness in the following four areas:

#### *Spiritual Readiness*

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

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

Cambridge Christian University is a Christian college; we require that you honor the Cambridge Christian University doctrinal statement. If you honor our doctrinal statement, you are welcome to apply, regardless of your denominational affiliation or specific religious identification.

#### *Academic Readiness*

Applicants must have sufficient educational background to enable them to perform at the college level. A high school diploma or GED (General Education Development) is required for admission to all bachelor programs. A bachelor's degree is required for admission into all master's degree programs.

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

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

### *Physical Readiness*

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

Prospective students with chronic, debilitating, or infectious physical conditions must inform the Admissions Officer of their situation during the application process in order to receive appropriate guidance. The same requirement applies to prospective students with emotional disorders, psychological disorders, or learning disabilities.

### *Financial Readiness*

Applicants will be evaluated with regard to their ability to meet the financial demands of attending Cambridge Christian University. The college does not yet qualify for federal grants and loans.

## **Statement of Nondiscrimination**

Cambridge Christian University does not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in the according or making available of all the rights, privileges, programs and activities generally open to students at the college. We do not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other college administered programs.

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

## **International Students**

Cambridge Christian University is authorized under federal law to enroll non-immigrant alien students.

International students seeking admission to the college should write to the Registrar several months in advance of the quarter requesting current information about the school’s admission policies. Many of the forms needed to enter the U.S. or change status are available online at

<http://www.uscis.gov/forms>.

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

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

#### *Address Change*

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

#### *Change of Status*

Within the U.S.

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

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

Outside the U.S.

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

#### *Optional Practical Training*

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

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

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

can be full-time or part-time.

- (2) While school is in session, provided that practical training does not exceed twenty hours a week. Must have a job offer before applying. Total number of work hours must not exceed 20 hours per week, including on-campus jobs.
- (3) After completion of course requirements except thesis/dissertation. Again, you should have a job offer before applying.

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

#### Training Checklist:

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

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

#### *Financial Requirements*

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

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

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

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

department is required.

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

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

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

### *Insurance*

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

## Maintaining Status

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

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

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

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

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

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

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

Keep your passport valid at all times.

## New Students

### REQUIRED VISA DOCUMENTATION

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

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

### *Reinstatement*

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

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

Reinstatement Application should be submitted to the address given at:

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

or filed electronically at:

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

### *Income Taxes*

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

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

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

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

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

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

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

The analogous California form is 540NR, available from

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

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

### *Links*

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

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

Port of Entry Fact Sheet:

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

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

SEVIS I-901 Fee:

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

### **Application Process**

You can receive an Application Packet by writing, calling, or e-mailing our Admissions Office:

Admissions Office  
Cambridge Christian University  
18938 Labin Ct. Suite A210 Rowland Heights, CA 91748  
Phone: 626-965-8400  
Fax: 626-965-8440  
E-mail: [Info@CCUniv.org](mailto:Info@CCUniv.org)

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

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

We recommend that you begin the application process as early as possible. Before we can

review your application packet, we must have all of the required documents. It has been our experience that it can take several weeks for transcripts, letters of reference, and other key documents to be sent to Cambridge Christian University.

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

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

1) Complete an Application File, including:

- A completed and signed Application Form;
- A signed Philosophy of Community form/Mission Statement Agreement form;
- A completed Recommendation Form;
- The nonrefundable Application Fee;
- A completed Registration Form

Arrange for official transcripts to be submitted to the Registrar's Office from the applicant's high school and, if applicable, from all universities, colleges, or professional schools attended by the applicant. (GED may be substituted for high school diploma.) If the applicant is still enrolled in high school, then an incomplete transcript (not showing graduation) will be sufficient. However, as soon as possible, a complete, official transcript (indicating a graduation date) is required.

2) Letter of Acceptance

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

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

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

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



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

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

### 3) Intent to Enroll

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

## Academic Information

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

## Registration

### *Registration Procedures*

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

### *Adding and Dropping Courses*

Courses may be added only during the first two weeks of the quarter. A student may withdraw from a course during the first seven weeks of the quarter. To drop a course, the student must submit an appropriate form to the Registrar’s Office, and it will not be recorded on the student’s permanent record.

### *Enrollment Status*

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

### *Leave of Absence*

A student may interrupt a program of study for any period of time and return to Cambridge Christian University without applying provided the student leaves in good academic

standing.

## Transfer of Credit

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

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

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

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- Analysis of historic experience regarding the success of transfers from the sending institution; and
- Successful completion of 48 quarter hours at Cambridge Christian University with a cumulative GPA of at least 2.0.

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

Twenty-five percent of the quarter hours in your undergraduate program must be completed at Cambridge Christian University in order to qualify for graduation. Thus, a student pursuing a Bachelor's degree must earn at least 48 quarter hours at the college.

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

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

CALEC will provide a transcript showing their analysis of your non-traditional education; please arrange to have a copy of this transcript sent directly to the Cambridge Christian University's Registrar's Office.

### Challenging a Course

If you believe that you already have the knowledge and skills required by one of your curriculum's required courses, you may apply in the Registrar's office to challenge the course. The Registrar will supply you with a copy of the course syllabus and, together with the Academic Dean, will identify a professor who will test your knowledge and skills. (Often this test is conducted by using the course's final exam.) If you demonstrate to the professor's satisfaction that you are able to meet the course objectives, the professor will recommend that the required course be dropped from your program and replaced with an alternative course that you will find more beneficial.

Note that there can be a fee for this service. You should inquire in the Business Office before beginning the challenge process.

### Registration for New Students

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

### New Student Orientation

New Student Orientation is scheduled during the days immediately preceding the start of fall quarter. (See the college calendar at the front of catalog). All of these sessions are required for all new students. We will spend time acquainting you with major aspects of Cambridge Christian University's academic program and general policies and procedures. Once you have completed registration, you will buy your textbooks and pay your tuition, fees, and other charges in the Business Office.

### Registration for Returning Students

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

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

### Readmission

If you are a former Cambridge Christian University student and you desire to be readmitted, contact the Registrar's office to begin the process. You will be expected to pay any

outstanding debt to the college in full. Depending upon how long you have been away from Cambridge Christian University, and your status when you left, you may be required to provide new references or other elements of the Application Package. You may also be asked to meet with the Academic Dean, the Dean of Students, or other college officials.

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

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

## Academic Standards

### *Class Participation*

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

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

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

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

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

### Make-up Exams

All tests, including final exams, are to be taken at regularly scheduled times. These times are typically announced in the syllabus at the start of the quarter. In the event of extenuating

circumstances, you should contact the professor as early as possible and ask permission to take the exam at a different time. If, in the opinion of the professor, your reason for being absent is not sufficient to merit rescheduling the exam, you will be required to take the exam at the scheduled time or receive an “F” for the exam. If the professor agrees to offer the exam at a different time, you should contact the Business Office to pay the Exam Rescheduling Fee before taking the test. Note that the make-up test may, or may not, be identical to the one administered to other students. Whether you take the test early or late, you may not discuss it with other students until the professor tells you that all other students have taken it. Failure to obey this restriction will be considered cheating. You will forfeit the grade you received on the test, and receive an “F” in its place.

## Final Exams

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

## Grading System

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

Grade	Letter	Points
98-100	A+	4.0
94-97	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7

Grade	Letter	Points
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
67-69	D+	1.3
64-66	D	1.0
60-63	D-	0.7

Grade	Letter	Points
Below 60	F	0.0
Incomplete	I	
Withdraw	W	

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

### *Grading Policy*

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

### Contesting a Grade

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

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

### *The Dean's List*

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

### *Academic Probation and Dismissal*

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

### Incomplete

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

### Repeating Courses

If you earn a D, F, or W/F for a course, you may retake the course during a subsequent quarter. If you earn a higher grade, then it will eliminate and replace the lower grade in your

cumulative GPA. A course may be repeated only once, and no more than five courses may be repeated during a four-year program.

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

### Auditing Courses

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

### Directed Study

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

## Supervised Study

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

## Correspondence Courses

You must receive the Academic Dean's permission in advance to take a course by correspondence. Several of the specifications stated above for Directed Study apply to this approach. Permission is not usually granted for courses that have been failed at Cambridge Christian University.

You must make acceptable arrangements to have your tests and exams proctored. Local church pastors or a member of Cambridge Christian University faculty or staff are generally acceptable as proctors.

No more than six hours of correspondence courses may be applied to an Associate's degree; no more than 12 correspondence hours may be applied to a Bachelor's degree. Certain courses, including most graduate courses, may not be completed by correspondence.

Note that interactive online courses are not considered to be "correspondence." (Correspondence courses are not available for international students!!)

## *Complaint Resolution*

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

## Academic Honesty

Cheating is a violation of Christian integrity and cannot be tolerated. Examples of cheating include copying from another student's paper or test, receiving information from a student who has already taken a test, giving a student information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving credit. If you quote material, you must use quotation marks and an appropriate citation. If you paraphrase material, then you must use an appropriate citation.

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

## Faculty Assistance

The Cambridge Christian University faculty is committed to helping you academically and



spiritually. Professors post office hours each quarter; take advantage of these times by visiting your professors, either by phone or in person.

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

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

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

## Study Groups

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

## Peer Tutoring

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

## Graduation

### *Degree Requirements*

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

### Grade Point Average Requirement

An overall grade point average of at least 2.0 is required for a degree.

### Unit Requirement

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

### Residence Requirement

Students must also complete at least 50 percent of the total unit requirement at Cambridge Christian University.

### Christian Testimony (BA and up)

## Completion of Student Ministry Requirements

All accounts paid in full.

### *Graduation Petition*

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

### *Graduation Honors*

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

### *Commencement*

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

## Graduation and Placement Rates

Cambridge Christian University continues to update a student performance fact sheet through the website.

## Withdrawal

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

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

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

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

## Curricular Programs

Cambridge Christian University offers the following programs: Bachelor of Theology, Master of Divinity, and Master of Theology. Cambridge Christian also offers the following programs in Religious Business: Bachelor of Religious Business Administration and Master of Religious Business Administration.

## Academic Load

A full-time load is considered to be 12-16 quarter hours per quarter. To achieve the

completion of a program within the normal time frame, you should carry an average of 12 hours each quarter.

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

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

18 hours 2.70 GPA

19 hours 3.00 GPA

20 hours 3.30 GPA

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

### Ability to Benefit

New students who are admitted with a high school GPA below "C", are admitted on a provision- al basis with "ability to benefit" restrictions.

This classification and its restrictions may also be applied to new students whose high school grade average is below a "C" and to older students who are returning to school after an extended period of time strong transcript grades.

### Computer Proficiency

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

### Proficiency and Requirements

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

### Catalog as a Contract

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

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

basis (less than 8 hours per quarter).

## Course Sequence

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

Students are not usually permitted to register for upper-division Bible courses unless they have completed introductory courses with a passing grade. The instructor of the upper-division course is permitted to make an exception for exceptionally well-qualified students. If you want to register for an upper-division course but you don't satisfy these prerequisites, feel free to contact the instructor.

## Course Codes

Each course at Cambridge Christian University has a combination alphabetic and numeric identifier that indicates its curriculum category, its class level, and its credit value in quarter hours. The Course Descriptions section of this catalog shows the curriculum categories.

## Student Ministry

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

## Standards of Satisfactory Progress

All students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid (at this point, we are not eligible for Title IV) must meet the academic standards of Cambridge Christian University and the standards of satisfactory academic progress defined by federal regulations as follows. Students must

- Complete their degree within a maximum period of 150% of the published length of the academic program;
- Complete 66% of all attempted courses; and
- Maintain a cumulative GPA of 2.00 at the end of each term.

Academic progress will be evaluated at the end of each term. If a student fails to meet the satisfactory academic progress standards, the student will be placed on **Financial Aid Warning** for one quarter. If the student still fails to meet the satisfactory academic progress standards by the end of the warning period, the student will be placed on **Financial Aid Suspension** and will not be eligible for financial aid until the standards are met.

Students who are placed on Financial Aid Suspension may appeal in cases of extenuating circumstances. They must submit an **Appeal Letter**, stating why they failed to make satisfactory academic progress and any supporting documentation to the Director of Financial

Aid prior to the subsequent quarter. The Financial Aid Committee will review appeals on a case-by-case basis. If an appeal is approved, the student will be eligible for financial aid for the subsequent probationary quarter. The student must meet the satisfactory academic progress standards at the end of the probationary period to be eligible for financial aid.

## Academic Programs

Cambridge Christian University offers the following programs in Theological Education: Bachelor of Theology, Master of Theology and Master of Divinity. Cambridge Christian also offers the following programs in Religious Business: Bachelor of Religious Business Administration and Master of Religious Business Administration.

### *School Goals*

Cambridge Christian University prepares students for a life of service in the church through the traditional theological education in the Bible, the Christian faith, and church ministry, as well as through Business Administration rooted in Christian principles. The academic goals are to help students to:

- Know and understand the content of the Old and New Testaments;
- Master hermeneutical tools that help students to effectively use the Scriptures;
- Understand the identity, mission, beliefs, and practices of the church from a biblical, historical, and cultural framework; and
- Practice Christian service in the church in the context of the pluralistic world.
- Engage in Business activities that support and guide the Church, both in and out of a church environment.

## Bachelor of Theology (4 years program—180 units)

### **Program Description:**

This program is designed to give the student the maximum benefit of a broad education in theological studies with an emphasis in biblical studies. General Education requirements ensure that the student is broadly educated in the arts and sciences, while a significant portion of time is spent learning the fields of theology and history of Christianity. The majority of the student's coursework is dedicated to bible, theology and practical ministry

### **Program Learning Outcomes**

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

1. Demonstrate a comprehensive knowledge of the Bible
2. Describe comprehensive knowledge of the Christian doctrine
3. Demonstrate a knowledge of the history of the church and its heritage
4. Apply pastoral and ministry skills in service to local church or community or for Christian living.

### **Admission Requirements**

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

Applicants must meet the following minimum requirements to be considered for admission to the Bachelor of Theology program:

Applicants for admission must be in possession of, or have candidacy for, a high school diploma or GED. The following documents must be submitted to the office of admission by the appropriate deadline:

1. A completed application form for admission
2. Application fee
3. Official Transcripts and/or Copy of Diploma
4. Recommendation Form

### **Program Requirements**

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

The general education (GE) requirement: 56 units

The Bible and theology requirement: 80 units

Unit requirement: A minimum of 180 units

Residence requirement: 80 units to be taken at Cambridge Christian University

**General Education Requirements: 56 units**

<b>Categories</b>	<b>Code</b>	<b>Course Title</b>	<b>Units</b>
Communication (2 courses)	COM103	Presentation Skills (4 units)	8
	COM110	Theological English (4 units)	
	COM 201	Public Speaking (4 units)	
	COM204	Oral Communication Skills (4 units)	
	COM250	Integrated Multiple Skills for Communication (4 units)	
	ENG 101	English Composition (4 units)	
	ENG102	English Literature (4 units)	
	ENG103	Writing and Reading (4 units)	
Humanities and the Arts (4 courses)	HIS 101	History of Western Civilization to 1715 (4 units)	16
	HIS 102	History of Western Civilization 1715 to the Present (4 units)	
	HIS 103	American History (4 units)	
	MUS 103	Music Appreciation (4 units)	
	PHL 111	Introduction to Philosophy (4 units)	
	PHL 112	Logic (4 units)	
	PHL 212	Introduction to Ethics (4 units)	
Social/ Behavioral Sciences (Four courses from at least two disciplines)	POSC101	Introduction to Political Science (4 units)	16
	POSC102	Introduction to American Government (4 units)	
	PSY 205	Introduction to Psychology (4 units)	
	PSY 206	Psychology of Religion (4 units)	
	PSY 425	Counseling for Marriage and Family (4 units)	
	REL 101	Comparative Religion (4 units)	
	SOC 201	Introduction to Sociology (4 units)	
Natural Sciences/ Physical Sciences/ Mathematics (4 courses)	BIO101	Introduction to Biology (4 units)	16
	MATH101	College Mathematics (4 units)	
	MATH 102	College Algebra (4 units)	
	MATH 211	Essentials of Calculus (4 units)	
	MATH301	Introduction to Statistics (4 units)	
	PB150	Human Anatomy (4 units)	
<b>Total</b>			<b>56</b>

**Bible and Theology Requirements: 80 units**

Categories	Code	Course Title	Units
Biblical Studies (A Minimum of ten courses)	OT 101	Survey of the OT (4 units)	40
	NT 101	Survey of the NT (4 units)	
	NT 203	Synoptic Gospels (4 units)	
	NT 205	Life & Teaching of Christ (4 units)	
	NT 305	Pauline Epistles (4 units)	
	NT320	Gospel According to John (4 units)	
	NT321	Acts (4 units)	
	OT 220	OT Historical Books (4 units)	
	OT301	Theology of the Old Testament (4 units)	
	OT 305	The Pentateuch (4 units)	
	OT 320	The Prophets (Major) (4 units)	
	OT 321	The Prophets (Minor) (4 units)	
	BT303	Biblical Interpretation (4 units)	
Theology (A Minimum of four courses)	THE 301	Christian Doctrine I (4 units)	16 units
	THE 302	Christian Doctrine II (4 units)	
	THE 303	Christian Doctrine III (4 units)	
	THE 304	Christian Doctrine IV (4 units)	
	REL101	Comparative Religions (4 units)	
	PSY 206	Psychology of Religion (4 units)	
	THE309	Apologetics (4 units)	
Christian History (A Minimum of two courses)	HIS 305	Church History I (4 units)	8 units
	HIS 306	Church History II (4 units)	
	HIS 307	Reformed Theology (4 units)	
	HIS310	History of Presbyterian Movement (4 units)	
Practical Ministry and Church Administration (A Minimum of four courses)	PRA300	Christian Worship (4 units)	16 units
	PRA305	Evangelism (4 units)	
	PRA307	Pastoral Leadership (4 units)	
	PRA310	Church Finance (4 units)	
	PRA311	Preaching (4 units)	
	PRA 312	Mission (4 units)	
	PRA 351	Field Education I (4 units)	
	PRA 352	Field Education II (4 units)	
	PRA 353	Field Education III (4 units)	
	PRA405	Introduction to Christian Business (4 units)	
	PSY 402	Christian Counseling (4 units)	

**Electives: 44 units**

**Electives may be drawn from any of the categories above.**



**Graduation Requirements:**

- 1) The completion of 180 quarter hours of credit including at least 56 units in General Education.
- 2) Passing the comprehensive Bible examination
- 3) Demonstration of Christian character by interview
- 4) Completion of course work with a Grade Point Average of C (2.0)
- 5) Completion of Field Ministry Report
- 6) Passing Exit interview

## Master of Theology (2 years program – 48 units)

Graduation Requirements: 48 units (2 years)

Concentration requirement: 24 units

Electives: 24 units

Residence requirement: 24 units to be taken at Cambridge Christian University

### **Program Description**

The Master of Theology is designed to prepare students for further study, in preparation for an advanced study or employment that requires a master's degree. This program concentrates especially on the upper division biblical courses including biblical languages, methods of exegesis, theology and hermeneutics.

### **Program Learning Outcomes**

1. Demonstrate a competent knowledge of the Old and New Testament.
2. Demonstrate competent knowledge of theology in their contemporary issues.
3. Integrate biblical knowledge into their Christian ministry or context.
4. Apply biblical and theological knowledge to serve ministry.

### **Master of Theology Admission Requirements**

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

Applicants must meet the following minimum requirements to be considered for admission to the Master of Theology program:

Applicants for admission must hold a Bachelor of Arts or equivalent degree from university or college with at least a cumulative grade point average of 2.75 (4.00 scale). The following documents must be submitted to the office of admission by the appropriate deadline:

1. A completed application form for admission
2. Application fee
3. Official Transcripts
4. Recommendation Form

### **Program Requirements**

As stated above, a minimum of 24 units must be completed in the concentration of Biblical Studies. The remaining 24 units are to be taken as electives and may be derived from Biblical Studies as well as the other areas of Church History and Systematic Theology. Students are also required to take one quarter of a Biblical language: Greek or Hebrew. For courses offered, see the catalog section on course offerings. Courses offered may vary from one quarter to another.

**Course Offerings** (for full descriptions, see Course Offerings Section of catalog)

<b>Code</b>	<b>Course Title</b>	<b>Units</b>
OT 301	Theology of the OT	4 units
OT 315	Introduction to the Prophets	4
NT 301	Introduction to the NT	4
NT 205	Life and Teachings of Christ	4
NT 305	Pauline Epistles	4
THE 401	Systematic Theology I	4
THE 402	Systematic Theology II	4
THE 415	Apologetics	4
THE 425	Contemporary Theology I	4
THE 426	Contemporary Theology II	4
THE 511	Biblical Theology I	4
THE 512	Biblical Theology II	4

**Graduation Requirements:**

- 1) Completion of 48 quarter units
- 2) Completion of the course work with a GPA of 2.5 or above.
- 4) Demonstration of competence in Biblical Studies
- 5) Passing Exit interview

## Master of Divinity (3 years program – 128 units)

### **Program Description:**

This program is designed to equip dedicated Christians for various ministries in the church setting, including the ordained ministries of instruction and leadership in the church. This program emphasizes developing the capacity to study and communicate the Christian scriptures and the theological traditions and the capacity to model and facilitate Christian spiritual formation and communal practices.

### **Program Requirements Summary**

History: 16 units

Biblical Studies: 48 units

Practical Theology: 20 units

Electives: 44 units

Unit requirement: a minimum of 128 units

Residence requirement: 64 units to be taken at Cambridge Christian University

### **Program Learning Outcomes**

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

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

### **Admission Requirements**

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

Applicants must meet the following minimum requirements to be considered for admission to the Master of Divinity program:

Applicants for admission must hold a Bachelor of Arts or equivalent degree from university or college with at least a cumulative grade point average of 2.75 (4.00 scale). The following documents must be submitted to the office of admission by the appropriate deadline:

1. A completed application form for admission
2. Application fee
3. Official Transcripts
4. Recommendation Form

## Program Requirements

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

Degree	History	Biblical Studies	Practical Theology	Electives	Total Units
Bachelor of Religious Business Administration	16	48	20	44	128

## Course of Study

Categories	Code	Course Title	Units
History (4 courses)	HIS 305	Church History I (4 units)	16
	HIS 306	Church History II (4 units)	
	HIS 405	History of Presbyterian Movement (4 units)	
	HIS 415	History of Renaissance and Reformation (4 units)	
Biblical Studies & Theology (12 courses)	OT 301	Theology of the OT (4 units)	48
	OT 315	Introduction to the Prophets (4 units)	
	NT 301	Introduction to the NT (4 units)	
	NT 205	Life and Teachings of Christ (4 units)	
	NT 305	Pauline Epistles (4 units)	
	THE 401	Systematic Theology I (4 units)	
	THE 402	Systematic Theology II (4 units)	
	THE 415	Apologetics (4 units)	
	THE 425	Contemporary Theology I (4 units)	
	THE 426	Contemporary Theology II (4 units)	
	THE 511	Biblical Theology I (4 units)	
	THE 512	Biblical Theology II (4 units)	
Practical Theology (Choose 5 courses)	ED 415	Church Administration (4 units)	20
	POSC 415	Modern Political Thought (4 units)	
	PRA310	Church Finance (4 units)	
	PRA400	Christian Worship (4 units)	
	PRA 410	Homiletics (4 units)	

	PRA411	Preaching (4 units)	
	PRA412	Mission (4 units)	
	PRA 415	Practical Counseling (4 units)	
	PRA505	Evangelism (4 units)	
	PRA507	Pastoral Leadership (4 units)	
	PRA 551	Supervised Field Ministry I (4 units)	
	PRA 552	Supervised Field Ministry II (4 units)	
	PRA 553	Supervised Field Ministry III (4 units)	
	PSY402	Christian Counseling (4 units)	
	PSY 415	Pastoral Counseling (4 units)	
	PSY 425	Counseling for Marriage and Family (4 units)	

**Electives: 44 units**

**Electives may be drawn from any of the categories above.**

**Graduation Requirements:**

- 1) Completion of 128 quarter units
- 2) Completion of the course work with a GPA of 2.5 or above.
- 3) Demonstration of competence in Ministry Skills
- 4) Passing Exit interview

## Bachelor of Religious Business Administration (4 year program— 180 units)

### **General Description and Program Objective**

The Bachelor of Religious Business Administration is designed to provide the knowledge and skills necessary for a successful career in business and administration. The program includes general education, technology related electives, and major courses. Major courses include but are not limited to study in accounting, business law, public policy, finance, business ethics, human resource management, international business, strategic and organizational management, statistical analysis, etc. As with our other programs, there is a strong emphasis on Biblical values and Theological education, as well as General Education. Courses in the Business major will be taught through the lenses of Christian principles.

### **Program Requirements Summary**

Bible and Theology Requirements:	40
units General Education Course Requirements:	56
units Business Administration Requirement:	76
units	
Field Ministry Requirement:	8 units (as part of curriculum)
Residence requirement:	45 units to be taken at Cambridge Christian

### **PROGRAM LEARNING OUTCOMES:**

1. Apply ethical and legal principles to a business environment
2. Conduct research relevant to business-related issues such as marketing, accounting, finance, and management
3. Demonstrate written and oral presentation skills in administration and leadership
4. Develop a global business perspective based on the knowledge of foreign business environments and cultures.

### **Admissions Requirements**

Applicants must meet the following minimum requirements to be considered for admission to the Bachelor of Religious Business Administration program:

Applicants for admission must be in possession of, or have candidacy for, a high school diploma or GED. The following documents must be submitted to the office of admission by the appropriate deadline:

1. A completed application form for admission
2. Application fee
3. Official Transcripts and/or Copy of Diploma
4. Recommendation Form

## Program Graduation Requirements

The Bachelor's Degree in Religious Business Administration requires that a minimum of 56 course units be earned in General Education courses. General Education courses include courses in religion, psychology, sociology, philosophy and other fields.

As much as 75 percent of the 180 quarter units (or 135 quarter units) may be satisfied through transfer credit. A minimum of 25 percent of the units must be completed at Cambridge Christian University.

Students are also required to fulfill a requirement of six quarters of Student Ministry. None of these are awarded academic credit, but are requirements nonetheless.

In addition to the course work, to graduate, the student must be examined on his/her knowledge of the Bible by a written examination. To pass, a student must correctly answer a minimum of 100 out of 150 questions (75 from the Old Testament and 75 from the New Testament).

## Program Requirements

Degree	General Education	Bible & Theology	Core Major Courses	Free Electives in Major	Electives	Total Units
Bachelor of Religious Business Administration	56	40	60	16	8	180

## Course of Study

*General Education Requirements: 56 units*

Categories	Code	Course Title	Units
Communication (2 courses)	COM103	Presentation Skills (4 units)	8
	COM110	Theological English (4 units)	
	COM 201	Public Speaking (4 units)	
	COM204	Oral Communication Skills (4 units)	
	COM250	Integrated Multiple Skills for Communication (4)	
	ENG 101	English Composition (4 units)	
	ENG102	English Literature (4 units)	
Humanities and the Arts (4 courses)	ENG103	Writing and Reading (4 units)	16
	HIS 101	History of Western Civilization to 1715 (4)	
	HIS 102	History of Western Civilization 1715 to the Pre- sent (4 units)	
	HIS 103	American History (4 units)	
	MUS 103	Music Appreciation (4 units)	



	PHL 111	Introduction to Philosophy (4 units)	
	PHL 112	Logic (4 units)	
	PHL 212	Introduction to Ethics (4 units)	
Social/ Behavioral Sciences (Four courses from at least two disciplines)	POSC101	Introduction to Political Science (4 units)	16
	POSC102	Introduction to American Government (4	
	PSY 205	Introduction to Psychology (4 units)	
	PSY 206	Psychology of Religion (4 units)	
	PSY 425	Counseling for Marriage and Family (4 units)	
	REL 101	Comparative Religion (4 units)	
	SOC 201	Introduction to Sociology (4 units)	
Natural Sciences/ Physical Sciences/ Mathematics (4 courses)	BIO101	Introduction to Biology (4 units)	16
	MATH101	College Mathematics (4 units)	
	MATH	College Algebra (4 units)	
	MATH	Essentials of Calculus (4 units)	
	MATH301	Introduction to Statistics (4 units)	
	PB150	Human Anatomy (4 units)	
			<b>56</b>

*Bible & Theology: 40 units*

Categories	Code	Course Title	Units
Biblical Studies (6 courses)	OT 101	Survey of the OT (4 units)	24
	NT 101	Survey of the NT (4 units)	
	NT 203	Synoptic Gospels (4 units)	
	NT 205	Life & Teaching of Christ (4 units)	
	NT 305	Pauline Epistles (4 units)	
	NT 320	Gospel According to John (4 units)	
	NT321	Acts (4 units)	
	OT 220	OT Historical Books (4 units)	
	OT301	Introduction to the Old Testament (4 units)	
	OT 305	The Pentateuch (4 units)	
	OT 320	The Prophets (Major) (4 units)	
	OT 321	The Prophets (Minor) (4 units)	
	BT103	Biblical Interpretation (4 units)	
Theology (4 courses)	THE 301	Christian Doctrine I (4 units)	16
	THE 302	Christian Doctrine II (4 units)	
	THE 303	Christian Doctrine III (4 units)	

	THE 304	Christian Doctrine IV (4 units)	
	REL101	Comparative Religions (4 units)	
	PSY 206	Psychology of Religion (4 units)	
	THE309	Apologetics (4 units)	
			<b>40</b>

*Business Course of Study: 76 units*

Categories	Code	Course Title	Units
Business Administration Course Requirements (15 courses)	ACC101	Principles of Accounting I (4 units)	60
	ACC102	Principles of Accounting II (4 units)	
	BUS299	Introduction to Christian Business (4 units)	
	BUS240	Business Law (4 units)	
	BUS 250	Business Ethics (4 units)	
	ECO120	Principles of Microeconomics (4 units)	
	ECO130	Principles of Macroeconomics (4 units)	
	FIN120	Business Finance (4 units)	
	FIN 201	Corporate Finance (4 units)	
	HRMN101	Human Resource Management (4 units)	
	LEDR 311	Organizational Leadership (4 units)	
	MGMT308	Principles of Management (4 units)	
	MGMT309	Management and Organizational Theory (4 units)	
	MGMT410	International Management (4 units)	
	MGMT420	Foundations of Entrepreneurship (4 units)	
MGMT430	Operations Management (4 units)		
MGMT450	Strategic Management (4 units)		
MGMT 250	Business Plan (4 units)		
MKTG289	Marketing Fundamentals (4 units)		
OBHV 110	Introduction to Organizational Behavior (4 units)		
MGMT 121	Small Business Management (4 units)		
Business Administration Electives (4 courses)	ACC 103	Managerial Accounting (4 units)	16
	BUS150	Database Fundamentals (4 units)	
	BUS120	Spreadsheet Fundamentals (4 units)	
	BUS226	Webpage Design and Development (4 units)	
	BUS 246	Team Building and Interpersonal Dynamics (4 units)	
	BUS261	Legal and Ethical Issues in Business (4 units)	
	ECO 140	International Economics (4 units)	

	ECO 150	Economic Data Analysis (4 units)	
	LEDR 121	Conflict Negotiation (4 units)	
	MGMT 111	Intercultural Competence (4 units)	
	MGMT 112	Global Development (4 units)	
	MGMT 131	Service Operations (4 units)	
	MKTG 190	Social Media Marketing (4 units)	
	MKTG 194	Marketing Channels (4 units)	
	MSNC 301	Introduction to Quantitative Analysis (4 units)	
	OBHV 112	Leadership and Organizational Change (4 units)	
	OBHV 113	Theory and Practice of Organizational Behavior (4 units)	
	CS 201	Introduction to Computer Information Systems (4 units)	
	CS250	Introduction to E-Commerce	
			<b>76</b>

**Electives: 8 units**

## Master of Religious Business Administration (2 years program – 60 units)

### **General Description and Program Objective**

The Master of Religious Business Administration is designed for professionals whose career and management responsibilities exceed a single functional specialty, and who require higher levels of knowledge and skills in the field to sharpen their competency spectrum. The emphasis is on providing students with an interdisciplinary, integrated, and applied approach where complex organizational knowledge and managerial skills are mastered. This objective of the program is meant to provide an executive-level of critical thinking and systematic thought, team building, decision making, and leadership.

The program includes ten (10) pre-determined core business courses and two (2) elective courses that every student can select from a list of courses offered by the School of Business Administration at Cambridge Christian University based upon their own interests and concentration focus in the varied areas of business administration. For purposes of these two elective courses, every student may opt for any combination of graduate-level elective courses offered by the School of Business Administration at Cambridge Christian University, choosing from anyone of three academic areas: International Business, Leadership, and Marketing.

The core business courses include (but are not limited to) studies in accounting, business ethics, business law, finance, human resource management, international business, organizational management, strategic management, and statistical analysis. Every course has an emphasis on ethical business behavior and conduct as well as responsible business practices in an increasingly- pluralistic, global society. As with our other programs, there is a strong emphasis on Biblical values and Theological education. Courses in the Business major will be taught through the lenses of Christian principles.

### **Program Requirements Summary**

Length:	Approximately 4 quarters
Core Courses in Business Administration:	40 Quarter units
Elective Courses in Business Administration:	8 Quarter units
Total Business Credit Requirements:	48 Quarter units
Bible and Theology Requirements:	12 Quarter units
Total Program Requirements:	60 Quarter units

### **Program Learning Outcomes**

Upon completion of the Master of Religious Business Administration program of study at Cambridge Christian University, the student will be able to demonstrate the following competencies:

1. Demonstrate the ability to analyze the evolving nature of corporations
2. Practice managerial leadership and organizational change
3. Determine and measure an organization's intellectual assets and identify how product development merges with entrepreneurship

4. Demonstrate the ability to manage and administer a business organization with a clear embodiment of ethics in his/her business practices.

### Admissions Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Master of Religious Business Administration program:

Applicants for admission must hold a Bachelor of Arts or equivalent degree from university or college with at least a cumulative grade point average of 2.75 (4.00 scale). The following documents must be submitted to the office of admission by the appropriate deadline:

1. A completed application form for admission
2. Application fee
3. Official Transcripts
4. Recommendation Form

### Unit Transfer Policy

A maximum of twelve (12) quarter units may be transferred into the program from a nationally or regionally-accredited college or university. The acceptance of credit hours is at the discretion of Cambridge Christian University, depending upon the academic rigor of the prior course experience.

### General Requirements

Students must complete 40 quarter units of pre-determined core business courses, as well as 8 quarter units of elective courses of their choice.

### Course of Study

*Business Course of Study: 48 units*

Categories	Code	Course Title	Units
Core Courses in Business Administration (10 courses)	BUS 510	Managerial Leadership and Communication	40
	BUS 520	Organization and Society Management	
	BUS 530	Managerial Accounting	
	BUS 535	Financial Management	
	BUS 540	Economics of Management Decisions	
	BUS 550	Operations & Information Systems Management	
	BUS 560	Marketing Management and Innovation	
	BUS 570	Global Business Management	
	BUS 580	Strategic Management in a Global Market-place	
	BUS 590	Ethical Decision Making	

Elective Courses in Business Administration (Any 2 courses, in any combination, from the following three areas of interest)	<b>Elective Courses in International Business</b>		8
	BUS 571	Culture and Change (4 units)	
	BUS 572	Intercultural Competence (4 units)	
	BUS 573	Comparative International Management (4 units)	
	BUS 574	Culture and Socialization (4 units)	
	<b>Elective Courses in Leadership</b>		
	BUS 521	Emerging Leadership Concepts and Strategies (4 units)	
	BUS 522	Negotiations, Collective Bargaining, and Group Dynamics (4 units)	
	BUS 523	Advanced Personnel Management (4 units)	
	BUS 524	Interpersonal Communication (4 units)	
	<b>Elective Courses in Marketing</b>		
	BUS 561	Legal and Ethical Issues in Business (4 units)	
	BUS 562	Dynamics of Consumer Behavior (4 units)	
	BUS 563	Global Marketing (4 units)	
	BUS 564	Channels of Distribution and Value Networks (4 units)	
	<b>Total</b>		

*Bible & Theology: 12 units*

Categories	Code	Course Title	Units
Biblical Studies (3 courses)	BT501	Introduction to New Testament (4 units)	12
	BT502	Introduction to Old Testament (4 units)	
	ST505	Contemporary Theology (4 units)	
			<b>12</b>

# Course Descriptions

*[Note: All courses are numbered from 100 to 699, with a prefix code of two letters that indicates the department or discipline in which the course is taught. The first numerical digit indicates the level of difficulty or advancement of the course. The 100 to 300 level are generally undergraduate courses. Courses numbered 400 and above are generally graduate level courses. The second and third digits may have significance within their particular departments. Not all courses will be offered each quarter; course offerings may vary.]*

## **General Education**

### **BIO101 Introduction to Biology (4 units)**

An examination of the human body in health and disease. After examining the normal physiology of the body, the processes and symptoms of a variety of diseases will be discussed. Emphasis will be placed on the factors responsible for these diseases and their prevention. Prerequisite: None

### **COM103 Presentation Skills (4 units)**

This course aims to develop a student's skills, knowledge and confidence in both formal and informal presentation situations e.g. meetings, training sessions and conferences. Students will have the opportunity to explore and practice key areas in both preparation and delivery of presentations through faculty input and group discussion. Prerequisite: None

### **COM110 Theological English (4 units)**

This course is designed to give English language learners the opportunity to advance their knowledge of pertinent Theological terms in an English-speaking context. Prerequisite: None

### **COM 201 Public Speaking (4 units)**

Introduces the fundamentals of oral communication through topics including: selection and organization of materials; preparation and delivery of individual and group presentations; analysis of ideas presented by others; and professionalism. Prerequisite: None

### **COM204 Oral Communication Skills (4 units)**

This course is designed to develop student skills in both interpersonal and public speaking. Students will learn to improve their communication ability for academic and professional use through effective presentation techniques and vocabulary enhancement. Pre-requisite: None

### **COM250 Integrated Multiple Skills for Communication (4 units)**

This Course is designed for upper intermediate level students and involves integrated multiple skills of listening, speaking, reading and writing. Prerequisite: None

### **ENG101 English Composition (4 units)**

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

develop library skills for research. Prerequisite: None

ENG102 English Literature (4 units)

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

ENG103 Writing and Reading (4 units)

This course emphasizes reading comprehension skills and writing skills, using current events, fables, online resources and books. Students will produce written responses, including summaries and critical analyses, during in-class assignments. Vocabulary acquisition and reading speed will be augmented and improved using traditional and paperless (virtual) tools. (Pre-requisite: None)

HIS 101 History of Western Civilization to 1715 (4 units)

A broad survey of western history from the earliest time to 1715. Emphasis is given to the development of the Christian church before the reformation. Prerequisite: None

HIS 102 History of Western Civilization 1715 to the Present (4 units)

A broad survey of western history from 1715 to the present. Emphasis will be given to the western civilization and the relevance of the past to contemporary life. Prerequisite: None

HIS103 American History (4 units)

This course is an introduction to American History from its origins to the present. We will focus on the American experience and the evolving definition of "America" and what it means to be American from colonial times to the United States' place in the post 9-11 world order. Pre-requisite: None

HIS104 World History, From the Origins to 1500 (4 units)

This course surveys world history from the rise of humanity to 1500, addressing human impact on the physical environment, the domestication of plants and animals, and the establishment of complex cultures. A thematic and chronological approach is used to examine the major civilizations of Africa, Asia, the Middle East, the Americas, and Europe in terms of their political, social, economic, intellectual, and cultural development and their inter-regional relations.

HIS105 World History, From 1500 to the Present (4 units)

This course surveys world history from 1500 to the present, addressing major developments that contributed to global change. A thematic and chronological approach will be used to examine the economic, social, intellectual, cultural, and political transformations associated with development of and resistance to colonialism and imperialism, technological and industrial change in Africa, the Americas, Asia, Europe, and the Middle East, through the twentieth-century wars and global transitions that shape the contemporary world.



#### MATH101 College Mathematics (4 Units)

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

#### MATH102 College Algebra (4 units)

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

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

#### MAT 211 Essentials of Calculus (4 units)

The course deals with topics of limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and basic differential equations with applications to business, natural and social sciences. Prerequisite: None

#### MATH 301 Statistics (4 units)

This course emphasizes on mathematical concepts and suitable for students of business, mathematics, education and the sciences. Topic includes measures of central tendency and spread, probability, binomial, normal, and distributions, statistical inference, and linear regression and correlation. Prerequisite: None

#### MUS103 Music Appreciation (4 units)

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

#### PB150 Human Anatomy (4 units)

This course is a comprehensive and systemic study of the structure of human body at the cellular, histological, and organ level. The emphasis of study includes microscopic and macroscopic anatomy of the integumentary system, skeletal system, muscular system, nervous system, special senses, endocrine system, circulatory system, lymphatic system and immunity, respiratory system, digestive system, and the urinary system.

#### PHL111 Introduction to Philosophy (4 units)

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

PHL112 Logic (4 units)

This course is a study of deductive and inductive reasoning, elementary symbolic, logic and language structure with consideration to argument, inference, proof, fallacies and semantics. Prerequisite: None

POSC101 Introduction to Political Science (4 units)

This course presents an overview of the discipline, including the basic theories, concepts, approaches, and enduring questions of political science. It provides students with a foundation of knowledge and the analytical skills necessary to understand modern politics in historical context. Prerequisite: None

POSC102 Introduction to American Government (4 units)

The purpose of this course is to explore the philosophical and institutional bases of American governance. Students will master the major branches and institutions of American government as well as the extra-constitutional players that make up the American political system. Students will also become acquainted with the major policy and ideological debates that surround American politics. Prerequisite: None

POSC415 Modern Political Thought (4 units)

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

PSY205 Introduction to Psychology (4 units)

This course emphasizes the basics of psychology. Topics include: science of psychology; social environments; life physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence. Prerequisite: None

PSY206 Psychology of Religion (4 units)

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

PSY425 Counseling for Marriage and Family (4 units)

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

SOC201 Introduction to Sociology (4 units)

This course is an introduction to sociology as a scientific discipline. Subject matter includes sociological concepts, sociological processes, social structure, social organization and social institutions, including family, education, politics, religion and economy.

SOC302 Contemporary Social Problems (4 units)

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

## **Biblical Studies**

### **OT101 Survey of the Old Testament (4 units)**

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

### **OT220 OT Historical Books (4 units)**

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

### **OT301 Theology of the Old Testament (4 units)**

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth. Theological Themes and purposes of each book, as well as a unifying Theological message, will be discussed in depth.

### **OT305 The Pentateuch (4 units)**

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

### **OT315 Introduction to the Prophets (4 units)**

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

### **OT320 Major Prophets (4 units)**

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

### **OT321 Minor Prophets (4 units)**

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

### **OT515 Introduction to the Prophets (4 units)**

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

### **NT101 Survey of the New Testament (4 units)**

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

### **NT203 Synoptic Gospels (4 units)**

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

### **NT205 Life & Teaching of Christ (4 units)**

A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ's public ministry.

The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

**NT301 Introduction to the New Testament (4 units)**

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

**NT305 Pauline Epistles (4 units)**

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

**NT320 Gospel According to John (4 units)**

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

**NT321 Acts (4 units)**

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

**BT303 Biblical Interpretation (4 units)**

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

**BT501 Introduction to New Testament (4 units)** The historical background of the New Testament including the formation, history, extent, and transmission of the canon. Includes a special introduction to each New Testament book.

**BT502 Introduction to Old Testament (4 units)** Text, canon and examination of the foundation and conclusions of modern historical-critical methods; special introduction of each Old Testament book.

**Biblical Languages**

**GK101 New Testament Greek I (4 units)**

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

**GK102 New Testament Greek II (4 units)**

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

**HEB101 Biblical Hebrew I (4 units)**

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

**HEB102 Biblical Hebrew II (4 units)**

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

## **Theology**

### **PHL212 Introduction to Ethics (4 units)**

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

### **ST505 Contemporary Theology (4 units)**

Against the backdrop of philosophical development from the time of the Enlightenment, representative figures in theology are studied in order to grasp current hermeneutical methodologies and the development of biblical criticism.

### **THE301 Christian Doctrine I (4 units)**

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

### **THE302 Christian Doctrine II (4 units)**

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

### **THE303 Christian Doctrine III (4 units)**

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

### **THE304 Christian Doctrine IV (4 units)**

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

### **THE309 Apologetics (4 units)**

This course introduces the fundamental elements of clear, straight, orderly and valid thought, including deductive and inductive reasoning and the accurate use of language as well as exploring the practical applications of logic. Topics include: argument structure and identification, validity and strength of arguments, common fallacies of reasoning, use and abuse of language in reasoning, principles of fair play in argumentation. Furthermore, this course introduces the background, context, and substance of the ongoing debate between theists (e.g. Christians) and atheists regarding the existence of God.

### **THE325 Contemporary Theology I (4 units)**

This course focuses on the study of related representation theologians.

### **THE326 Contemporary Theology II (4 units)**

This course focuses on the study of related representation theologians. Prerequisite: THE325

### **THE401 Systematic Theology I (4 units)**

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

THE402 Systematic Theology II (4 units)

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

THE415 Apologetics (4 units)

This course introduces the fundamental elements of clear, straight, orderly and valid thought, including deductive and inductive reasoning and the accurate use of language as well as exploring the practical applications of logic. Topics include: argument structure and identification, validity and strength of arguments, common fallacies of reasoning, use and abuse of language in reasoning, principles of fair play in argumentation. Furthermore, this course introduces the background, context, and substance of the ongoing debate between theists (e.g. Christians) and atheists regarding the existence of God.

THE425 Contemporary Theology I (4 units)

This course focuses on the study of related representation theologians.

THE426 Contemporary Theology II (4 units)

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

THE511 Biblical Theology I (4 units)

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

THE512 Biblical Theology II (4 units)

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

REL101 Comparative Religions (4 units)

This course is an introduction to the academic study of religion and of world religions, and to the religious traditions of Hinduism, Buddhism, Confucianism, Daoism, Sikhism, Judaism, Christianity and Islam, as well as several other current religious trends. The course examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and cultural expressions of these religious traditions. The course also deals with some of the essential differences and similarities which exist among each religious tradition, and points to the uniqueness of each of them. Special emphasis is placed upon how these religious traditions have emerged with-in the context of Los Angeles, how they have changed, grown and adapted to their new surroundings. Prerequisite: None

## **Church History**

HIS305 Church History I (4 units)

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

HIS306 Church History II (4 units)

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

HIS307 Reformed Theology (4 units)

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

HIS310 History of the Presbyterian Movement (4 units)

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

HIS407 Reformed Theology (4 units)

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

HIS410 History of the Presbyterian Movement (4 units)

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

HIS415 History of Renaissance and Reformation (4 units)

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

HIS420 History of Korean Church (4 units)

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

HIS505 Church History I (4 units)

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

HIS506 Church History II (4 units)

A study of the modern church development including major theologians and their writings. Pre-requisite: HIS505.

**Practical Theology**

CE301 Christian Education (3 units)

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. Prerequisite: None.

CE501 Christian Education (3 units)

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. Prerequisite: None.

ED 415 Church Administration (4 units)

A study of administrative aspects of the church operation. Its organization, record keeping and other activities are studied. Prerequisite: None

PRA300 Christian Worship (4 units)

A study of biblical foundations, historical development and current trends in worship. Prerequisite: None

PRA305 Evangelism (4 units)

This course examines biblical foundations and different methods of evangelism. Prerequisite: None

PRA307 Pastoral Leadership (4 units)

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. Prerequisite: None

PRA310 Church Finance (4 units)

Introduces the basic principles and concepts used in the financial management of a Christian business enterprise addressed from both theoretical and practical standpoint. Emphasis is placed on the financial management of a church. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. There is no Pre- requisite. Cross listed as FIN120 Business Finance.

PRA311 Preaching (4 units)

A study of preparing sermon construction and style of delivery of the sermon. Prerequisite: None

PRA312 Mission (4 units)

This course examines biblical and theological foundations of mission with attention to historical, cultural and methodological issues. Prerequisite: None

PRA 351 Field Education I (4 units)

A course focused on important principles of Spiritual Formation and Christian Leadership with an appropriate field experience under the supervision of a competent supervisor. Cognitive, affective, and experiential learning experiences are designed to foster the student's formation in ministry. (PRA 422-423 are a continuation of this course.)

PRA 352 Field Education II (4 units)

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.



PRA 353 Field Education III (4 units)

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

PRA366 Cambridge Christian Choir (4 units)

This class will allow students the opportunity to focus on both music literacy as well as the development of their voices in a choral group setting. The ultimate goal is to make joyful and meaningful music for a worship or community setting.

PRA400 Christian Worship (4 units)

A study of biblical foundations, historical development and current trends in worship. Prerequisite: None

PRA405 Introduction to Christian Business (4 units)

An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. Focus will remain on practicing business according to Christian ethics. Prerequisite: None. Cross listed as BUS299 Introduction to Business.

PRA406 Principles of Macroeconomics (4 units)

This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things. Course is taught from a Christian worldview and ethical perspective. Pre-requisite: None. Cross listed as ECO 130.

PRA408 Principles of Accounting II (4 units)

Covers detailed analysis of U.S. GAAP (generally accepted accounting principles) as applied to accounting for current assets, operational assets, investments, current liabilities, long-term debts, stockholders' equity, revenues and expenses. Course focuses on accounting in a Christian business environment, according to Christian ethics. Prerequisite: ACC101 Principles of Accounting  
I. Cross listed as ACC102.

PRA410 Homiletics (4 units)

A basic course in the theory and practice of developing a sermon in the Seminary Chapel with constructive criticism on the part of the instructor. Prerequisite: None

PRA411 Preaching (4 units)

A study of preparing sermon construction and style of delivery of the sermon. Prerequisite: None

PRA412 Mission (4 units)

This course examines biblical and theological foundations of mission with attention to historical, cultural and methodological issues. Prerequisite: None

PRA415 Practical Counseling (4 units)

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling. Prerequisite: None

PRA416 Human Resource Management (4 units)

Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Course focuses on HR in a Christian business environment, including but not limited to churches and religious organizations.

Prerequisite: None.

Cross listed as HRMN 101.

PRA466 Cambridge Christian Choir (4 units)

This class will allow students the opportunity to focus on both music literacy as well as the development of their voices in a choral group setting. The ultimate goal is to make joyful and meaningful music for a worship or community setting.

PRA505 Evangelism (4 units)

This course examines biblical foundations and different methods of evangelism.

Prerequisite: None

PRA507 Pastoral Leadership (4 units)

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. Prerequisite: None

PRA 551 Supervised Field Ministry I (4 units)

Classroom preparation is balanced by a variety of ministry experiences, self-discovery processes, and nurturing relationships with faculty, supervising ministers, and church leaders in multiple contexts. Through the process of gradual immersion into ministry practice, an examination of professional identity will begin. (PRA 422-423 are a continuation of this course.)

PRA 552 Supervised Field Ministry II (4 units)

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form

PRA 553 Supervised Field Ministry III (4 units)

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form

PSY402 Christian Counseling (4 units)

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling. Prerequisite: None

PSY415 Pastoral Counseling (4 units)

Instruction in the scope and methods of pastoral counseling with a practical examination of case studies. Prerequisite: None

### **Religious Business Administration**

ACC 101 Principles of Accounting I (4 units)

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class. Prerequisite: None

ACC 102 Principles of Accounting II (4 units)

This course covers a substantial portion of the U.S. accounting standards known as G.A.A.P. (generally accepted accounting principles). In particular, it entails a detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, accounting for cash, receivables, and inventories. Prerequisite: ACC 101 Principles of Accounting I. Cross listed as PRA408

ACC 103 Managerial Accounting (4 units)

This course is an overview of the use of financial accounting and cost accounting data for the design and preparation of reports to aid management in organizing, directing, controlling, and decision-making functions. The topics include the fundamentals of cost accounting, budgeting and responsibility accounting for cost and profit centers. Prerequisite: None

BUS 120 Spreadsheet Fundamentals (4 units)

The course instructs students how to use electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, data analysis, analysis of charts and graphs, formatting data and content, and managing workbooks. Prerequisite: None

BUS 150 Database Fundamentals (4 units)

This course emphasizes the use of database management software packages to access, manipulate, and create data files. Topics include data entry, data access, data manipulation, relational databases, database creation, and file documentation. Prerequisite: None

**BUS 240 Business Law (4 units)**

It is a study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts. Prerequisite: None

**BUS 246 Team Building and Interpersonal Dynamics (4 units)**

An overview of the issues of quality applied to human resources management, topics include the delegation of authority and empowerment, work groups, team building, and employee involvement, reward/recognition programs and employee morale, and the importance of written and oral communication skill in the delegation, sharing, and execution of work. Students gain a clearer understanding of the ways the workplace is changing to improve productivity and profit- ability.

**BUS 250 Business Ethics (4 units)**

The course includes a study of ethics in business and work. The topics include: recognizing and analyzing ethical issues in business; promoting ethical behavior in corporations and institutions; the social responsibilities of business; the role of business in a free market economy; ethics in the global economy; the role of the professions in contemporary American society. Prerequisite: None

**BUS261 Legal and Ethical Issues in Business (4 units)**

This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

**BUS 299 Introduction to Business (4 units)**

An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. Prerequisite: None. Cross listed as PRA405 Introduction to Christian Business.

**BUS 510: Managerial Leadership and Communication (4 units)**

This course explores the important roles that communication plays in managers/leaders being effective in their tasks as they exchange meaning with supervisees, peers, supervisors, the larger organization, and the community. Both formal and informal communication will be addressed. Additionally, issues such as cross-cultural communication, ethics, conflict resolution, crisis communication, and developing organizational communication competencies will be investigated.

**BUS 520 Organization and Society Management (4 units)**

This course is an exploration of the responsibilities and influence that 21st century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management -- including

systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, and organizational theory and design -- are examined.

#### BUS 521 Emerging Leadership Concepts and Strategies (4 units)

This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

#### BUS 522 Negotiations, Collective Bargaining, and Group Dynamics (4 units)

This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and a challenging workplace phenomenon.

#### BUS 523 Advanced Personnel Management (4 units)

This course will present an overview of how, why, when, and where to integrate and apply the theories of behavioral sciences with the human resource management principles in order to augment and improve both individual as well as organizational efficiency and effectiveness.

Students will evaluate, analyze, and design the various relevant personnel management theories as they relate to practical applications in different work environments.

#### BUS 524 Interpersonal Communication (4 units)

This course will survey the formation and development of groups through effective and efficient leadership. Team communication styles and roles within organizational work teams will be examined. Different strategies that can foster creativity in work groups will be discussed and analyzed. The impact of technology on work teams and on communication styles will also be evaluated. Students will learn experientially about work groups and teams as well as about the impact of different ethical perspectives by participating in group activities and observing leadership practices in small work groups.

#### BUS 530 Managerial Accounting (4 units)

A study of accounting concepts & reporting techniques applied in a managerial decision-making context. Students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

#### BUS 535 Financial Management (4 units)

This is a course on how to deploy the available capital resources of the organization in order to gain the maximum advantage possible. Students will review capital budgeting policies and

procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

**BUS 540 Economics of Management Decisions (4 units)**

This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational units, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

**BUS 550 Operations & Information Systems Management (4 units)**

This course is a study of the major functions of modern business management. Topics include the dos and don'ts of successfully managing a project, a survey of several world-class operations management techniques (such as Six Sigma), and the industry's best practices in operational efficiency and effectiveness. Also, the mission, goals, and importance of information systems management will be assessed using actual work organizations as learning models.

**BUS 560 Marketing Management and Innovation (4 units)**

This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

**BUS 561 Legal and Ethical Issues in Business (4 units)**

This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

**BUS 562 Dynamics of Consumer Behavior (4 units)**

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

**BUS 563 Global Marketing (4 units)**

An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

**BUS 564 Channels of Distribution and Value Networks (4 units)**

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

**BUS 570 Global Business Management (4 units)**

This class is about a global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, as well as policy-making processes that define the internal and external functions of business at the confluence of local, state, national, and international affairs.

Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

**BUS 571 Culture and Change (4 units)**

This course is an overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

**BUS 572 Intercultural Competence (4 units)**

This course is an overview of the domains of communication and culture. Specifically, the ways that culture influences our communication patterns, and the development of both professional and personal relationships with people from different cultural backgrounds.

**BUS 573 Comparative International Management (4 units)**

This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

**BUS 574 Culture and Socialization (4 units)**

An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality.

Issues are explored from a cross-cultural perspective.

**BUS 580 Strategic Management in a Global Marketplace (4 units)**

This course deals with an investigation of strategy, value creation, and value capture in different business contexts. Currently, companies compete simultaneously in domestic, global, and electronic markets. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted, building on knowledge of the different functional areas of management gained through previous study.

**BUS 590 Ethical Decision Making (4 units)**

This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

**CS201 Introduction to Computer Information Systems (4 units)**

This course is designed to be an introduction to the concepts of computer information systems and use common software for organizing, searching, and computing on information, with an emphasis on business-related tasks. Topics include computer hardware, software, networking, the Internet, programming, and databases. Hands-on experience with personal computers in the lab. (Pre-requisite: None)

**ECO 120 Principles of Microeconomics (4 units)**

This course deals with the price system, market structures, and consumer theory. Topics covered include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, etc. Prerequisite: None

**ECO 130 Principles of Macroeconomics (4 units)**

This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things. Prerequisite: None. Cross listed as PRA406.

**ECO 140 International Economics (4 units)**

Students will apply what they have learned in previous economics courses to analyze the global economic environment. They will learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA, will be discussed and analyzed. Students will learn about the currency markets and the different types of monetary systems. Prerequisite: None



ECO 150 Economic Data Analysis (4 units)

This course prepares students for analysis of economic data found in secondary sources such as the World Bank, The International Monetary Fund (IMF), Organization of European Community for Development (OECD), and various U.S. government sources. Emphasis is placed on learning the basic tools of mathematical and statistical analysis with a goal to applying those tools to analyzing data for meaningful conclusion. Prerequisite: None

FIN 120 Business Finance (4 units)

This course deals with a survey of the basic principles and concepts used in the financial management of a business enterprise addressed from both theoretical and practical standpoint. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. Prerequisite: None. Cross listed as PRA310 Church Finance.

FIN 201 Corporate Finance (4 units)

It is a study of how corporations raise and manage capital. Topics include modern financial principles, methods, policies, and institutions. It is to focus on corporate organization, creation and organization. Prerequisite: None

HRMN 101 Human Resource Management (4 units)

Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Pre-requisite: None. Cross listed as PRA416.

LEDR 121 Conflict Negotiation (4 units)

Effective conflict resolution, bargaining and negotiation are addressed in this course as methods for improving the organizational effectiveness in the long term. A special focus will be placed upon creation of win-win solutions to real life organizational situations. Conflict will be examined as both a necessary and challenging workplace phenomena. Prerequisite: None

LEDR 311 Organizational Leadership (4 units)

An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations (Prerequisite: BUS 1309 Management and Organization Theory)

MGMT 111 Intercultural Competence (4 units)

Overview of business communication and culture within the hospitality industry. Specifically, the ways that culture influences our communication patterns. This course will emphasize the development of both professional and personal relationships among people from different cultural backgrounds. Prerequisite: None

#### MGMT 112 Global Development (4 units)

This course explores the synchronic and diachronic context for understanding human social processes in colonialism, globalization, and the current world order. Colonial and postcolonial issues such as inequality, resource competition, ethnic and national conflict, migration, and the transition from traditional subsistence-based communities to market-driven consumerism are illustrated. Prerequisite: None

#### MGMT 121 Small Business Management (4 units)

An in-depth study of small to mid-sized companies with a view to preparing students for leadership roles. Emphasis on building and managing companies from the start-up phase to their growth and efficient operation. Problem solving strategies of managerial, legal and ethical issues and dilemmas particularly relevant to small business. Prerequisite: None

#### MGMT 131 Service Operations (4 units)

This course provides a survey of the different types of services provided by organizations. Topics include similarities and differences between production of services and production of products, the wide variety of services produced, proportion of organizations' offerings that are services, and accountability and quality of services. Prerequisite: None

#### MGMT 250 Business Plan (4 units)

The capstone course is designed to be the culminating work for the Bachelor of Arts degree in Business Administration. It is an industry-sponsored, real-world project. This course is an interface between university- and work- environments. It is meant to prepare students to use the knowledge they gained during their academic studies and apply it in professional life. Through on-site work, each group of students will develop and provide a plan of action for the business they select. The plan must include: organizational culture, organizational structure, financial statements, marketing plans, operations objectives, marketing plans, advertising strategies, and human resource base, among other requirements, to plan a successful operation of a business.

The projects will pertain to a business in any domain. In the process of completing the business plan, students will gain practical skills in group dynamics, public presentation skills, project management, and business behavior. A professional presentation of 15-20 minutes of the student's project is required at the end of the course. Prerequisite: None

#### MGMT 308 Principles of Management (4 units)

This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically-oriented society will also be discussed. Prerequisite: None

#### MGMT 309 Management and Organization Theory (4 units)

This course distinguishes the fundamental practices of sound management functions to the understanding of effective leadership. Organizations need both leadership and management understanding to function effectively in creating the learning organization. Students will learn to analyze and create plans for strategic management, and apply leadership concepts and approaches. Prerequisite: None

**MGMT 410 International Management (4 units)**

A study of the accelerating internationalization of all business, this course introduces upper-division undergraduate students to all facets of international business within three broad subject areas: (1) the economic framework of international business, (2) the operating frameworks of multinational corporations, and (3) a framework for global strategic management. It uses case studies to illustrate concepts and methods. Prerequisite: None

**MGMT 420 Foundations of Entrepreneurship (4 units)**

A study of entrepreneurship with particular reference to creating and starting a new venture. Emphasis on historical development of entrepreneurship, risk taking and entrepreneurship, innovation and marketing the plan, financial plan, organizational plan, going public, and legal issues for the entrepreneur. Prerequisite: None

**MGMT 430 Operations Management (4 units)**

This course is a survey of the fundamental concepts of production and operations management. The course covers the use of quantitative methods and statistical techniques for forecasting, resource allocation, decision theory, capacity planning, project management, inventory management, and quality assurance. Prerequisite: None

**MGMT 450 Strategic Management (4 units)**

A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Prerequisite: None

**MKTG 190 Social Media Marketing (4 units)**

This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, LinkedIn, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors. Prerequisite: None

**MKTG 194 Marketing Channels (4 units)**

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies, the course covers distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers). Prerequisite: None

**MKTG 289 Marketing Fundamentals (4 units)**

An introductory course will study the functions of marketing in for profit service and product organization. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create branding, customer service and relations, consumer tracking, market research, vertical and horizontal integration, sales techniques, and sales management, and pricing strategies for positioning within the marketplace.

Prerequisite: None

**MNSC 301 Introduction to Quantitative Analysis (4 units)**

A survey of the fundamentals of management science. This course emphasizes the concepts and algorithmic techniques utilized in business and finance contexts in order to optimize the desired business outcomes. Prerequisite: None

**OBHV 110 Introduction to Organizational Behavior (4 units)**

An introduction to the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge toward improving an organizations effectiveness. The course will focus on work-related behavior with an emphasis on individual and group performance as it relates to organizational productivity and processes. A central theme will be the development of "people" skills to help all employees- staff, front-line supervision, and management- improve their effectiveness. Prerequisite: None

**OBHV 112 Leadership and Organizational Change (4 units)**

Examination of the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. The role of the leader in establishing effective collaboration among members; the decision-making process and power will also be examined.

Prerequisite: None

**OBHV 113 Theory and Practice of Organizational Development (4 units)**

The course overviews how, why, and when to integrate the behavioral sciences with human resource management principles to increase individual and organizational effectiveness. Students will analyze, evaluate, and design relevant theories as they relate to practical application in the workplace. Prerequisite: None

# Personnel Information

## Administration and Staff

### **Dr. Thomas Kim**

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Master of Divinity, Azusa Pacific University

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Ph.D., Claremont Graduate University M.A., Claremont Graduate University M.A.T.S.,

Claremont School of Theology B.A., Wesleyan University

### **Ted Namgoong**

Dean of Student Life/Chaplain

BA in Seoul Theological University M.Div, Biola University

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Bachelor of Science (BS), Mechanical Engineering, Hong-Ik University Master of Science (MS),

Mechanical Engineering, USC

Ph.D. in Mechanical Engineering, USC

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B.A. in Accounting, University of Southern California

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Librarian

Seoul National University, Bachelor of Arts in Music Composition University of Oregon, Master of Library Science

### **Richard Jung**

Registrar/Director of Admission Berklee University, B.A. in Music

## Faculty

### **Alexis Alizor**

Master of Arts in Sociology, UC Davis, 2013

Bachelor of Arts, Sociology—University of California, Santa Barbara, 2010

### **Kirstina Rasmussen Collins**

Doctoral Studies in Music, University of Southern California

Master of Music in Choral Conducting, Boston University, 2000

Bachelors of Music in Composition, University of Southern California, 1998

### **James Findlay**

Ph.D., Claremont Graduate University, 2005 Masters

of Theology, Harvard Divinity School, 1997

Master of Divinity, Garrett-Evangelical Theological Seminary, Evanston, IL, 1989

Bachelor of Arts, Haverford College, Haverford, PA, 1980

### **J. Andrea Geli**

Master of Arts, La Sierra University, Riverside, CA, 1999

Bachelor of Arts, La Sierra University, Riverside, CA, 1995

### **L. Arik Greenberg**

Ph.D., Claremont Graduate University, 2005 M.A.,

Claremont Graduate University, 2002 M.A.T.S.,

Claremont School of Theology, 1995 B.A.,

Wesleyan University, 1993

### **Byungrin Han**

Ph.D. in Mechanical Engineering, USC, 2007

Master of Science (MS), Mechanical Engineering, University of Southern California, 2003.

Bachelor of Science (BS), Mechanical Engineering, Hong-Ik University (Seoul, Korea), 1999.

### **Anna Renee Hansen**

Ph.D. Student, Joint Doctoral Program at UCI and UCSD, 2018 expected

M.F.A., 2011, Magna cum Laude

B.A., Loyola Marymount University, 2006, Magna cum Laude

### **Hyun Kee Henry Hong**

M.S., Carnegie-Mellon University, 1987

B.A., Thiel College, 1985

### **Michael Kahler**

Ed.D. in Education, Argosy University, 2013

M.A. in International Affairs (Political Science), CSU Sacramento, 1995

B.S. in International Business, Babson College, 1992

**John Kasem**

Doctor of Business Administration, Pacific States University, 2013  
Master of Business Administration, Keller Graduate School Of Management, Long Beach, California , 2011  
Master of Science in Software Engineering, National University, San Diego, California, 2007  
Bachelor of Science in Computer Engineering, California State University, Long Beach, Long Beach, 2002

**Kathy Koupai**

Doctorate of Philosophy in Education, A.B.D., Claremont Graduate University  
Master of Arts in Journalism and Near Eastern Studies, New York University, 2001  
Bachelor of Arts in English and Women's Studies, University Of California, Irvine, 1998

**Eunji Koh**

Ph.D. in Biotechnology, Korea University, Seoul, 2009  
B.S., Biotechnology, Konkuk University, South Korea, 2003

**Peter Kwon**

Ph.D. in Religion, Claremont Graduate University, 1998  
S.T.M., Yale University, 1991  
M.Div., Yale University, 1989  
B.A. in Theology, Yonsei University, 1985

**Benjamin Taufoua Laie**

Doctorate of Philosophy in Hebrew Bible, A.B.D., Claremont School of Theology  
Master of Arts in Hebrew Bible, Claremont School of Theology, 2011  
Bachelor of Divinity, Kanana Fou Theological Seminary, 2008  
Diploma in Theology, Kanana Fou Theological Seminary, 2007

**Kuangkai Rex Lu**

M.S. in Computer Science, Pacific States University, 2003  
5-years-specialized College in Electronic Engineering, Kuang Wu Institute of Technology And Commerce Taipei, Taiwan, 1996

**Adam Majewski**

M.S. in Environmental Studies, Antioch University, New England, 2012  
M.S. in Molecular and Microbiology, Case Western Reserve University, 2003  
B.S. in Biological Sciences, North Carolina State University, 1996

**Tania Maync**

Ph.D. in History, University of Chicago, 2006  
M.A. in History, University of Chicago, 2000  
B.A. in History, University of California, Santa Barbara, 1998

**Laya Moghadam**

M.A. in Teaching English to Speakers of Other Languages (TESOL), California State University, Los Angeles, 2008

B.S. in Management Information Systems, University of Arizona, 2004

**Tae Seok “Ted” Namgoong**

Ph.D. Candidate School of Intercultural Studies, Biola University, California, 2006

M. Div., Talbot School of Theology, Biola University, 1999

B.A. in Biblical Studies, Seoul Theological University, 1991

**Joseph Kim Paxton**

Doctoral Studies in Practical Theology, Claremont School of Theology M.Div., George Fox Evangelical Seminary, 2014

M.S. in Clinical Psychology, California Lutheran University, 2011

B.S. in Psychology; Sociology, California Lutheran University, 2008

**Nasser Rad**

MBA, West Coast University, 1985

B.S. in Business, Rasht University, Tehran, Iran, 1978

**Kimberly Shediak**

Ed.D. in Organizational Leadership, Pepperdine University, Los Angeles, CA, 2014

M.B.A., Thunderbird School of Global Management, Glendale, AZ, 2009

B.S., University of Tampa, Tampa, FL, 2004

**Peter N.T. Snow**

Master of Arts in Theological Studies, Loyola Marymount University, 2003

Bachelor of Arts in Philosophy, California State University, Los Angeles, 1995

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Master of Accounting, University of Southern California, 1997

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