ACADEMIC CATALOG
2024-2025

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The dates and Time period covered by this catalog is 01/01/2024 through 12/31/2025

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A MESSAGE FROM THE CHAIR

Please allow me to introduce Caroline University.

Caroline University is an institution of Christian Higher education for global leaders. It is a place where scholars and students build genuine community through meaningful interaction through lecture, forum, discussion, presentation, and research in particular.

This is a leading institution of higher education that provides students with excellent programs in business administration, philosophy, and computer science.

Through the continued board support and the regular and scheduled assessment by faculty and staff, Caroline University continues to ensure the quality of the program that is accredited by the TRACS, the national accreditation, that is recognized by CHEA and USDOE. I can assure that Caroline University also offer excellent student services to meet the needs of students in all areas.

I welcome all of you to Caroline University.

Angelina Cheon
Chair, Board of Directors
Caroline University

A MESSAGE FROM THE PRESIDENT

Dear Current and Prospective Students,

Welcome to Caroline University!

Caroline University is an institution of higher education that holds the highest religious values and cultural diversity in educating students to be leaders to serve the community. Our institution is currently accredited by the TRACS that is recognized by USDEO and CHEA.

Caroline University offers educational programs in business administration, philosophy, and computer science whereby students can be trained in such a way that they will become global leaders in the 21st century.

Please come and visit us to explore more about our institution. We would like to meet with you and discuss how we can serve you better by meeting your needs. Please come and be a part of growing community of scholars and students at Caroline University. Make your dream come true at Caroline University, a cradle of global leaders.

Thank you and we hope to see you soon.

James Jinsam Lee, Ph.D.
President
Caroline University

HISTORY

Established in 2016, Caroline University continues to provide students with education of Christian higher education in the area of business administration, philosophy and computer science. Caroline University continues to provide accredited programs that meet the needs of the diverse communities.

Caroline University is authorized to offer its programs as an institution that is approved by the California Bureau for Private Postsecondary Education (BPPE). We offer programs leading to the Bachelor of Business Administration, Master of Business Administration, Doctor of Business Administration, Master of Philosophy, Doctor of Philosophy and Master of Computer Information Systems.

Caroline University is currently accredited by Transnational Association of Christian College and Schools (TRACS), that is recognized by both the U.S. Department of Education (USDOE) and the Council for Higher Education Accreditation (CHEA).

MISSION STATEMENT

The mission of Caroline University is to educate students to be global leaders to serve our communities and the world.

OUR VISION

The vision of Caroline University is to train competent leaders to serve the society at every level – from the local community to the global society. The fulfilment of this vision inspires, orients, and defines the work of this institution.

INSTITUTIONAL OBJECTIVES

Institutional Objectives:

To achieve mission, Caroline University has developed following institutional objectives.

1. The University is committed to offering programs that train students to demonstrate critical thinking and problem-solving skills in any given subject.

2. The University creates an atmosphere in which students can have meaningful interaction with faculty through lectures, presentations, forums and research; whereby students can demonstrate knowledge and skills in their chosen field.

3. The University offers courses that are essential to students for effective communication and the performance of presentations, whether in written or oral format.

4. The University seeks to equip students to demonstrate their professional knowledge in their chosen discipline.

5. The University continues to educate students to exercise a lifestyle of service based on learned biblical values.

Institutional Learning Outcomes (emphasis on academic):

Caroline University has five institutional learning outcomes that had been developed by the multiple stakeholders. These learning outcomes describe the characteristics that we hope and expect our students to exhibit by the time they finish their degree at Caroline University. Theses learning objectives are stated in measurable terms and approved and periodically reviewed by the institution's board:

1. *Critical Thinking and Problem-Solving Skills* – Students will demonstrate critical thinking and problem-solving skills in their field
2. *Professional Knowledge* - Demonstrate advanced knowledge and skills in their chosen field.
3. *Excellent Communication* - Perform effective communication in oral, written, and research setting
4. *Biblical Knowledge* - Demonstrate knowledge of the Bible and understanding of Christian doctrine.
5. *Service* - Apply a lifestyle of service and leadership

CORE VALUES

1. Integrity – Act in an honest, fair, and ethical manner, creating a culture of trust evidence in all activity and decision-making.

2. Excellence – Seeking high standards for delivering high-quality programs, teaching, service scholarship, and research performance with commitment to continued development.

3. Accountability – Ensuring academic integrity, continued assessment and fiscal integrity and value through keen management of resources available for the institution.

4. Leadership – Serving the community with humility, respect and cultural sensitivity

5. Respect – Embracing cultural diversity and treating others with civility, honor and professionalism in all matters.

6. Innovation – Encouraging, probing, and supporting new ideas by fostering creativity, and creating an environment with chance to grow.

7. Collegiality – Working together as a team to encourage share of governance and engage in participation.

PHILOSOPHY OF EDUCATION

Teaching is a form of ministry at Caroline University. At Caroline, students and scholars truly mold and shape an edifying community where governance is shared and horizon of critical knowledge is broadened, and leadership and servant spirit become foundation of the university. We are here to serve with one another holding biblical values.

The mission of Caroline University is to educate students to be global leaders to serve our communities and the world.

Caroline University gives primary regards to the following learning outcomes as an educational institution:

Institutional Learning Outcomes

1. *Critical Thinking and Problem-Solving Skills* – Students will demonstrate critical thinking and problem-solving skills in their field
2. *Professional Knowledge* - Demonstrate advanced knowledge and skills in their chosen field.
3. *Excellent Communication* - Perform effective communication in oral, written, and research setting
4. *Biblical Knowledge* - Demonstrate knowledge of the Bible and understanding of Christian doctrine.
5. *Service* - Apply a lifestyle of service and leadership

Caroline University seeks to achieve the mission and institutional objectives by complying with standards of higher education and continued assessment.

GOVERNANCE

Caroline University was established in 2016 as a non-profit organization, which is under the leadership of the board of directors who provide vision, direction, oversight, and support. Support includes but is not limited to finance, voluntary service, and encouragement to the leadership. Series of projects engaged in include fundraising, property management, maintenance of proper legal status, and evaluation of administrative proposals. An executive committee acts on behalf of the board of directors between board meetings. The board has various sub committees that continue to support the institution.

It has received approval to operate as accredited institution from the State of California Bureau for Private Postsecondary Education. And it is accredited by the TRACS, the national accreditation agency that is recognized by USDOE and CHEA.

NEW POLICIES AND PROCEDURES

Caroline University makes every effort to inform its students of changes regarding updated policies and procedures. Caroline University will continue to bring new policies or procedures to the students' attention in the following manners:

1. Make an announcement through faculty and staff during class
2. Post on all bulletin boards
3. Make public announcement through the university website
4. Send an announcement through emails

FAITH STATEMENT

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 there is 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 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.

ACADEMIC CALENDAR

Observation of National Holidays
Date and time covered by this catalog is beginning with 01/01/2024 through 12/31/2025.

HOLIDAYS	2024	2025
New Year's Day	January 1, Mon	Jan 1, Wed
Memorial Day	May 27, Mon	May 26, Mon
Independence Day	July 4, Thurs	July 4, Fri
Labor Day	September 2, Mon	Sep 1, Mon
Thanksgiving Recess	November 18-22	Nov 24-28
Christmas	December 25, Wed	Dec 25, Thurs

Academic Calendar

Spring Semester	2024	2025
Registration Deadline	December 29, 2023	Dec 27, 2024
Instruction Begins	January 2	Jan 2
Add and Drop Deadline	January 13	Jan 10
Spring Semester Ends	April 20	April 18

Summer Semester	2024	2025
Registration Deadline	April 27	April 25
Instruction Begins	May 6	May 5
Add and Drop Deadline	May 11	May 16
Summer Semester Ends	Aug 24	Aug 22

Fall Semester	2024	2025
Registration Deadline	Aug 31	Aug 29
Instruction Begins	Sep 2	Sep 2
Add and Drop Deadline	Sep 14	Sep 12
Fall Semester Ends	Dec 28	Dec 19

BPPE DISCLOSURES

Caroline University is currently approved by the California BPPE to offer degree program as accredited institution. Caroline University is a private institution, and it is approved by the California BPPE as accredited institution, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

BEFORE SIGNING ENROLLMENT AGREEMENT

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.

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818; Web site address: www.bppe.ca.gov; Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897; (916) 574-8900 or by fax (916) 263-1897

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

COMPLAINT RESOLUTION

If students have complaints about individual faculty members regarding particular course requirement(s), examination(s), or grade(s), or pertaining to general issues, such as teaching method and classroom conduct, they should bring the matter directly to the individual faculty member. If a student is not satisfied with the faculty member's response, the student may bring the matter to the Dean of the Academics for a final decision.

The Dean will work with the student and the faculty member towards a resolution and must inform them of the decision in writing within two weeks. If the student is not satisfied with

the school's final decision, the student may file a complaint with the Bureau for Private Postsecondary Education (BPPE)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Caroline 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 degree programs (Bachelor of Business Administration, Master of Business Administration, Master of Philosophy, Master of Computer Information Systems, Doctor of Business Administration and Doctor of Philosophy) is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Caroline University to determine if your credits or degree, diploma or certificate will transfer.

ARTICULATION AGREEMENTS

At this time, Caroline University has not entered into an articulation or transfer agreement with any other college or university.

ACCREDITATION

Caroline University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434)525-9539; e-mail: info@tracs.org], having been awarded the Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 13, 2021. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551; Telephone: 434-525-9539; Email: info@tracs.org.

BANKRUPTCY

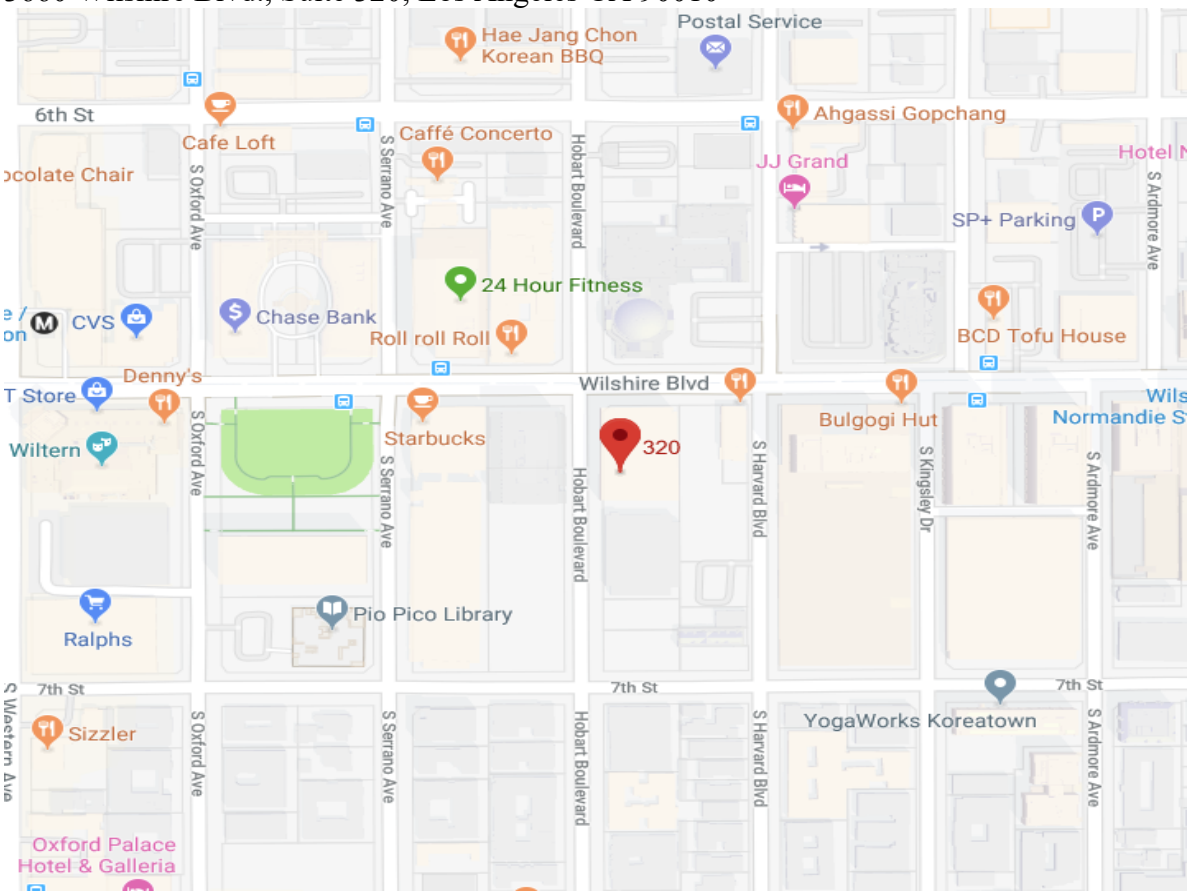
Caroline University has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NO petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

CRIME STATISTICS REPORT

No criminal offenses or arrests have occurred in the following categories on the school premises from 2016 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability.

CAROLINE UNIVERSITY OFFICE ADDRESS

Caroline University's office is located minutes from public transportation at:
3660 Wilshire Blvd., Suite 320, Los Angeles CA 90010



ADDRESS WHERE CLASSES ARE BEING HELD

Caroline University's classes are held at our main campus. We offer classes at our main campus as our administrators, staff and faculty are available to provide students with array of services at any time: 3660 Wilshire Blvd., Suite 320, Los Angeles, CA 90010

PROFESSIONAL POSITION REQUIREMENTS

Caroline 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

Caroline University was established in 2016 by a group of community leaders and scholars to serve the diverse communities in the world.

Under the exceptional leadership of the board of directors, community leaders and scholars who share and support the mission, Caroline University seeks to educate students to be leaders. Caroline University offers both undergraduate and graduate programs. Caroline has received approval to offer degree programs by the California Bureau for Private Postsecondary Education (BPPE) under the Department of Consumer Affairs (DCA). Caroline University is also accredited by the national accreditation agency, the TRACS, that is recognized by USDEO and CHEA.

CAMPUS LOCATION

The campus of Caroline University is situated in the city of Los Angeles. We have several key administrative staffs that are available to support our students on our campus during

business hour. Our faculty and staff are also available during business hours. We offer our programs at our main campus.

When you visit our campus, you can come to our campus through both from LAX and Burbank airport within 30 minutes by car, dependent upon traffic conditions. Community transportation such as metro, city bus, and Uber are also available.

If you get lost, please call our switchboard Monday through Friday, 9:00 AM to 5:30 PM, for directions:

Phone: 213-246-4174
Email: info@caroline.edu
Website: https://caroline.edu

You may also want to find directions by looking at the maps in Yahoo.com or at Google by typing the following address:

3660 Wilshire Blvd., Suite 320, Los Angeles, CA 90010

STUDENT LIFE

We have list of student services that are available to support student life.

CHAPEL SERVICE

We offer chapel services for spiritual enrichment and support. Students are encouraged to participate whenever it is available.

SPECIAL DAYS

The administration and faculty of Caroline University seek to be sensitive to both the needs of the students and the direction of the spirituality. Periodically, a special day of prayer may be called for the purpose of spiritual reflection and renewal, with the entire university community to pray for specials days.

BIBLE STUDY

As part of his or her spiritual development, each student is expected to regularly participate in a bible study in a local church.

DEVOTIONAL LIFE

All members of the Caroline University community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. This can be done through personal Bible study, meditation, prayer, fasting, and praise.

PHILOSOPHY OF COMMUNITY

Caroline 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, faculty, staff, and students encourage one another to be conformed to the example of Christ. The primary model for relationships should be Jesus' command to love one another, which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

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.)

DISCIPLINARY POLICY

The primary goal of the Caroline University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Caroline 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 Caroline 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 GRIEVANCE PROCEDUURES

Caroline University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a Caroline University student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The President's Office or the office of Dean of Academics shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

DEFINITION OF GRIEVANCE

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Caroline University petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

STEPS TOWARD RESOLUTION

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the Dean of Academics or Dean of Students. Resolution shall be attempted at the lowest possible level.

PROCEDURES FOR OFFICIAL HEARING

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President of Caroline University will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Dean of Academics, Dean of Students, and one faculty member who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A

majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

PROCEDURE FOR MAINTAINING RECORDS OF WRITTEN STUDENT COMPLAINT

Caroline University has policies and procedures for written student complaint and is committed to the fair and impartial resolution of written student complaint and grievances. Generally, student complaints are referred to the dean of students' office to assure concerned students receive accurate and consistent guidance and are informed of the Caroline University's grievance process. The dean of students will be responsible for the maintaining records of written student complaints related to non-academic complaints, student code of conduct, discrimination, harassment, student life, etc. However, the dean of academics is responsible for maintaining written student completing regarding academic matters, faculty matters, or its related issues.

STUDENT RECORDS AND TRANSCRIPTS

The school maintains the privacy of student educational records and students' right to access their educational records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may review their educational records and request amendment of the records to ensure accuracy. Students may restrict release of personal information (the student's name, spouse's name, address, telephone number, program, year of study, dates of attendance, certificate(s) awarded, most recent school attended, and citizenship). Students seeking review, amendment, or restriction should submit a written request to the Main Office.

Student Records Retention Policy

Student records include grades, attendance, prior education and training, personal achievements, etc. Caroline University maintains student records in accordance with the guidelines California Bureau of Private Postsecondary Education (BPPE). The Program Coordinator acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof files. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

Name Changes in Students' School Records

The name of any currently enrolled, former, or graduated student, may be changed in the official school record to show a different name other than on used at matriculation time or during the term of enrollment at Caroline University. This change can only be made based upon the following:

1. A written, signed and notarized request submitted by current, former or graduate student to change the name on the official school record.

2. Submission of supportive credible evidence such as a certified copy of marriage certificate, or a name changed by a court decree.
3. For cross referencing purposes, the official transcript shall be modified to show the name in its entirety (First, Middle, Last), as well as to indicate the original name in its entirety (First, Middle, Last), immediately after the new name. The graduation diploma(s) and certificates shall be issued with the new name only.
4. Examples of transcripts: Jane Jones to change to: Jane Doe, A.K.A Jane Jones. Jane Smith to change to: Jane Smith-Doe, A.K.A Jane Smith
5. At no time shall the original name be removed from the official transcript or be replaced by the new name. The student is required to pay a processing fee as approved by the Executive Council and published in the "Name Change Notification Form"

Transcripts

The school retains academic transcripts indefinitely.

Caroline University will provide a transcript of the student's academic record upon written request by the student. There will be a charge for issuing transcript. Please check our tuition and fees section.

An **official** copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "**unofficial**" stamped on the transcript. Transcripts issued to the student are marked "**Issued to Student**."

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

STUDENT RIGHTS UNDER FERPA

From time-to-time pastors, parents, and others request information from the university 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 Caroline 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. Caroline 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 Caroline 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 Caroline 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 Caroline University decides not to amend the record as requested by the student, Caroline 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 Caroline University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the university 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, Caroline 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 Caroline 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, Caroline 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.

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 Caroline 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.

FINANCIAL POLICIES

You receive a considerable discount in your expenses compared to that of the peer institutions locally and nationally. It is because of generous educational grants given to Caroline University by various donors. Many individuals who have a great concern for you as a future leader have already contributed to support your education.

STUDENT BUDGET

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The University's Administrator will assist you with this budget.

TUITION AND FEES

The university reserves the right to establish and change without notice the schedule of tuition and fees. The school has established the following tuition and fees for the school year.

The information provided in this section reflects Caroline University's education prices for academic year 2022-2023, effective July 1, 2022. These rates are subject to change without notice by action of the Board of Directors. Caroline University reserves the right to assess new charges in relation to rising costs.

TUITION

Bachelor Degree 12-15 semester hours (Per semester unit)	$5,000.00 Per semester $333 per credit
Master Degree 9-12 semester hours (Per semester unit)	$5,000.00 Per semester $500 per credit $800 per credit for MCIS
Doctor Degree	

9-12 semester hours (Per semester unit)	$5,000.00 Per semester $500 per credit
Audit (per hour) Bachelor Master Doctor	 $100.00 $150.00 $150.00

TUITION AND FEES BY PROGRM

Item/Program	Bachelor of Business Administration	Master of Business Administration	Master of Philosophy	Master of Computer Information Systems	Doctor of Business Administration	Doctor of Philosophy
Application Fee (Non-Refundable)	$100	$100	$100	$100	$100	$100
Processing Fee (NR)	$100	$100	$100	$100	$100	$100
Local Shipping & Handling Fee (NR)	$25	$25	$25	$25	$25	$25
International Shipping & Handling Fee (NR)	$100	$100	$100	$100	$100	$100
Language Assessment Fee (NR)	$50	$50	$50	$50	$50	$50
Registration Fee Per Semester (NR)	$25	$25	$25	$25	$25	$25
Credit Evaluation Fee (NR)	$300	$300	$300	$300	$300	$300
Initial I-20 Fee Per Person (NR)	$200	$200	$200	$200	$200	$200
I-20 Reprint (NR)	$20	$20	$20	$20	$20	$20
Tech Fee Per Semester (NR)	$50	$50	$50	$50	$50	$50
Library Fee Per Semester (NR)	$50	$50	$50	$50	$50	$50
Per Unit	$333	$500	$500	$800	$500	$500
Per Semester	$5,000	$5,000	$5,000	$7,200	$5,000	$5,000
STRF* Non-refundable Charge	$2.50 per $1,000 tuition	$2.50 per $1,000	$2.50 per $1,000	$2.50 per $1,000	$2.50 per $1,000	$2.50 per $1,000
Annual Tuition and Fees - Tri-semesters (Estimated charge	$15,000	$15,000	$15,000	$21,600	$15,000	$15,000

for annual tuition and fees)						
Total Tuition	$40,000	$18,375	$18,375	$29,175	$15,375	$15,375
Books and Supplies (NR)	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000
Total Tuitions and Fees (Estimated charge for the entire educational program)	$41,800	$19,375	$19,375	$30,175	$31,750	$31,750
Diploma Duplication (NR)	$100	$100	$100	$100	$100	$100
Enrollment Verification (NR)	$100	$100	$100	$100	$100	$100
Returned/Bounced Check (NR)	$25	$25	$25	$25	$25	$25
Student ID (NR)	$20	$20	$20	$20	$20	$20
Graduation Fee (NR)	$300	$300	$300	$300	$300	$300
Dissertation Fee (NR)	N/A	$300	$300	$300	$300	$300
Official Transcript & Unofficial Transcript (NR)	$50	$50	$50	$50	$50	$50
Expedited/Rush Request (2 days) (NR)	$100	$100	$100	$100	$100	$100
Wire Fee (NR)	$100	$100	$100	$100	$100	$100

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

The **Enrollment Agreement** obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The Caroline University Catalog is available at no charge and will be provided to each enrollee prior to enrollment. The University will work with each student to determine the best financial arrangement to meet their obligation for tuition. The University provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

Students must pay the required registration fee and tuition on or before the beginning of each Semester. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

TEXTBOOKS

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

The Enrollment Agreement obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The Caroline University Catalog is available at no charge and will be provided to each enrollee prior to enrollment. The University will work with each student to determine the best financial arrangement to meet their obligation for tuition. The University provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

Students must pay the required registration fee and tuition on or before the beginning of each Semester. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

PAYMENT METHODS

Tuition and fees are due, in full, prior to the beginning of classes. This financial obligation is a contract between the student and the school. Failure to make payments when due is considered sufficient cause to bar the student from classes, withhold certificate, and suspend the student. Caroline University accepts payment for the full amount due in Cash, Money Orders, or by Personal, Traveler's or Cashier's Checks, Bank Transfer. Students may be eligible for a short-term deferment without finance charge.

FEDERAL AND STATE FINANCIAL AID

Currently, Caroline University does NOT participate in federal and state financial aid programs. considered sufficient cause to bar the student from classes, withhold certificate, and suspend the student.

EXPLANATION OF DEPOSITS AND FEES

Application Fee

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

Prerequisite Courses Tuition and Fees

If you did not have the same major in your undergraduate program or related field, you must take pre-requisite courses. For a detail, you may contact the admission's office.

Admission Fee (paid when admitted)

Registration Fee (paid once per semester)

Student Fee (paid per semester, for student activities)

Library Fee (per semester; for library support)

Tuition Deposit and Late Tuition Deposit

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

Deferred Payment Plan

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

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

Returned Check Charge

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

Late Registration Fee

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

Exam Rescheduling Fee

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

Add/Drop Fee

If, after the start of the semester, you realize that you need to drop a course or add another one, you may do so within one week of the start of the semester. (See the calendar in the front of this catalog for the exact dates.) To add or drop a course before the deadline,

complete a Change of Schedule form in the registrar's office and pay the Add/Drop Fee for each course added or dropped.

Transcript Fee

Throughout your career you will occasionally need "official" copies of your transcript to be sent to employers or other colleges. Caroline 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 Caroline University will provide various services including the rental of your graduation robe. This fee offsets the university'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

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 university:

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.
Make sure you have completed the university's financial aid application. You may qualify for Caroline University scholarship.

2. Look for any assets you may be able to sell. Some students find that they can trade in their vehicle for another, or sell unused stereo equipment, in order to raise money for university. During the spring term, check to see if you have a tax refund coming.

3. Contact friends, family, and your church. Many people are eager to help our students attend Caroline University.

4. The cost of a university education should be considered an investment rather than a debt. Consider borrowing at least some of the money for university. Many banks will extend a loan secured by assets such as your vehicle. Note: Caroline University accepts both MasterCard and Visa.

If you choose to apply for a deferred payment plan, make sure you have a plan to make your payments. 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 university. Many students who are willing to work 60 hours a week during the summer and 20 hours a week during the semesters find that they're able to meet all of their obligations on time, even if they do not receive help from their church, family, or friends.

TUITION AND FEES

All new students must pay tuition and fees in full at registration. Returning students who cannot pay tuition and fees in full at registration may apply for the Deferred Payment Plan in the Business Office. To qualify for the Deferred Payment Plan, the student's account from the previous semester must be paid in full. The student must then pay at least 25 percent of the tuition and fees that are due in the current semester. The balance, plus a five percent fee, is divided into three equal payments. Each of these payments is due on the 15th of the month (or the first business day thereafter) for the next three months.

If you have been given permission to pay in this way, and you are not able to make a scheduled payment, you should contact the Business Office right away. If you fail to make a payment as scheduled, you will be charged a late payment fee of ten percent of the amount of the payment.

Note that the deferred payment plan may not be available for certain semester. In such case, all tuition and fees must be paid prior to the state of the semester.

UNPAID ACCOUNTS

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

Caroline 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 semester.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when the student gives written notice of cancellation to the President, at the address of the School, shown on the top of this agreement. The Student can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to:

Caroline University, 3660 Wilshire Blvd., #320. Los Angeles, CA 90010, USA

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 university are not eligible for any refund. Tuition refunds for all standard fifteen-week semesters are computed according to the following schedule:

If you drop the course within . . .	*We will refund . . .*
One week	100 percent
Two weeks	90 percent
Three weeks	80 percent
Four weeks	60 percent
Five weeks	50 percent
Six weeks	0 percent

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:

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

Transcript Fee

Caroline University will provide a transcript of the student's academic record upon written request by the student. There will be a $50 fee for each transcript. Processing will be within ten (10) business days of receipt.

Student ID

A $20 fee will be charged for each year of study.

Diploma

A Diploma fee of $100 per copy requested.

Enrollment Verification

Enrollment Verification fee of $100 will be charged per request.

LOANS - STUDENT RESPONSIBILITIES AND RIGHTS

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

Student Responsibilities

1. In addition to the requirements described in this catalog under sections on attendance, satisfactory progress etcetera, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. It is the student's responsibility to compare and choose the School they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
4. Pay all installment payments on time.

Student Rights

1. Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, and the length of time you have to repay the loan, and when repayment is to begin.
2. Know the criteria for satisfactory progress and when you are not meeting these criteria.
3. You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
4. If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Postsecondary and Vocational Education. Read the section on grievance procedures carefully.

In compliance with Public Law 93-380, Section 483 (The Buckley Amendment), student grades, records, or personal information may not be given out to third persons without the written consent of the student. Permission must be given by the student in order for information in their file to be used as reference checks for credit or employment evaluation by third parties, and the student must file a declaration to this effect, which will be kept in the student file(s) the declaration can be all-inclusive or on a case-by-case access basis. "**The provision of financial aid date to authorized agencies is not a violation of the Buckley amendment.**"

SCHOLARSHIPS

Caroline University (CU) offers scholarships that are designed to help students financially, in hopes to assist in achieving academic, career, and success in life. The Scholarships are granted to new/first time Caroline University students who have excelled academically. Once a student obtains a scholarship, the student cannot apply any other scholarship. Caroline University Scholarship committee will review only completed scholarship applications submitted within the application deadline.

Caroline University reserves the right to review any student conduct and academic progress at any time during scholarship time frame. Caroline University also reserves the right to change eligibility requirements, application requirements and rules & regulations regarding any & all scholarships. Student must maintain as same as GPA with eligibility for each scholarship for all 2 semesters. If student does not maintain a GPA the scholarship will be revoked. Student must not violate CU, SEVIS, and USCIS policies while attending CU. If student violates any policies scholarship will be revoked.

If the students want to be qualified, students ought to complete and submit the scholarship application within the deadline period and submit 2 letters of recommendation for president scholarship and 1 letter of recommendation for other application. Recommendation letters can be from a supervisor, director, or a previous professor. Also, the student must submit essay requirement covering all essay topics: 1. Define an event or experience that has had an impact on your life, 2. Describe a person who has had an impact on your life that has helped your goals in furthering your education, and 3. Explain where and how you will serve your community after achieving academic success at Caroline University

The following list describes some of our available scholarships.

1. President Scholarship

The President Scholarship coves 20% of tuition (The tuition cannot exceed 4 classes per semester and 2 semesters per year for undergraduate program and 3 classes per semester and 2 semesters per year) ONLY, other fees such as registration, technology fees, etc. are not included in the tuition.

Eligibility:

*Must have completed high school with a 3.90/4.0 GPA for undergraduate program applicant

*Must have completed undergraduate degree with a 3.90/4.0 GPA for graduate program applicant.

*Limited to one student per degree program per year

2. Dean's Scholarship

The Dean's Scholarship covers 15% of tuition (The tuition cannot exceed 4 classes per semester and 2 semesters per year for undergraduate program and 3 classes per semester and 2 semesters per year) ONLY, other fees such as registration, technology fees, etc. are not included in the tuition.

Eligibility:

*Must have completed high school with a 3.80/4.0 GPA for undergraduate program applicant

*Must have completed undergraduate degree with a 3.80/4.0 GPA for graduate program applicant.

*Limited to one student per degree program per year

3. Merit Scholarship

Merit Scholarship covers 10% of tuition (The tuition cannot exceed 4 classes per semester and 2 semesters per year for undergraduate program and 3 classes per semester and 2 semesters per year) ONLY, other fees such as registration, technology fees, etc. are not included in the tuition.

Eligibility:
*Must have completed high school with a 3.75/4.0 GPA for undergraduate program applicant
*Must have completed undergraduate degree with a 3.75/4.0 GPA for graduate program applicant.
*Limited to one student per degree program per year

4. Academic Excellence Scholarship

Merit Scholarship covers 10% of tuition (The tuition cannot exceed 4 classes per semester and 2 semesters per year for undergraduate program and 3 classes per semester and 2 semesters per year) ONLY, other fees such as registration, technology fees, etc. are not included in the tuition.

Eligibility:
*Must have completed high school with a 3.5/4.0 GPA for undergraduate program applicant
*Must have completed undergraduate degree with a 3.5/4.0 GPA for graduate program applicant.
*Limited to one student per degree program per year

INSURANCE

The University does not provide coverage for your medical care. You must use your 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 parent's policy, via a work policy, or privately). You may contact the Caroline 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

DIVERSITY POLICY

Caroline University does not discriminate based on race, age, color, nationality, ethnic origin, socioeconomic class, gender, and/or physical and mental disabilities in the administration of its policies in education, admission, and hiring. Caroline University is committed to practicing the principles of equal opportunity and diversity. The university strives to achieve and maintain a diverse community of students. Caroline University will continue to monitor the level of diversity. By encouraging community engagement in outreach, development and planning processes, Caroline University will undertake a strategic and systematic approach to involve individuals from diverse racial/ ethnic groups, ages, genders, abilities, socioeconomic classes, and interests.

APPLICATION REQUIREMENTS FOR ALL PROGRAMS

1. Possess a high school diploma for bachelor's degree and bachelor's degree or its equivalent for master degree and master degree or its equivalent for doctoral program.
2. Submit a completed application package along with diploma or transcript, letter of recommendation with a non-refundable fee to the Admissions Office
3. Pay all required fees.
4. Complete a successful interview with members of the admissions staff and faculty.

Each program may have its own requirements specific to that program, provided elsewhere in this catalog.

ADMISSIONS CRITERIA AND PROCEDURES

In accordance with Title IV if the Civil Right Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Caroline University admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen professional field are given important consideration.

Application forms may be obtained by regular mail e-mail, or in person from the Main Office:

Admission Office
Caroline University
3660 Wilshire Blvd suite 320, Los Angeles, CA 90010
Phone: 1-213-246-4174
Website: https://caroline.edu
Email: admissions@caroline.edu

MINIMUM LEVEL OF EDUCATION

All Caroline University applicants must possess high school diploma or GED for undergraduate degree or bachelor's degree or its equivalent for graduate degree program. Caroline University accepts students, who are candidate for high school diploma or bachelor's degree or master's degree or its equivalent. As such, Caroline University does not admit ability to benefit students.

APPLICATION ASSESSMENT

Caroline University evaluates an applicant's readiness in accordance with specific admission requirements of each program.

Applicants must have sufficient educational background to enable them to perform at the undergraduate and graduate level. A high school diploma or GED is required for admission into undergraduate program. A bachelor's degree or its equivalent is required for admission to all-master's program. Master's degree is required for admission into all doctoral degree programs.

STATEMENT OF NONDISCRIMINATION

Caroline 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 university. 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 university administered programs.

In addition to this legal stance, Caroline 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 university is to enjoy this same diversity and unity of believers while training culturally sensitive ministers for effective service to the entire world.

DENIAL OF ADMISSION

Caroline University reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirements.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or is incompatible with the philosophy of the school regarding learning.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the classes not to be beneficial for the student.

FALSIFICATION OF OFFICIAL DOCUMENTS

Upon the discovery of submission of forgery of official documents (Passport, Alien Registration card, Picture I.D, Social security number), the enrolled student shall be dismissed from the school and his forged documents reported to the appropriate state or federal authorities or agencies.

TRANSFER OF CREDIT

Caroline 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 Caroline 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 Caroline University GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, Caroline University takes steps to ensure that course work taken in the sending institution is comparable to course work offered by Caroline 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 half of credits hours at Caroline 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 Caroline University.

The majority of the semester hours in your graduate program must be completed at Caroline University in order to qualify for graduation.

If needed, 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

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 Caroline University's Registrar's Office.

POLICY ON EVALUATION OF FOREIGN TRANSFER CREDITS

The university conducts a complete evaluation of transcripts for foreign transfer credits submitted by the students who have received their degree at a college or university outside of the United States.

All applicants must provide one official transcript (in a sealed envelope) and an official certification of degree, with date awarded. If a student has attended more than one college or university, separate transcripts must be submitted. To be official, transcripts and certificates must bear an original seal and/or signature of the school's registrar or of the appropriate school official or office. Photocopies are not acceptable.

Student records, including your transcripts and certification of degree, submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Please do not send your only original copy of your transcripts/degree certificate. If you have questions about your documents prior to submission, please contact our registrar's office.

Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required. If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation.

All students are advised to submit all required documentation as early as possible so as to not delay the evaluation process. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will verify authenticity with the issuing institution. If an institution must be contacted for verification, the evaluation process will be placed on hold until the university has received all necessary information.

In addition to official transcripts and certification of degrees, a course-by-course credential evaluation is required of all students who have attended a college or university outside the United States. Credential evaluations are accepted from World Education Services (WES) only. All documents required by World Education Services (WES) must be submitted directly by the applicant. The university is not responsible for forwarding any documents received by our office to these evaluating agencies.

Resources for International Transcript Evaluations

World Education Services, Inc.
PO Box 01-5060, Miami, FL 33101
Telephone: 306-358-6688
Fax: 305-358-4411
www.wes.org

STUDENTS WITH MENTAL OR PHYSICAL DISABILITIES

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to School Campuses.

COURSE CHALLENGE EXAMINATION

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students do NOT have to pay a course challenge examination fee for taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Caroline University. The letter grade of "P" will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

INTERNATIONAL STUDENTS

Caroline University is a SEVP certified institution and is therefore approved by the federal law (USCIS) to enroll non-immigrant alien students. As a SEVP-certified school, Caroline University will strictly comply with SEVP rules and regulations in enrolling no-immigrant alien students.

If you are an international student seeking admission to the Caroline University, you should write to the admission's office (admissions@caroline.edu) several months in advance requesting current information about the university's admission policies and application package information. Here is helpful information regarding a Form I-20:

All international students that study in the United States need a Form I-20.

Once accepted into a SEVP-certified school, international students will receive a Form I-20 from their DSO depending on their program of study and purpose for coming to the United States.

Form I-20 Uses

The Form I-20 is an important document that you should keep safe, as you will need it when you:

Pay the I-901 SEVIS Fee

Before you pay the I-901 Student and SEVIS Fee, you must receive the Form I-20 from a DSO at the school you plan to attend. You will need information from the Form I-20 to pay the fee. The I-901 SEVIS Fee is mandatory and must be paid before you enter the United States.

Apply for a Nonimmigrant Visa

The Form I-20 lists your program start date, 30 days before which you are allowed to enter the United States. F-1 student visa can be issued up to 120 days in advance of your course of study start date. Your type of student visa must match the type of Form I-20 you have (e.g., F-1).

Enter the United States

You need to have your Form I-20 on hand as you enter the country. Do not pack it away in your suitcase. A U.S. Customs and Border officer will instruct you to present your Form I-20 at the port of entry. You may arrive up to 30 days before the start date listed on your Form I-20; or

Change status to F while in the United States

You need a Form I-20 if you are already in the United States as another type of nonimmigrant and you are applying to USCIS to change your status to F.

Apply for benefits

Your Form I-20 proves that you are legally enrolled in a program of study in the United States. Therefore, it may be needed when you apply for the benefits available to F and M students. If you are eligible to apply for a driver's license or social security number, remember to bring your Form I-20 with you.

When to Get a New Form I-20

After receiving the initial Form I-20 upon program acceptance, students may receive a new Form I-20 from their DSO in the following circumstances:
-If the physical copy of the form is destroyed or misplaced.
-For travel endorsement.
-When the student's SEVIS status changes (e.g., from Initial to Active).
-For any substantive change to student information, such as changes to a student's personal information, program of study, optional practical training, etc.

Redesigned Form I-20

As of July 1, 2016, the redesigned Form I-20 is required for all F nonimmigrant visa applications, entry into the United States, travel, and applications for nonimmigrant benefits. The previous version of the Form I-20 (with a barcode) is now invalid. Students, please note that your DSOs were responsible for providing an updated, hard copy of the Form I-20 with original signatures to all F-1 and M-1 students at their schools.

Preparing to Study in the United State

After you are accepted to SEVP-certified school(s), each school will send you a Form I-20. The Form I-20 is a paper record of your information in the SEVIS and is required for completing subsequent steps in the international student life cycle.

Multiple schools that accept you may mail you a Form I-20; you must only use the Form I-20 received from the school you will attend. Visit the What is the Form I-20 page for more information about this immigration form and its uses.

Check your Form I-20 against your passport information to confirm that your name and date of birth are correct. If the information on your Form I-20 does not match the information on your passport, contact the designated school official (DSO) who sent you the Form I-20, ask them to correct the information and send you an updated form. After you verify that your Form I-20 is correct, you must pay your I-901 SEVIS Fee and apply for and receive a visa from the U.S. Department of State.

Entering the United States

You and your dependents may enter the United States up to 30 days before your official program start date recorded in SEVIS, as it is listed on your Form I-20. Visit the SEVIS website (www.studyinthestates.dhs.gov) for more detailed information about what to expect at a U.S. port of entry.

Make sure you hand carry and present all required documents to the U.S. Customs and Border Protection (CBP) officer when you arrive at a U.S. port of entry. Do not put them in a checked bag. It is a good idea to make at least two copies of all your travel and

immigration documents—one copy to leave with your family before you depart your home country and one copy to give to your school officials in the United States. After arriving in the United States, make sure to keep the originals of all documentation in a safe, secure location.

Studying in the United States

You must report to your school by the program start date listed on your Form I-20. Once school starts, you must follow specific rules to legally remain in the United States. Visit the Maintaining Status page for more information about how to properly comply.

Engage in a full course of study during your time as an international student. The definition of a full course of study varies depending on your status and the program of study you attend. International students may also be eligible to transfer to a new school, although the circumstances for eligibility vary depending on your student status.

If you need more time to complete your program of study than what is listed on your Form I-20, talk to your DSO. Because CBP admits F-1 students for duration of status, F-1 students do not have to officially file for extensions but will need an updated Form I-20 from their DSO.

Using Your Student Benefits

F students may be eligible for certain benefits while they study in the United States. These include applying for a driver's license, taking advantage of practical training opportunities and, under certain circumstances, working. For more information about these benefits, please visit the following resource pages in the website (www.studyinthestates.dhs.gov)

Completing Your Program of Study

After completing your program of study, F students must depart the United States within 60 days of their program end date and M students must depart within 30 days.

However, under certain circumstances, you may be eligible to remain in the United States:

F-1 students interested in continuing their education should talk to their DSO about their options prior to graduation. Your DSO can help you navigate how to transfer your SEVIS record to a new program of study (if necessary).

F-1 students may be eligible to participate in post-completion optional practical training. Visit the OPT page for more information.

If your purpose in the United States changes after graduation, you will need to apply for a change of status with USCIS. Visit the Change of Status page for more information.

MAINTAINING FULL-TIME STATUS

While studying in the United States, it is important to maintain your F student status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose.

If the Department of State issues you an F student visa, this means that you are coming to the United States to study. You should not take any action that detracts from that purpose.

Maintaining your status means:

- Fulfilling the purpose for why the Department of State issued you your visa.
- Following the regulations associated with that purpose.

F-1 students share the same primary purpose for coming to the United States. F-1 students enroll in more traditional academic programs.

Below are actions to take in order to properly maintain your status.

Arrival

When arriving to the United States, F students must:

- Enter the United States no more than 30 days before your program of study begins.
- Immediately contact your designated school official (DSO) when you enter the United States.
- When you arrive at school, you need to contact your DSO again, no later than the program start date listed on your Form I-20.

Education

While studying in the United States, F students must:

- Attend and pass all your classes. If school is too difficult, speak with your DSO immediately.
- If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension.
- You must take a full course of study each term; if you cannot study full-time, contact your DSO immediately.
- Do not drop a class without first speaking with your DSO.

Annual Vacation for F-1 Students

F-1 students must complete at least one full academic year at a SEVP-certified school to be eligible for annual vacation. Additionally, students must intend to register for classes in the academic term following their annual vacation.

SEVP-certified schools should have clear and consistent policies regarding annual vacation and comply with the requirements laid out in SEVP Policy Guidance for Adjudicators 1408-01: Academic Year.

Please note that during an annual vacation, students can take as many, as few or no courses as they want. SEVP considers all study during an annual vacation incident to status.

Work and Practical Training for F-1 Students

An F student may only work when authorized by a DSO in some cases, and U.S. Citizenship and Immigration Services (USCIS) in others. If you choose to work without authorization, you will be forced to leave the United States immediately, and you may not be able to re-enter the United States at a later date.

F students are eligible for curricular practical training (CPT) at either the undergraduate or the graduate level during the program of study. CPT employment must be an integral part of an established curriculum and the position must directly relate to your major area of study. Your DSO can give you the school's policy on this option.

F students are also eligible for optional practical training during or following the program of study. OPT is a form of temporary employment that directly relates to your program of study.

For more information about employment and training options available for F-students, visit the Working in the United States page in www.studyinthestates.dhs.gov and talk with your DSO.

Upon Program Completion

F students must take action to maintain legal status or depart the United States after completing your program of study.

Once you complete your program of study and any authorized period of practical training, F students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States. If you wish to extend your stay in the United States, talk with your DSO to learn more about doing one of the following:

- Transfer to another school.
- Change your education level (e.g. bachelor's to master's).
- Apply to change status to another visa status (e.g. H-1B-temporary worker; O-extraordinary ability in science, art or business; P-athlete).

Talk with your DSO First

If you are an F student studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.

F-1 students should speak with their DSO if you are planning to do any of the following:

- Change your major, program, or degree level.
- Change your education level.

- Transfer to a new school or take a leave of absence.
- Take a break from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.

F students may contact SEVP by email at sevp@ice.dhs.gov if your DSO is unable to assist you or if you would prefer to ask someone else.

In your email, please describe your situation and include any questions you have. SEVP provides responses on a first-come, first-served basis. Answer times may vary depending on the current number of inquiries.

Full Course of Study

To maintain your status as an F-1 in the United States, student must enroll in a full course of study at the SEVP-certified school where a designated school official (DSO) issued you the Form I-20, you used to enter into the United States.

The definition of a full course of study varies depending on both your status and the program of study you attend. To help better understand the definition of a full course of study, below is a breakdown according to status and program of study. Full course of study requirements for F-1 students in post-secondary programs of study (e.g., after high school)

F-1 undergraduate students at a college or university must take at least 12 credit hours per term. F-1 undergraduate students at a conservatory or seminary must take a full course of study as certified by the institution.
F-1 students in postgraduate programs at a college, university, conservatory or seminary must take a full course of study as certified by the institution.
F-1 students in other post-secondary liberal arts, fine arts or other non-vocational or English language learning training programs must meet 18 clock hours per week if the majority is classroom instruction or 22 clock hours per week if the majority of the program instruction does not take place in the classroom, such as laboratory work.

Full Course of Study at Caroline University

In order to maintain your F-1 visa status, students must attend and carry a full course of study (12 credit hours for undergraduate students and 9 credit hours for graduate students). To maintain full-time status, undergraduate students must register for 12 or more units in each semester, and graduate student must register for 9 or more units in each semester.

Online courses and “Distance Learning”

An online, or distance learning, course for the purpose of international student regulations means a course that is primarily offered through technology and does not require the student's physical attendance for classes, examinations, or other purposes integral to completion of the class.

Only one online or distance learning class can count toward a full course of study for an F-1 student during each term or semester. If student is unsure which courses count toward the requirements for a full course of study, he or she should talk to DSO to verify your schedule meets the requirements to maintain his or her status.

Reduced Course Load

Under certain circumstances, F-1 students may talk to their DSO about enrolling in a reduced course load and still maintain their student status.

If an F-1 student is having specified initial academic difficulties, a temporary illness or medical condition, or needs fewer courses than a full course load in their last term to complete the program of study, DSOs may authorize a reduced course load.

If you are a student in need of a reduced course, talk with your DSO as soon as possible. You cannot drop below a full course of study unless your DSO approves it and updates your student record in SEVIS.

Transferring to another school

If you are an F student studying in the United States, you may be eligible to transfer to a new school.

To be eligible to transfer, you must consistently maintain F or M status and follow the correct transfer procedures. To maintain your status at your current school, you must continue attending all of your classes while you are waiting to transfer. For an F student, that is until your transfer release date. Your transfer release date is the day on which the designated school official (DSO) at your current school moves responsibility for your SEVIS record to your new school.

If your DSO believes you may not have maintained your F status, your SEVIS record could be in *Terminated* status, which is the DSO's way of reporting a concern to the Student and Exchange Visitor Program. You may still be able to transfer in *Terminated* status. Talk to your current DSO and a DSO at the new school if you want to transfer with a terminated record.

If you have employment authorization and are in the process of transferring to a new school, talk to your current DSO about how your transfer will affect your employment authorization. You may continue authorized work at your current school until the transfer release date in SEVIS, but all work authorization ends after that date. After you transfer to your new school, talk to your DSO about employment options at that school.

Change of Status

If you want to change the purpose of your visit while in the United States, you (or in some cases your employer) must file a request with the U.S. Citizenship and Immigration Services (USCIS) on the appropriate form before your authorized stay expires.

In general, you may apply to change your nonimmigrant status if you were lawfully admitted to the United States with a nonimmigrant visa, your nonimmigrant status remains valid, you have not violated the conditions of your status and you have not committed any crimes that would make you ineligible. Until you receive approval from USCIS, do not assume the status has been approved and do not change your activity in the United States.

USCIS recommends that you apply as soon as you determine that you need to change to a different nonimmigrant category. If USCIS denies your application, be prepared to leave the United States when your current status expires.

Changing to a Nonimmigrant Student Status

You may wish to change your nonimmigrant status if you are already in the United States on a valid nonimmigrant visa for a purpose other than attending school and want to study at a U.S. Student and Exchange Visitor Program (SEVP)-certified school. You are not eligible for a change of status in the United States if you entered as a visitor through the visa waiver program.

If you meet the criteria above and want to change your status while you remain in the United States, you must submit an application with USCIS to change your nonimmigrant status by following these steps:

Apply to and receive acceptance from an SEVP-certified school.
Obtain an initial Form I-20 from the SEVP-certified school. The DSO should give change of status in the Issue Reason section of the Form I-20.
Pay the I-901 SEVIS Fee.
File a FormI-539, application to extend/change nonimmigrant status with USCIS. Not all nonimmigrant classifications may change status. Read the instructions carefully to ensure that your category is eligible.

Special Instructions for Changing to a Nonimmigrant Student Status from B-1/B-2 status

If you are changing status from B-1/B-2 to F or M student, refrain from enrolling in or beginning your studies until USCIS has approved your change of status. If USCIS has not adjudicated your change of status at least 15 days before the program start date on your Form I-20, contact the DSO at your new school. You may need to wait to attend (have deferred attendance).

Please note that you must maintain your B-1 or B-2 status while your Form I-539 is pending. USCIS may only approve your Form I-539 change of status request if you are maintaining your B-1/B-2 status up to 30 days before your program's initial start date.

This means you will need to file a second Form I-539, with a separate fee, to request an extension of your B-1 or B-2 status if:

Your current status will expire more than 30 days before the initial F-1 or M-1 program start date. In this case, you must file a second Form I-539 requesting to extend your B-1 or

B-2 status. If you do not file this extension request on time, USCIS will deny your Form I-539 request to change to F-1 or M-1 status. Please continue to check the USCIS processing times while your Form I-539 change of status request is pending to determine if you need to file a request to extend your B-1/B-2 status.

Your F-1 or M-1 program start date is deferred to the following academic term or semester because USCIS did not make a decision on your Form I-539 change of status application before your originally intended F-1 or M-1 program start date, and your B-1/B-2 status expires more than 30 days before that program start date. You will need to file a second Form I-539 in order to bridge the gap in time between when your current status expires and the 30-day period before your new F-1 program start date.

Because extending your current stay in B-1 or B-2 status or changing from B-1 or B-2 to F-1 or M-1 status are two distinct benefits, you must pay a separate filing fee for each request, per the User Fee Statute, found at 31 U.S.C. 9701. For more information about this process, please visit USCIS special instructions for B-1/B-2 visitors who want to enroll in school.

Changing to H-1B Status

If you are an F-1 student interested in changing to H-1B status, your prospective employer must sponsor you and file that petition. See pages on H-1B status and cap gap for details.

Optional Practical Training (OPT)

Optional Practical Training (OPT) is work authorization available to international students who have been in valid F-1 status for at least one year and who plan to seek employment in the U.S. in their field of study. OPT allows F-1 student to work legally for a period of up to one-year, full time. OPT is recommended by an international advisor, but final approval is granted by the U.S. Citizenship and Immigration Service (USCIS).

Types of OPT

All OPT must be directly related to your major area of study. If you are an F-1 student, you may be eligible to participate in OPT in two different ways:

- **Pre-completion OPT**: You may apply to participate in pre-completion OPT after you have been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary that has been certified by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) to enroll F-1 students. You do not need to have had F-1 status for the one full academic year; you can satisfy the "one full academic year" requirement even if you had another nonimmigrant status during that time.

If you are authorized to participate in pre-completion OPT, you may work (20 hours or less per week) while school is in session. You may work full time when school is not in session.

- **Post-completion OPT**: You may apply to participate in post-completion OPT after completing your studies. If you are authorized for post-completion OPT, you must work part time (at least 20 hours per week) or full time.

Impact of Pre-completion OPT Employment Authorization on Requests for Post-completion OPT at the Same Education Level

If you have already received 1 year of part-time (20 hours per week) pre-completion OPT, the total time of full-time OPT still available would be reduced by 6 months, 50% of the previously authorized year at the same education level. In this scenario, you would only be entitled to a remaining period of 6 months full-time post-completion OPT employment authorization.

If you have already received 1 year of full-time (40 hours per week) pre-completion OPT, the total time of full-time optional practical training still available would be reduced by 1 year, 100% of the previously authorized year at the same education level. In this scenario, you would not be entitled to any period of post-completion OPT employment authorization.

STEM OPT Extension

If you have earned a degree in certain science, technology, engineering, and math (STEM) fields, you may apply for a 24-month extension of your post-completion OPT employment authorization if you:

- Are an F-1 student who received a STEM degree included on the STEM Designated Degree Program List.
- Are employed by an employer who is enrolled in and is using E-Verify; and
- Received an initial grant of post-completion OPT employment authorization based on your STEM degree.

If you are interested in applying for a STEM OPT extension, please check with Optional Practical Training Extension for STEM Students (STEM OPT) page for more information at USCIS.gov webpage.

Applying for OPT

-Valid F-1 status
-Enrollment in one year as a full-time student
-Pursuing a Bachelors, Masters, or Doctor degree
-Employment must be related directly to your major/field of study
-Request that your designated school official (DSO) at Caroline University recommend the OPT. Your DSO will make the recommendation by endorsing your Form I-20, Certification of Eligibility for Nonimmigrant Student Status, and making the appropriate notation in SEVIS.

-Properly file Form I-765, Application for Employment Authorization with USCIS, accompanied by the required fee and the supporting documentation as described in the form instructions.

When to Apply

If you are applying based on a...	For...	Then you...
STEM degree	Pre-completion OPT	-Must apply after your DSO enters the recommendation for OPT into your SEVIS record, and -May apply up to 90 days before you complete a full academic year, as long as you do not start OPT employment until you complete one full academic year.
	Initial post-completion OPT	-Must apply after your DSO enters the recommendation for OPT into your SEVIS record, and -Must apply within 30 days after your DSO enters the recommendation for OPT into your SEVIS record, and -May apply up to 90 days before you complete your degree, but no later than 60 days after your complete your degree
	STEM OPT extension	-Must apply after your DSO enters the recommendation for OPT into your SEVIS record, and -Must apply within 60 days after your DSO enters the recommendation for OPT into your SEVIS record, and -May apply up to 90 days before your current OPT employment authorization expires.
Non-STEM degree	Pre-completion OPT	-Must apply for your DSO enters the recommendation for OPT into your SEVIS record, and -May apply up to 90 days before you complete a full academic year, as long as you do not start OPT employment until you complete one full academic year.
	Post-completion OPT	-Must apply after your DSO enters the recommendation for OPT into your SEVIS record, and -Must apply within 30 days after your DSO enters the recommendation for OPT into your SEVIS record, and

		-May apply up to 90 days before you complete your degree, but no later than 60 days after your complete your degree.

Maintaining Status while on OPT

You can start working once you receive your Employment Authorization Card (EAD card) and only on the date printed as the "start date".
Working before your EAD card is in your possession and before it's approved, is not permitted.
90 days of unemployment will invalidate your OPT and F-1 status. The first day of unemployment will start on the date printed on your EAD card if you are not employed/do not have a valid EAD card in your possession. Should you accumulate 90 days of aggregate unemployment, you have the following options:

Leave the U.S.

Transfer your SEVIS record to another SEVIS approved school. These events must occur prior to accumulating 90 days of aggregate unemployment.

Types of Employment Eligible for OPT

Regular paid employment
For post-completion OPT, the work must be at least 20 hours per week.
You may work for multiple employers, as long as the position is directly related to your major/field of study.

Payment by multiple short-term multiple employers. You may work for multiple short-term employers. You should maintain record of the dates and duration of the job as well as proof of payment (e.g. payment stubs).

Work for hire. This is also commonly referred to as 1099 employment where an individual performs a service based on a contractual relationship rather than an employment relationship. If requested by DHS, you should be prepared to provide evidence showing the duration of the contract periods and the name and address of the contracting company.

Self-employed business owner. While on OPT, you may start a business and be self-employed. You should be able to prove you have the proper business licenses and are actively engaged in a business related to your degree program.

Employment through an agency. While on post-completion OPT, you must be able to provide evidence showing you worked an average of at least 20 hours per week while employed by the agency.

Volunteers or unpaid interns: ***Standard OPT***. SEVP OPT Policy Guidance states that, Students may work as volunteers or unpaid interns, where this practice does not violate any labor laws. The work should be at least 20 hours per week and related to program of study.

You should be able to provide evidence, acquired from your employer, to verify that you worked at least 20 hours per week during the period of employment.

Employment and Reporting Requirements

Once your OPT has been approved by USCIS, you will receive your EAD card. You are responsible for reporting the following changes to the International Center within 10 days: local address change, change in employment status, and employer information. These changes are directly reported to the Student and Exchange Visitor Information System (SEVIS).

Taking Classes while on OPT

Full-time study while in OPT is not permitted; however part-time classes for incidental purposes only may be allowed. Authorization to take classes while on OPT is contingent upon maintaining your F1 status.

Travel During OPT

Traveling during OPT will require you to have a valid EAD card, an I-20 with a travel signature signed by a DSO within the last six months, and proof that you are returning after your travel outside of the U.S. to resume employment.

APPLICATION PROCESS

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

Admissions Office
Caroline University
3660 Wilshire Blvd suite 320, Los Angeles, CA 90010
Phone: 1-213-246-4174
Website: https://caroline.edu
Email: admissions@caroline.edu

If you wish, you can send your packet by e-mail to the following email address:

admissions@caroline.edu

It is always better and easier to send us electronic copy by using email. But you can send us paper copy for your choice.

We accept students three times a year: spring semester (January), summer semester (May) and fall semester (August). A student must submit all your application prior to the semester you intend to enroll. An international student must consider that issue of acceptance letter and Form I-20 take sometimes, not to mention US VISA a student must obtain in order to come to US. Therefore, a student must submit application ahead of times.

We recommend that a student may 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 Caroline University.

If your application package is complete by the deadline which is one month prior to the registration deadline shown in the academic calendar in 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:

- ☐ Application Form (All applicants must complete all application forms for program of their choice)
- ☐ Letter of Recommendation
- ☐ I-20 Request Form or Transfer Form for I-20 transfer student.
- ☐ Copy of Passport including picture (Biographic page and VISA page)
- ☐ Bank Statement ($15,000 in applicant name within the last 3 months) or Bank Statement with sponsor's name with the signed Affidavit of Financial Support
- ☐ I-94
- ☐ Current form of I-20 (Transfer students only)
- ☐ Bank Statement ($22,000 in applicants name within the last 3 months) ***The affidavit is to be filled out if you are providing a bank statement with a sponsor's name instead of applicant's name.
- ☐ Utility bill (i.e. Cell phone bill, Gas/Electricity bill, and Car insurance. Does not need to have applicant's name, must be within the last 3 months)
- ☐ **Original or Official Transcript** from the highest/latest education completed or previously attended institution (**CERTIFIED TRANSLATED in ENGLISH)** and Copy of Diploma.
- ☐ Certificate of English proficiency (IELTS or TOFEL Score), US high school diploma, Completed US degree program (Original Diploma), or CU's Language Assessment
- ☐ Tuition Payments and other processing fees

*Form I-20 section applies only to international students, not to local students.

We accept only original documents or government-certified copies. We don't accept photocopies and Internet printouts. **ALL documents must be certified translated in English.**

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
Caroline University 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 form I-20 if you are an international student.

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

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 Student Handbook form in order to confirm your enrollment.

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

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

ACADEMIC INFORMATION

Caroline 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 University offers intellectual, spiritual, and relational encounters that work together to equip the student for a lifetime of service to God.

ACADEMIC FREEDOM

Caroline University is committed to the academic freedom. Academic freedom functions within the constraint of Caroline University's mission statement. Academic freedom

statement applies to every constituent of the university.

Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however, Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of the expectations of the course; however, Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical behavior.

Academic freedom for faculty members includes the right to judge and grade the academic performance of students. Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism. Students have the right to the instruction promised them in official university publications.

It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably.

Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior. Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field.

Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively. The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly spelled out and should be respected in the operation of the university. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

POLICY AND PROGRAM MODIFICATION

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Programs becomes an official part of the catalog. The university reserves the right to amend the catalog or programs as needed.

CLASS SCHEDULING

Caroline University provides the class schedule prior to the beginning of registration for each semester. The term class schedule will include the class name and number, days, time, instructor, meeting dates, and units.

REGISTRATION PROCEDURES

Registration is processed through the Registrar's Office. Students are to register 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 semester. A student may withdraw from a course during the first seven weeks of the semester. 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, graduate students must register for 9 or more units.

LEAVE OF ABSENCE

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

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 through our registration process and its schedule in each semester. 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 before the semester stars. All of these sessions are required for all new students. We will spend time acquainting you with major aspects of Caroline University's academic program and general policies and procedures.

REGISTRATION FOR RETURNING STUDENTS

All current students are expected to register for the next semester on the dates designated by the Registrar; otherwise, the 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 semester.

READMISSION

If you are a former Caroline 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 university in full. Depending upon how long you have been away from Caroline 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 university officials.

If you are readmitted, we may ask you to attend certain portions of the New Student Orientation. If you have been gone from Caroline University for one semester or more, you

will return under the curriculum and graduation requirements of the most recent catalog. This policy may also apply to students who do not maintain full-time enrollment (less than 9 semester hours per term).

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process. Students who have been dismissed from Caroline University are required to wait the following Semester to be qualified for readmission. They must submit an appeal form stating the reason of dismissal and if readmitted, assure the school of their commitment.

The readmission appeal letter should be submitted at least two weeks prior to the beginning of the Semester. The Chief Executive Officer will then contemplate and decide whether to grant readmission. If the Chief Executive Officer approves of the appeal letter, the student is able to register for the very next Semester.

STUDENT SERVICES

Caroline University is proud to have a team of faculty, staff and administration that are committed to help our students become leaders to serve communities and the world. To accomplish this, Caroline University endeavor to foster a learning environment in which your character can be nurtured, your life and professional skills can be developed, and where meaningful interaction and dialogue are always encouraged. We also work hard to cultivate an atmosphere that supports this process.

The full list of student services is stipulated in the catalog and student handbook. Please be familiar with the policies presented in the handbook. Especially, students must be familiar with student code of conduct and sign the commitment statement indicating that they have read and understood it. We are here to help you. We are excited about your time of study and fellowship at Caroline University.

Students have access to the staff and/or its instructors from 9:00 a.m. to 6:00 p.m. Monday through Friday. Faculty are also available at their designated office hours. So, please check your class syllabus.

The advisors provide students with assistance in all matters such as important academic, financial, and personal matters and concerns to ensure satisfactory progress through the program.

STUDENT ORIENTATION

Once a student is admitted to the program, he or she will be assigned to an academic advisor who will advise the student with academic planning. New students will be given an orientation of the school, rules and regulations, and its facilities before the start of the program

During orientation, a school administrator will familiarize the student with the resources, school policies, registration procedure, student services, program requirements, etc. Caroline University welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's staff or dean's office.

REGISTRATION

Registration is processed through the Registrar's Office. Students are to register 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.

New students will receive a copy of registration form during New Student Orientation, and students can make changes at that time.

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

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

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 Caroline University. Activities of the Association are supported through a student fee and individual gifts.

The officers of the Association such as President, Vice President, Secretary, and Treasurer are elected annually by the members. The Student Government consists of 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 if needed.

ACADEMIC ADVISING

The Director of Admissions and Dean of Academics are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help or suggest any new ideas to the school.

CURRENT STUDENT INFORMATION

Students are responsible to notify any changes of the state of physical being, such as address or phone number. Current contact information is vital in cases of emergencies.

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

TELEPHONE

Emergency calls will be forwarded to the student as received.

EMAIL

Emergency email will be forwarded to the student as received.

STUDENT ACTIVITIES AND PROGRAMS

Caroline University provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the University encourages students to include their families, friends, and significant others in the educational process. In addition, the

University sponsors activities, and organizations to foster integration of personal and professional development.

STUDY GROUPS

Students are encouraged to form study groups with other students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance and understanding of course subject matter. Sometimes, this can be done through group project or presentation in each class.

TUTORIAL PROGRAM

Caroline University may provide tutorial assistance to students who indicate a need for such service. The instructors are the primary source for this assistance. The purpose is to encourage in-depth discussions on lessons when necessary.

All instructors are advised to allot an additional 1-1/2 hours after each class session if tutoring services are necessary for students. This service is provided at no cost to the student. The school encourages students to take advantage of free tutoring services. Also, faculty is available regularly.

HEALTH SERVICES

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If a student is in need of personnel psychological counseling, the staff or administrator of Caroline University may provide a listing of services in the community. Caroline University also encourages students to carry health insurance coverage.

MENTORING

Caroline University's Mentoring allows students the opportunity to meet with an academic advisor/mentor in group and individual settings to discuss their degree roadmap and enjoy prayer, counseling, coaching, and ongoing encouragement. Some students may take advantage by using either phone, Skype, Zoom, or other video technology.

Assistance of At Risk Students

At Caroline we do our best to determine if a student is at risk, either financially, emotionally, or otherwise. Using various channels, such as faculty advising, student government, peer reviews, and any pertinent input from duly qualified representatives of the school, we determine if a student is at risk and what remedies or avenues to take. As

such, the Dean of Academics may assess whether a student is at risk in some manner and makes referrals to the Chaplain or the Dean of Students, as may be necessary for academic or psychological counseling. The Dean of Students assists the student in job placement opportunities. The Chaplain will assess a student's spiritual, emotional, or psychological well-being, and if initial counseling is insufficient, will make referrals to external services, if necessary.

PREGNANCY

Upon confirmation of pregnancy, the student must provide the Chief Executive Officer with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

VISITORS

Students are not allowed to bring children into the classrooms/laboratories without approval from the administration. With appropriate notice to the school, families, friends and prospective employers, etc. are cordially invited to visit Caroline University at any time during office hours. Special arrangements will be made for groups. However, those who disrupt the smooth operation of the school will be asked to leave promptly. Students are not allowed to bring children during time of lectures or discussion.

Childcare

Caroline University does not provide childcare services.

CAREER SERVICES

Caroline University can assist students with career exploration, resume creation and review, internship, and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

HOUSING INFORMATION

While Caroline University does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the Admissions office. Costs vary for students as some live alone and others share housing

with friends or relatives. Living modestly, one should expect to pay between $1,500 and $2,400 for living expenses including rent.

HELP DESK

Caroline University's Helpdesk is available to all students for easy access to frequently asked questions (FAQ) as well as access to technical support staff for questions, consultations, tutorials, and feedback. The Helpdesk is available Monday through Saturday.

OFFICE OF REGISTRAR

The Registrar's Office arranges course schedules, receives, and processes student admission applications and course registrations, and maintain a repository of academic records. Students should contact the Registrar for official and un-official transcripts, registration information, financial account questions, issues concerning grades, and any other inquiries related to student records. Appointments may be scheduled for advisement on course schedules, class registration, etc., by contacting Registrar via email at admissions@caroline.edu

CAREE SERVICES

Caroline University can assist students with career exploration, resume creation and review, internship, and job search strategies, interviewing skills, and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

CHAPEL

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. If you plan to visit our office, we can arrange service with local church for passionate worship and challenge from God's word.

STUDENT RECORDS AND TRANSCRIPTS

The school maintains the privacy of student educational records and students' right to access their educational records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may review their educational records and request

amendment of the records to ensure accuracy. Students may restrict release of personal information (the student's name, spouse's name, address, telephone number, program, year of study, dates of attendance, certificate(s) awarded, most recent school attended, and citizenship). Students seeking review, amendment, or restriction should submit a written request to the Office.

STUDENT RECORDS RETENTION POLICY

Student records include grades, attendance, prior education and training, personal achievements, etc. Caroline University maintains student records in accordance with the guidelines California State of Bureau of Private Postsecondary (BPPE). The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof files. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

Name Changes in Students' School Records
The name of any currently enrolled, former, or graduated student, may be changed in the official school record to show a different name other than on used at matriculation time or during the term of enrollment at Caroline University. This change can only be made based upon the following:

6. A written, signed and notarized request submitted by current, former or graduate student to change the name on the official school record.
7. Submission of supportive credible evidence such as a certified copy of marriage certificate, or a name changed by a court decree.
8. For cross referencing purposes, the official transcript shall be modified to show the name in its entirety (First, Middle, Last), as well as to indicate the original name in its entirety (First, Middle, Last), immediately after the new name. The graduation diploma(s) and certificates shall be issued with the new name only.
9. Examples of transcripts: Jane Jones to change to: Jane Doe, A.K.A Jane Jones. Jane Smith to change to: Jane Smith-Doe, A.K.A Jane Smith
10. At no time shall the original name be removed from the official transcript or be replaced by the new name. The student is required to pay a processing fee as approved by the Executive Council and published in the "Name Change Notification Form"

TRANSCRIPTS

The University retains academic transcripts indefinitely.

Caroline University will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a $10.00 fee for each additional transcript.

An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "unofficial" stamped on the transcript. Transcripts issued to the student are marked "Issued to Student."

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

DEFINITION OF CREDITS

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

CLASS PARTICIPATION

Caroline 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. We expect that our class is based on regular and meaningful contact between faculty and students. A part of your requirements is for student to be present 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 20 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 20 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 20 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

In general, each course may require different element for students to prepare, submit and participate in an attempt to obtain their grade. Each element is assigned a different number of points depending on the class or faculty. Therefore, it is very important that you follow the instructors contained in the syllabus. Here is the list of sample elements:

Final Project
A final project may be given at the end of the semester to assess the student's mastery of the coursework. Students may commence the final project no later than week to produce an outcome that meets the academic expectations. Student will perform a presentation on the last day of class.

Discussions
Students may share their point of views and their own experiences throughout the discussion during the course. Faculty may require students to share their point to obtain the point.

Book Reports
Students may be assigned book report throughout the course to obtain knowledge in depth. Each report may include but is not limited to, case study, article analysis, research.

Journaling
After learning each week's topic, faculty may require that students summarize what they learned for the week. By journaling each week's topic, students will obtain in-depth knowledge in given topic, and prove their understanding to the instructor. Along with additional guidelines provided by the instructor, each journal will consist of the following key elements.

- What is the most significant thing I learned this week?
- How did what I learned change my thinking in the given topic?
- What previous experiences do I have related to what I read and learned?
- How will I use (or have used) this knowledge in my career or life?
- What could I additionally learn about this week's topic?

Final Project or Final Paper
At the end of the course, students may need to submit the final project or final paper to present their obtained knowledge throughout the course. Instruction for the final project or final paper is available on your weekly lesson page in the Populi web. All professors use the rubrics. So, if you have received a grade that is below what you believe you should have received, please ask your professor to identify where this rubric your project appears.

ACADEMIC WRITING

Academic writing is not the same as writing on your blog, but it does follow the same basic rules for sentence structure, punctuation, spelling and capitalization. However, the language is definitely more formal, and there are some punctuation, capitalization, and formatting peculiarities. Completed course projects must be presented in APA format and
include all of the following components: 1) title page; 2) contents; 3) book reviews; 4) journal; 5) assignment(s) if required; 6) project; 7) self-evaluation; and 8) references.

RESEARCH

Research is the work you will do to answer a question you either do not already have an answer for or cannot prove the answer you think you have. You will conduct research during your writing of the final project, journaling and discussion thread. Research involves using experimentation, gathering information quantitatively or qualitatively, postulating a hypothesis, testing a theory, and/or making conclusions based on the results of your research. Research also utilizes consulting books, periodicals, lectures, etc. to support a thesis. You will use this method for your papers and final dissertation.

FACILITIES AND EQUIPMENT

The University is situated in Los Angeles, a safe and dynamic cultural, commercial, and recreational zone. The Campus Facilities include an administrative office and file room, conference room, library, spacious general-purpose classrooms, a student lounge, and free WIFI Internet for students and learning resource furnished with modem equipment representative of the industry.

Caroline University's campus is very conveniently located at 3660 Wilshire Blvd., #320. Los Angeles, CA, 90010. In the heart of Los Angeles, Caroline University is not far from Downtown or Hollywood.

The Facilities and equipment of Caroline University fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, handicapped access and health. The campus is located within easy reach of public transportation.

PARKING

Caroline University has plenty of parking spaces behind the building. Near the campus, there are a lot of street parking available.

Break Room

While the school is in close proximity to restaurants and convenience stores, many students may choose to brown bag their lunch or dinner in the Student Lounge. The Student Lounge is equipped with table and chairs a refrigerator, coffee maker, and microwave, for the students' use.

Laptop-Carry Policy

Caroline University continues to ensure the quality of the program and make every effort to support students with technological resources. However, Caroline University students are strongly encouraged to carry their own personal laptop to use for their classes for their research, learning equipment and learning aids. Caroline University provides students with free wireless internet services to support their needs.

Equipment Use:

Aside from the laptop policy listed below, there is no equipment that is generally required of all students in all programs. Certain courses might involve equipment specific to the subject matter, such as anatomy charts and models used in science classes offered within the General Education curriculum; or specific software, that pertains to certain computer classes. Specific equipment details can be found under each program, or under specific course descriptions. Caroline University asks students attending classes to show courtesy

and respect for others around them. In order to maintain an environment that promotes and supports these objectives, the following rules are to be followed:

1 Accidents and/or breakdowns must be reported immediately to the student's instructor.
2 Food and drinks are prohibited in the classrooms.
3 Smoking is prohibited in the classrooms and restrooms or in the building or near the building.
4 Students misusing any equipment or instrumental devices may be subject to dismissal and may be billed for damaged equipment.
5 Students must maintain a clean, organized, area at all times.
6 When leaving the area, all electrical devices, computers, and so forth, must be turned off.

LIBRARY

The Caroline University library is operating through library system. Library hours are during weekdays are 9AM to 5PM. Times are posted on our website. Students can get a wide variety of learning resources through our library. Students can access to 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 with MLS degree 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. Students may gain access to the library during regular business hours of the school. Borrowing privileges are determined by the nature of the material (e.g. reserve vs. general circulation) and such materials may be borrowed by presenting a valid university ID to the librarian on duty, who will check them out to the student.

STUDENT LIBRARY RULES OF CONDUCT

To maintain a professional atmosphere, please maintain the same rules elsewhere in the catalog and the following additional behaviors while using the library:
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 their graduation requirements.
5 Demonstrate initiative and productivity.
6 Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
7 Demonstrate strong ethical character.
8 Fabrication is the falsification or invention of any information in an academic setting.

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 University 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 University. Caroline University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the University.

Should the students desire additional access to library collections, the nearest Public Library is located at **630 W. 5th Street Los Angeles, CA 90071**. The hours are currently Monday and Wednesday from 10AM to 5:30PM and Tuesday and Thursday from 12:30PM to 8PM.
To search for other Los Angeles locations, try this link: http://www.lapl.org/branches.

LIBRARY RESEARCH

We live in an age of technology, so much of your library research can actually be done from the comfort of your own computer. However, there is something to be said for walking to a section of the stacks of books and simply perusing the shelves. There are, however, many resources that you can research.

Caroline University offers a library through which Caroline University students worldwide may access a rich collection of research guides and resources. These resources are available for both business and philosophy students, wherever they may be located, including access to thousands of e-books. The library is overseen by a full-time MLS librarian, who is available to assist students with in-depth research, search strategies, referral, and reference questions.

To find a variety of public, college, university, private, and school libraries in your area that are open to the public, visit: http://nces.ed.gov.

Many libraries participate in the interlibrary loan program if the book you are seeking is not in your local library. You can find which library has the book you want by accessing: http://www.worldcatlibraries.org.

Caroline University has purchased ProQuest, a program that allows you to access literally thousands of journal article and, in some cases, full texts of articles and books. This resource is also accessed throughout our library.

GRADING SYSTEM

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

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

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

A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Poor	1.00
D-		0.70
F	Failure	0.00
W/F	Withdrawn/Fail	0.00
W/P	Withdrawn/Pass	no point, no GPA impact

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

INCOMPLETE GRADES

If the student does not complete course exams and projects by the end that course, then he or she will need to submit a plan of completion to complete the course within 2 weeks from

the scheduled end date of that course with the faculty. The faculty will need to approve the plan, which will include dates that the student will take or retake exams, and when projects will be turned in. If a student does not complete a course within 2 weeks of the expected completion date for that course, then he or she will fail that course and automatically receive a grade of "F".

REPEATED COURSES

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

In order to graduate, the student will need to repeat a course if it is not completed within the specified time. This includes the situation in which the student is re-admitted after withdrawing from or being dismissed from the program. If a student repeats a course and passes with a grade of 2.5 or better, the initial attempt will not count to towards their GPA.

COURSE FAILURE

Students who failed a course will not receive credit for the course nor will the units or hours be counted towards graduation. Students who failed a course may be eligible to retake that course the next time the course will be offered.

A student with three or more multiple failure grades "F" shall be counseled by the academic Chief Executive Officer and may be considered for academic dismissal by the school's academic committee or faculty committee.

GRADE CHANGES

A grade of "F" (Failure) may be changed by repeating the course and by achieving a higher grade. Upon approval of instructor and the Dean of Academics, student should be able to repeat any desired class. If a higher grade is earned, the lower grade of "F" could be removed from the record.

All other grades, unless it is a mechanical error made by the instructor, would be recorded in the student's transcript. Requests for grade changes should be inquired within two weeks of the issuance of grade report.

ACADEMIC PROBATION

Students who do not maintain the minimum required GPA (grade-point-average) would be placed on probation for one Semester. Instructors will counsel the students for a better studying method and initiate a different studying strategy that ensures a more successful academic career. Continued enrollment requires the Academic Dean's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 for two consecutive semesters after academic probation, the student will be academically dismissed.

GRADING POLICY

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

CONTESTING A GRADE

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

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

ACADEMIC POBATION AND DISMISSAL

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

AUDITING COURSES

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

DIRECTED STUDY

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

DELIVERY FORMAT

In addition to the in-person class offering at our main campus, Caroline University is also approved to offer distance education delivery format. Depending on the program, students can choose to enroll and take online classes. Online classes consist of professor instruction, reading assignments, online interaction, journaling, book report and final project work through distance education delivery format. Whereas our campus-based in-person program is synchronous, our distance education delivery format is asynchronous learning. For students who enroll in campus-based class, we limit student to take one online class per semester. Caroline University does not offer Form I-20 to a distance education student. International students are only allowed to take one online class per semester. International students must take on-campus class in order to maintain their F-1 Status.

PARTICIPATION

Your participation in class is critical if you hope to achieve an outstanding grade and successfully complete your degree. To pass the classes, all students need to participate every single week from the very first week. It is not fair to the rest of your class to try to catch up with posts in prior weeks when they have already moved on to the next week. If you fail to participate in week one, the faculty will alert you directly. If you miss twice, you will be contacted by the Registrar's Office of non-participation. An email will be sent

out in Week Two to students who haven't participated, advising them that if they do not participate by Week Three, they will be withdrawn from the class and there will be financial penalties.

PLAGIARISM

Plagiarism is passing off another's ideas or writing as one's own. Plagiarism is failure to acknowledge material which is copied from others or failure to acknowledge one's indebtedness to another for even the gist of important thoughts in a formal statement, written or oral. If you quote anything you must footnote the book or other resource from which you obtained the quote or idea. If you do not do this, it is plagiarism and grounds for expulsion. If a paper is suspect, your professor will be alerting Caroline University's Academic Dean.

LEAVE OF ABSENCE

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 120 calendar days. All LOA's must be in writing and addressed to the Dean of Academics. The request must be accompanied by written documentation from the appropriate person and/or agency. The Dean of Academics will approve or deny the request in writing.

FACULTY ASSISTANCE

The Caroline University faculty is committed to helping you academically and spiritually. Professors post office hours each semester; take advantage of these times by visiting your professors. Professors are also available through either by conference call or conference in person using the app that makes it two-ways communication possible as well. Please take advantage of technology that is convenient for you.

All faculty members are accessible by e-mail. Feel free to contact the professor by e-mail as well.

As soon as you are enrolled, the school assigns you a faculty member or Dean of Academic to serve as an advisor. You are required to contact with your advisor each semester to review your academic plan and to register for courses for the upcoming semester. We encourage you to contact 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 may meet regularly to review class notes, 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.

ACADEMIC POGERSS REQUIREMENT

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the University. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

UNSATISFACTORY ACADEMIC PROGRESS

A student must maintain an average GPA point that each program requires in course work. If a student's progress, measured at the end of each term, is determined to be unsatisfactory and a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student Academic Probation. The student will be advised of the performance necessary to reestablish SAP.

APPEALS PROCESS

Re-admission to the School following withdrawal for any reason will be at the discretion of the School's Academic Committee. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

GRADUATION REQUIREMENTS

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

1. Complete all courses along with degree requirements.
2. Satisfy the minimum academic program requirements.
3. Meet all financial requirements and other legal obligations.

Upon successful completion of the program, the student will receive a degree signed by the Dean of Academics and Chief Executive Officer of Caroline University signifying completion of the required number of hours of the program and an official school transcript.

RECOGNITION OF ACADEMIC EXCELLENCE

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

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

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

GRADUATION AND PLACEMENT RATES

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

WITHDRAWAL

Unforeseen circumstances may require a student to withdraw from the university. 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 University for disciplinary reasons will receive W/F for each course in which he or she is enrolled.

CURRICULAR PROGRAMS

Caroline University offers the following programs: Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Doctor of Business Administration (DBA), Master of Philosophy (MPH), Doctor of Philosophy (DPH), and Master of Computer Information Systems (MCIS).

ACADEMIC LOAD

A full-time load for bachelor's degree program is considered to be 12-15 semester hours per semester. A full-time load for graduate degree programs such as master and doctor is consisted of 9-12 semester hours per semester. To achieve the completion of a program within the normal time frame, you should carry an average of 12-15 semester hours for bachelor and 9-12 semester hours each semester.

Courses typically require approximately 3 hours of contact hours and 2 hours of study time outside the classroom for each hour in class. You should consider family, employment, and church and ministry responsibilities when determining your semester load.

You must have the Academic Dean's permission to carry more than 15 hours in a semester. This decision depends primarily upon your grade point average (GPA), according to the following guidelines:

18 hours 2.70 GPA
19 hours 3.00 GPA
20 hours 3.30 GPA

Unless the student is coping with medical emergency such as maternity or is in their final semester before graduation, Caroline University does not allow student to drop below the full-time courses. If you are in that situation, please contact Academic Dean's office ahead of times so that arrangement can be made.

ABILITY TO BENEFIT

We currently do not offer ability to benefit.

COMPUTER PROFICIENCY

You are expected to have computer proficiency sufficient to type assignments. You are required to have your own personal computer to enroll and register in Caroline University and its classes.

LANGUAGE OF EDUCATION

Effective communication must go hand-in-hand with sound doctrine. Consequently, we require that you demonstrate expertise in both written and spoken English. As a part of application process, we offer language evaluation. 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, or 3) through a transcript from an institution providing instruction in English and 4) By taking language assessment and having passing scores (70% for undergraduate students 80% for graduate students). For Korean-speaking students who are enrolled in the degree program that is offered in Korean language are required to submit evidence of prior diploma or degree that is completed in Korean language.

CATALOG AS A CONTRACT

The curriculum and graduation requirements of the catalog that is current when you enroll at Caroline University establish your program requirements. However, the University reserves the right to make reasonable modifications and substitutions in these requirements. If you withdraw from the university for one semester or more and reenter at a later date, you must meet the curriculum and graduation requirements of the most recent catalog. This

policy may also be applied to students who maintain enrollment but do so on a part-time basis (less than 9 hours per semester).

COUSE SEQUENCE

You are expected to take courses in their proper sequence according to the class level of the course. The university is not responsible for your graduation requirements if you do not follow this policy. Students are not usually permitted to register for upper-division 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 Caroline University has a combination alphabetic and numeric identifier that indicates its curriculum category, its class level, and its credit value in semester hours. The Course Descriptions section of this catalog shows the curriculum categories.

COMMUNITY SERVICES

In addition to the curricular requirements of Caroline University's program, all students are required to participate in some form of community services through volunteering. This may be explained at the student orientation session.

STANDARDS OF SATISFACTORY PROGRESS

All students (full-time, part-time) 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 Caroline 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 semester. 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 semester. 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 semester. The student must meet the satisfactory academic progress standards at the end of the probationary period to be eligible for financial aid.

STUDENT RESPONSIBILITIES

The one sentence that best summarizes the collegial atmosphere that Caroline University seeks to develop in current and prospective students is: "Students will develop a sense of self-worth that obliges them to exert their positive influence on society." Caroline University's commitment to developing and maintaining an affirmative learning and teaching environment ensures that the rights and freedom of all its school constituents, especially students, are protected.

Caroline University is quite clear about what conduct will not be acceptable if students are to continue to enjoy the rights and freedoms inherent in their selection, enrollment and matriculation. Therefore, this handbook outlines most of the policies regulations need for the students to pursue their academic endeavor at the school.

The educational process is a multifaceted enterprise, which enlists the cooperative efforts of administration, faculty and students. The integrity of the process shall be dependent upon the sincere effort of students. The integrity of the process shall be dependent upon the sincere effort in fairness and impartial evaluation on the part of faculty and the honest academic conduct of all students. The faculty and administration shall jointly assure the availability of academic conduct of all students. The faculty and administration shall jointly assure the availability of academic resources for student use and shall make clear those standards by which students will be evaluated. Students shall be expected to conduct themselves responsibly in the fulfillment of their course of study.

TERMINATION POLICY

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct,

substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 70% and 80% cumulative attendance.

UNSATISFACTORY FINANCIAL PROGRESS REQUIREMENT

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the School and/or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/or probation.

ATTENDANCE POLICY

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

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

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

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

ATTENDANCE PROBATION

Caroline University recognizes that there are times when a student is unable to attend class. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material.

A student will be placed on attendance probation if he or she is below 80% attendance in any given class. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status.

RE-ENTRY POLICY

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process. Students who have been dismissed from Caroline University are required to wait the following Semester to be qualified for readmission. They must submit an appeal form stating the reason of dismissal and if readmitted, assure the school of their commitment. The readmission appeal letter should be submitted at least two weeks prior to the beginning of the Semester. The Chief Executive Officer or President will then contemplate and decide whether to grant readmission. If the Chief Executive Officer approves of the appeal letter, the student is able to register for the very next Semester.

ACADEMIC AND PRROGESS REQUIREMENT

All students are required to maintain at least 2.0 **GPA** throughout the program. If a student fails to meet the satisfactory progress requirement, the student will be notified in writing and placed on probation until the satisfactory progress is achieved. If the student fails to meet the minimum GPA average at the completion of the program, the student will not qualify for a certificate of completion.

Students who fail a course, or whose cumulative fall or spring term grade point average falls below 2.0 will be placed on academic probation. In these circumstances, students will receive written correspondence from the Registrar outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. Each student is required to follow their plan of study until they are removed from probation. The student is automatically removed

from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

POBATIONARY STATUS

The following provisions describe Academic Probation:

- Students with a GPA of 2.0 or lower, after completion of their first Semester with less than 24 credit hours units completed, will be on academic probation.
- Students on academic probation will be required to meet with the registrar before the beginning of the following Semester or withdrawal will result.

STUDENT CODE OF CONDUCT

Upon enrollment at Caroline University, each student shall have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education and to respect the ethical standards.

Please maintain the following behaviors and those described elsewhere in the Catalog. Acceptable professional conduct for Caroline University students includes the following general guidelines:

1. Accept assigned duties and responsibilities.
2. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
3. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
4. Demonstrate initiative and productivity.
5. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
6. Demonstrate strong ethical character.
7. Dishonesty is the most serious violation of student conduct.
8. Fabrication is the falsification or invention of any information in an academic setting.
9. Follow the School Rules of Conduct, which are based on the California Administrative Code.
10. Food or drink is **NOT** permitted in the classrooms or other areas unless designated by the school.
11. Maintain professional grooming and personal hygiene at all times.
12. Treat people, as you would like to be treated.

More detailed codes, elaborating specific violations and remedies, are provided in the Student Handbook. Please familiarize yourself with those.

Violation of this Code of conduct may lead to dismissal and/or probation from the University. 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 University 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. Any student in violation of any of the following shall be subject to redress.

EXPULSION

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication** – The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty** – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism** – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

PLAGIARISM DEFINITION

Students are cautioned that Plagiarism is a serious matter and may result in severe consequences.

A. Plagiarism is the presentation of the ideas, representations, or words of other, as one's own or permitting another to present one's work without the customary and proper acknowledgment of the sources. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.

B. Referral to or use of during an academic session, unauthorized materials, sources, or devices. Examples include, but are not limited to:
   1. Books, manuals, written materials, and Internet materials, etc.
   2. Falsifications of academic and clinical records, educational degrees, titles, job positions, etc.
   3. Inappropriate comments to faculty, staff, another student, etc.

C. Providing or acceptance of unauthorized assistance during an examination. Examples include, but are not limited to:
   1. Looking or viewing at other students' exam answers
   2. Talking to another student or assisting another student with exam answers.

3. Making or receiving gestures from another student to benefit in an exam
4. Possession, purchase, sale, or use of a copy of any materials intended as an instrument of evaluation (test or exam) in advance of its administration by the faculty
5. Practice of any form of deceit in any academic exam setting, including acting as or enlisting a substitute.
6. Dependence on the aid of other or proving such aid in a manner prohibited by the faculty, in the research, preparation, creation, writing performance, or publication of work submitted for academic credit or evaluation.
7. Attempts to change one's academic record, to access the School computers, break-in offices for reasons not in keeping with academic probity.
8. Disruptive activities which infringe upon the rights of other individuals, or the rights of the faculty member, during classes, clinic periods or examinations
9. Making verbal or written threats, or any act of physical abuse towards students, faculty, or staff or the University. A violation of this requirement will result in immediate suspension while review if the incident is in progress.
10. Willful violation or abuse of the cannons of ethics for the school of the profession.

SEXUAL HARASSMENT POLICY

Caroline University intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated.

General Definition of Sexual Harassment: Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.
- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's

instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management.

SUBSTANCE ABUSE PREVENTION POLICY

As a matter of policy, Caroline University has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any University activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

PLACEMENT SERVICES

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.

SAFETY AND SECURITY

This section describes Caroline University policy related to safety and security on university.

FIRE ALARMS / EMERGENCY EXITS

When a fire alarm sounds on university campus it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a calm and orderly fashion. Failure to evacuate a university office building immediately upon the sound of an alarm is a Level Two Violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

If you are in our office when the fire alarm sounds:

- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.

- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the parking lot in front of the building.
- Professors are to take their roll books with them and take roll outside to ensure that every student is accounted for. Caroline University official will check with each professor before signaling "all clear."
- From an office, you are to immediately exit the building according to posted exit routes and assemble in the parking lot in front of the Lobby entrance.
- No one is to reenter a building until Caroline University official has given an "all clear" indication.

IN THE EVENT OF AN EARTHQUAKE

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to "Duck, Cover, and Hold."

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the "all clear." If are away from the school, tune to a Korean-language news station. (The frequency and name of such stations are posted on bulletin boards at the school.)

FIRE EQUIPMENT

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the Caroline University may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

FIREWORKS

Caroline University does not permit any member of the Caroline University community to possess, store or fire fireworks anywhere.

AIR GUNS

Caroline University does not permit any member of the Caroline University community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on our office.

UNLAWFUL ENTRY

Caroline University office is protected by an intrusion alarm system. The Caroline University considers any forced or otherwise unlawful entry into any Caroline University building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, the Caroline University may impose a fine or disciplinary action in accordance with the Student Conduct Code.

IDENTIFICATION STRNAGERS

All students are urged, for their own protection and for the protection of children and other community members, to politely ask any stranger to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

SECURITY TIPS

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock rooms and automobiles when they are unoccupied.
5. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member (Residence Director, Residence Assistant, Dean of Students).
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

ADDITIONAL INFORMATION ABOUT SAFETY AND SECURITY

Safety and Security Information
Caroline University considers safety and security as important issue. Caroline University provide students with tips for safety and security whether they are in the campus or outside of campus. Our goal is to provide students with a safe environment in which to be aware, learn and to keep students and employees well informed about its security.

A. Campus Building Security
Currently, the campus of Caroline University is in the 3660 Wilshire Building that has security guard at all times during the business hours Monday through Friday and the building has its own security on Saturday as well (213-386-8782).

B. Timely Warnings
In the event that a criminal situation arises, either on or off main campus, that, in the judgement of the president and administrative staff or guard of the building, is a potential ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to faculty and staff as well as e-mail notification and text message through Alerts to faculty, staff and students. If it is in the office building, announcement may also be made over the speaker of the building system.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the president and any member of the staff may post a notice on the Caroline University website at http://www.carolineuniversity.org. In such instances, a copy of the notice will be posted in common areas in the main campus.

Anyone with information warranting a timely warning should report the circumstances to the university contact at 213-246-4174 or in person at the main campus of Caroline University, 3660 Wilshire Blvd., #320, Los Angeles, CA. 90010

C. Reporting the Annual Disclosure of Crime Statistics
If there is crime report, the notification will be made and sent out to students, faculty, and staff each year. The dean of student services will be available to address any question you may have regarding the crime report.

D. Reporting of Criminal Offenses
Caroline University encourages students and employees to accurately and promptly report all crimes on campus to the Dean of Students and to appropriate law enforcement agencies in the City of Los Angeles. If there is an immediate threat or emergency, always dial 911 first.

E. Confidential Reporting

Caroline University encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports that were made to the Dean of Students and the President will be investigated.

F. Access Policy

Caroline University campus is generally open to the public. During normal business hours (Monday through Friday 9:00am to 5:30pm during the semesters). The building is open to students, faculty, staff and guests. Generally, exterior doors are locked after the hours. On evening and weekends, building requires keys to access. For contact, please call 213-386-8782.

G. Office Security Authority

Caroline University administration attempts to provide a safe, secure educational environment for all students and employees. Security guards are on duty during business hours and on weekends (213-386-8782)

F. Security Awareness Programs

Caroline University is committed to increasing awareness and prevention of discrimination, harassment, and sexual misconduct through educational programming. Workshops will be provided to all new students and employees at the time of orientation.

G. Criminal Activity Off CAMPUS

Caroline University does not provide security and safety support to off-campus activities on behalf of Caroline University

H. Alcoholic Beverage or Controlled Substances

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while on campus. Any student or staff violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

I. Sexual Assault Prevention and Responses

If you are a victim of a sexual assault at the campus, your first priority should be to get to a place of safety. You should obtain necessary medical treatment. Caroline University strongly advocates that a victim of sexual assault reports the incident in a timely manner. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system (Central Los Angeles Emergency Hotline: 213-626-3393). Personal counseling through student services will be limited to initial crisis assessment and referral. Rape crisis and counseling options are available through a number of county agencies including: Los Angeles Women's Center: 323-526-5819

DEFINITION OF DISTANCE EDUCTION

Just as we offer campus-based in-person program offerings, Caroline University is also approved to offer distance education as well by the TRACS and BPPE. For campus-based in-person students, taking distance education class will be limited to one class per semester. If you have questions regarding distance education and are interested in enrolling in our distance education, please contact us school directly. We will be happy to provide you any questions you may have. The bottom line is that we apply the same or similar academic policy and procedure to the distance education just as we impose that to our campus-based programs. The rigor and level of the distance education program is same as our campus-based program. We provide the array of student services to meet the needs of students through our distance platform.

RESPONSE TIME FOR STUDENT EVALUATITON IN DISTANCE EDUCATION

If student is enrollment in distance education program, it is to ensure that Caroline University employs a sufficient number of faculty to assure that Caroline University's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the student.

ACADEMIC PROGRAMS

Caroline University offers the following programs at our main campus: Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Doctor of Business Administration (DBA), Master of Philosophy (MPH), Doctor of Philosophy (PHD), and Master of Computer Information Systems (MCIS).

BACHELOF OF BUSINESS ADMINISTRATION (4 years/120 semester units)

Program Description

The Bachelor of Business Administration is designed to provide the knowledge and skills necessary for a successful career in business administration. The program includes general education courses, technology-related courses, and courses in the business major. Major courses include (but are not limited to) studies in accounting, business ethics, business and corporate finance, business law, economics, entrepreneurship, human resource management, international management, marketing, operations management, organizational leadership, organizational behavior, organizational theory, quantitative analysis, statistical analysis, and strategic management, among others. 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

Length:	Approximately 8 semesters or 4 years
General Education Course Requirements:	45 semester units
Bible and Theology Course Requirements:	15 semester units
Business Administration Requirement:	60 semester units
Total Units Required for Graduation:	**120 semester units**

Program Learning Outcomes

Upon the completion of the Bachelor of Business Administration (BBA) degree program at Caroline University, the student will be able to demonstrate the following competencies:

1. Apply ethical and legal principles to a business environment
2. Conduct independent research relevant to business-related issues
3. Demonstrate written and oral presentation skills expected of a business-school graduate
4. Develop a global business perspective based on the knowledge of foreign business environments and cultures
5. Integrate the knowledge acquired in the program within a life of Christian service to the local and global community.

Admissions Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Bachelor of Business Administration program, submitting proper documentation to the office of admission by the appropriate deadline:

1. A high school diploma or GED and must submit official transcripts and/or copy of diploma for their high school degree, as well as any college level work they have completed, if applicable.
2. A completed application form for admission
3. Application fee
4. Recommendation Form

Unit Transfer Policy

A maximum of ninety (60) semester 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 Caroline University, depending upon the academic rigor of the prior course experience.

Program Graduation Requirements Chart

Degree	General Education	Bible & Theology	Core Major Courses	Electives in Major	Total Units
Bachelor of Business Administration	45	15	45	15	120

Sample Course of Study
General Education Requirements: 45 units

Categories	Code	Course Title	Units
Humanities (4 courses)	PHL111	Introduction to Philosophy (3 units)	12
	PHL212	Introduction to Ethics (3)	
	HUM101	Human Growth and Development (3)	
	MUS103	Music Appreciation (3)	
English (2 courses)	ENG101	English Composition (3)	6
	ENG102	English Literature (3)	
Social/ Behavioral Sciences (6 courses)	HIS101	Western Civilization I (3)	18
	HIS102	Western Civilization II (3)	
	SOC301	Introduction to Sociology (3)	
	SOC302	Contemporary Social Problems (3)	
	PSY205	Introduction to Psychology (3)	
	PSY425	Counseling for Marriage and Family (3)	
Mathematics/	MATH101	College Mathematics (3)	
	BS110	General Biology (3)	
	MATH102	College Algebra (3 units)	

Science (3 courses)	MATH211	Essentials of Calculus (3 units)	9
	MATH301	Introduction to Statistics (3 units)	
			45

Bible & Theology Requirements: 15 units (Bible – 9 units and Theology – 6 units)

Categories	Code	Course Title	Units
Biblical Studies (3 courses)	OT101	Survey of the OT (3 units)	9
	NT101	Survey of the NT (3)	
	NT203	Synoptic Gospels (3)	
	NT205	Life and Teaching of Christ (3)	
	NT305	Pauline Epistles (3)	
	NT320	Gospels of John (3)	
	OT220	OT Historical Books (3)	
	OT305	The Pentateuch (3)	

Categories	Code	Course Title	Units
Theology (2 courses)	THE301	Christian Doctrine I (3)	6
	THE302	Christian Doctrine II (3)	
	HIS305	Church History I (3)	
	PSY206	Psychology of Religion (3)	
	PSY402	Christian Counseling (3)	
	PRA412	Mission	

Business Course of Study: 60 units (Core Major- 45 units and Elective Major – 15 units)

Categories	Code	Course Title	Units
Business Administration Course Requirements (15 courses)	ACC101	Principles of Accounting I (3 units)	45
	ACC102	Principles of Accounting II (3)	
	BUS240	Business Law (3)	
	BUS 250	Business Ethics (3)	
	BUS299	Introduction to Business (3)	
	ECO120	Principles of Microeconomics (3 units)	
	ECO130	Principles of Macroeconomics (3 units)	
	FIN120	Business Finance (3 units)	
	FIN201	Corporate Finance (3 units)	
	HRMN101	Human Resource Management (3 units)	
	LEDR311	Organizational Leadership (3 units)	
	MGMT121	Small Business Management (3 units)	
	MGMT250	Business Plan (3 units)	
	MGMT308	Principles of Management (3 units)	
	MGMT309	Management and Organizational Theory (3)	

	MGMT410	International Management (3 units)	
	MGMT420	Foundations of Entrepreneurship (3 units)	
	MGMT430	Operations Management (3 units)	
	MGMT450	Strategic Management (3 units)	
	MKTG289	Marketing Fundamentals (3 units)	
	MSNC301	Introduction to Quantitative Analysis (3)	
	OBHV110	Introduction to Organizational Behavior (3)	
	BUS351	Field Education I (3 units)	
	BUS352	Field Education II (3 units)	
	BUS353	Field Education III (3 units)	

Categories	Code	Course Title	Units
Business Administration Electives (5 courses)	ACC103	Managerial Accounting (3 units)	15
	BUS120	Spreadsheet Fundamentals (3 units)	
	BUS150	Database Fundamentals (3 units)	
	BUS226	Webpage Design and Development (3 units)	
	BUS228	Web Design and Development Using Solutions (3)	
	BUS246	Team Building and Interpersonal Dynamics (3)	
	BUS261	Legal and Ethical Issues in Business (3 units)	
	BUS326	Introduction to HTML & CSS for Webpage Design (3 units)	
	BUS327	Introduction to Application Program Interface (API) (3 units)	
	ECO140	International Economics (3 units)	
	ECO150	Economic Data Analysis (3 units)	
	LEDR121	Conflict Negotiation (3 units)	
	MGMT111	Intercultural Competence (3 units)	
	MGMT112	Global Development (3 units)	
	MGMT131	Service Operations (3 units)	
	MKTG190	Social Media Marketing (3 units)	
	MKTG194	Marketing Channels (3 units)	
	OBHV112	Leadership and Organizational Change (3)	
	OBHV113	Theory and Practice of Organizational Behavior (3)	
	CS201	Introduction to Computer Information Systems (3)	
	CS250	Introduction to E-Commerce (3 units)	

Graduation Requirements

1. Student must complete 45 course units of General Education courses, 15 units of Bible and Theology courses, and 60 units of Business Administration courses.
2. Students must maintain a GPA of 2.0 or above.
3. Students must complete the capstone course, MGMT 250: Business Plan, or BUS 353: Field education III.

4. Students must settle all financial obligations to Caroline University.
5. Students must file all necessary graduation forms.

Job Classification (in accordance with U.S. Bureau of Labor Statistics)

Job classification that BBA program prepares its graduates is as follows:
13-1000 Business Operation Specialists

MASTER OF BUSINESS ADMINISTRATION (2 years/36 semester units)

Program Description

The Master of Business Administration is designed for professionals whose career and management responsibilities exceed a single functional specialty and who require higher level of knowledge and skills in the field. The emphasis is on interdisciplinary, integrated and applied program in that more complex organizational knowledge and management skills are required. This objective of the program is to provide executive level of critical thinking and systematic thought, team building, decision-making and leadership.

The program includes ten (8) pre-determined core business courses and two (2) elective courses that every student can select from a list of courses offered by the university based upon their own interest 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 university. Student also fulfill theology requirement by taking two (2) theology classes.

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 practice in an increasing pluralistic, global society.

Program Requirements

Length:	Approximately 4 Semesters or 2 years
Core Business Courses:	24 semester units (8 courses)
Business Electives:	6 semester units (2 courses)
Theology Requirement:	6 semester units (2 courses)
Total Units:	**36 semester units (12 courses)**

Unit Transfer Policy

A transfer unit cannot exceed 49% or more of total graduation units. This means the majority of units must be taken at Caroline University. The acceptance of credits is at the description of the university, depending upon the academic rigor of the prior course experience.

Program Learning Outcomes

At the summation of the Master of Business Administration, the student will be able

demonstrate the following capacities:
1. To demonstrate analytical and practical ability of critical thinking and problem solving
2. To apply future-oriented professional knowledge to practical business
3. To describe cooperation and bargaining power in relationship
4. To adapt social responsibility based on ethical mind
5. To design global perspective and to practice community development

Admission Requirements

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

1. Applicants for admission must be in possession of, or have candidacy for bachelor degree or its equivalent, and must submit official transcripts and/or copy of diploma for their college degree.
2. A completed application form for admission
3. Application Fee
4. Recommendation Form

Program Graduation Requirements

Students must complete 8 core business courses, 2 elective courses along with 2 theology courses requirements.

Categories	Code	Course Title	Units
Core Courses (8 courses / 24 units)	BUS510	Principle of Business Administration (3 units)	24
	BUS520	Research and Survey Methodology (3)	
	BUS530	Sales Management Theory (3)	
	BUS540	Distribution Management Theory (3)	
	BUS550	Marketing Management Theory (3)	
	BUS560	Financial Management Theory (3)	
	BUS570	Logistic Management Theory (3)	
	BUS580	Franchise System Theory (3)	
	BUS590	Organization Management Theory (3)	
	BUS600	HR Management Theory (3)	
	BUS610	Managerial Leadership and Communication (3)	
	BUS620	Organization and Society Management (3)	
	BUS630	Managerial Accounting (3)	
	BUS635	Financial Management (3)	
	BUS640	Economics of Management Decisions (3)	
	BUS650	Freight transportation theory (3)	

	BUS660	Marketing Management and Innovation (3)	
	BUS670	Global Business Management (3)	
	BUS680	Strategic Management in a Global Marketplace (3)	
	BUS690	Ethical Decision Making (3)	
	BUS691	Consumer Behavioral Theory (3)	
	BUS548	Global Management Theory (3)	
	BUS601	Organization Management (3)	
	BUS602	Global Management Statistics Practice (3)	
	BUS603	Global Management Statistics Practice (3)	
	BUS671	Supervised Field Internship I (3)	
	BUS672	Supervised Field Internship II (3)	
	BUS673	Supervised Field Internship III (3)	
Total			**24**

Elective Courses: 2 Course (6 units)

Categories	Code	Course Title	Units
Sales Management Major (2 courses)	BUS511	Sales Communication Theory (3)	6
	BUS512	Sales Consultation Theory (3)	
Distribution Management Major (2 courses)	BUS521	Retail Start-up Theory (3)	6
	BUS522	Trading Area Analysis Theory (3)	
	BUS523	Global Logistics Management Strategy Seminar (3)	
	BUS524	Global Trade Marketing (3)	
	BUS541	Business Analysis Seminar (3)	
	BUS542	International Contract Management Theory (3)	
	BUS525	Warehouse and Handling theory (3)	
Marketing Management Major (2 courses)	BUS531	Product Development Theory (3)	6
	BUS532	Price Management Theory (3)	
	BUS533	Marketing Strategy Seminar (3)	
Business Management Consulting Major (2 courses)	BUS534	Digital Environment & Media Literacy	6
	BUS535	Practice of Big Date Analysis	
	BUS543	Global Management Theory (3)	
	BUS544	Advanced ICT Environment Change and Culture Code (3)	
	BUS545	Understanding Cultural Metaphors for Globalization of Enterprises (3)	

	BUS546	Changes in Industrial Structure and Family Business Culture	
	BUS547	Convergence of Art and Management	
	BUS548	Study on the 4th industrial revolution and foodservice trends	
Global Project Management Major (2 courses)	BUS551	Methodology of Global Project Management (3)	6
	BUS552	Management of Global Project Schedule (3)	
	BUS553	Management of Agile (3)	
	BUS554	Management of Global Project Risk (3)	
	BUS555	Advanced Management Global Project Cost (3)	
	BUS556	Advanced Management of Global Project Communication (3)	
	BUS557	Advanced Management of Global Project Procurement & Contract (3)	
	BUS558	Project Management of Prince2 (3)	
	BUS559	Theory of Global Project Finance (3)	
	BUS591	Theory of Global Consulting (3)	
	BUS592	Theory of Risk Management (3)	
	BUS593	Global Portfolio Management (3)	
	BUS594	Global Project Communication Management and Leadership (3)	
	BUS596	Global Project Management Office (3)	
Digital Agriculture Management	BUS621	Theory of Digital Agriculture Management (3)	
	BUS623	Global Smart Agriculture Theory (3)	
	BUS622	Prop Tech Case Study (3)	
	BUS624	Family Business and Entrepreneurship (3)	
	BUS625	Business, Economic Theory	
Defense Management	BUS631	Theory of Defense Management (3)	
	BUS632	Study for North Korea (3)	
	BUS633	Qualitative Research Methodology (3)	
	BUS634	War Accident-related Process (3)	
Convergence of Brain cognitive Major (2 courses)	BUS561	EEG Research and Utilization (3)	6
	BUS562	Qualitative research methodology (3)	
	BUS563	Brain and Human Development (3)	
	BUS564	Brain Coaching (3)	
	BUS565	Brain Management Psychology (3)	
	BUS566	Brain Management (3)	
	BUS567	Evaluation to Program for Health Promotion (3)	
	BUS568	Brain and Health (3)	
	BUS569	Coaching Science (3)	
	BUS611	Coaching Skill Theory (3)	
	BUS612	Brain-based Counselling Psychology Theory and Practice (3)	
H.S.E Major	BUS571	Real estate asset investment theory (3)	6

(2 courses)	BUS572	Study on Foodservice Business Start-up and Franchising (3)	
	BUS573	Prop Tech Start-up & Management (3)	
	BUS574	The Food Service Industry	
	BUS575	Health, Safety & Environment Management Theory (3)	
	BUS579	ESG Management ESG Management Theory (3)	
IT Major (2 courses)	CIS520	Information Systems Analysis and Design (3)	6
	CIS530	Computer Communication (3)	
	CIS540	Business Data Communication Network (3)	
	CIS570	Network Security (3)	
	CIS640	Database Security (3)	
		Total	6

Theology Requirements: 2 courses (6 units)

Categories	Code	Course Title	Units
2 courses (6 units)	OT501	Theology of OT (3)	6
	NT501	Theology of NT (3)	
	THE501	Comparative Religion (3)	
	THE502	Psychology of Religion (3)	
	THE505	Philosophy of Religion (3)	
		Total	6

Graduation Requirements

1. Students must complete 36 semester hours of credits including at least 30 units of core courses.
2. Students must complete course work with a Grade Point Average of 2.5 out of 4.0 scales.
3. Student must pass capstone course (BUS533 or BUS680) with a grade "B" or better.
4. Students must complete 2 theology class requirements and pass exit interview

Job Classification (in accordance with U.S. Bureau of Labor Statistics)

Job classification that MBA program prepares its graduates is as follows:
13-1000 Business Operation Specialists

DOCTOR OF BUSINESS ADMINISTRATION (3 years/60 semester units)

Program Description

The Doctor of Business Administration program at Caroline University offers a unique educational experience based on a comprehensive curriculum designed to deliver rigorous graduate education to professionals whose careers and management responsibilities exceed a single functional specialty and require a higher-level of knowledge and skills in the field of business administration. Every doctoral student will have to complete 11 core courses (33 units) and dissertation (9 units) along with 6 units of theology requirements. The emphasis of the program is on providing an interdisciplinary, integrated, and applied approach that will prepare students for a more complete set of managerial skills and an advanced organizational knowledge.

With the guidance of a faculty advisor working full-time at Caroline University, each doctoral student will select four elective courses, choosing from a variety of highly innovative of advanced study and specialization that will contribute to their academic and professional growth and development. The student may opt for any combination of these elective courses, taken from any of the areas of advanced study represented so that their course of study will be as broad or as narrow as they desire. These electives should complement or emphasize the student's prior MBA course of study. The three distinct and innovative areas of advanced study from which they may choose these electives are fast-emerging ones so that the students may tailor their breath of knowledge to their areas of interest.

The Doctor of Business Administration program will deliver a rigorous educational that equips students with the knowledge and skills necessary for a successful career in business administration. The ability of students to benefit from this doctoral program is not limited to employment in such organizations; the program will also help students build a good ethical foundation for engaging in any business endeavor that this degree program holder would want to venture into. The objective of this program is designed to provide an executive-level of critical thinking and systematic thought, team building, decision-making, and leadership.

Program Requirements

Length:	Approximately 6 semesters or 3 years
Core Business Courses:	33 semester units (11 courses)
Business Electives:	12 semester units (4 courses)
Dissertation:	9 semester units
Theology Requirement:	6 semester units (2 courses)
Total Units:	**60 semester units**

Unit Transfer Policy

A transfer unit cannot exceed 49% or more of total graduation units. This means the majority of units must be taken at Caroline University. The acceptance of credits is at the description of the university, depending upon the academic rigor of the prior course experience.

Program Learning Outcomes

At the summation of the Doctor of Business Administration, the student will be able demonstrate the following capacities:

1. To practice creative ability to solve problems based on critical thinking
2. To adapt professional knowledge fit for smart managerial environment
3. To describe communication ability suitable for 21st century knowledge-based network age
4. To articulate social responsibility based on ethical mind
5. To design innovative managerial competency and to practice community development in global business

Admission Requirements

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

1. Have earned a Master of Business Administration or its equivalent from an accredited graduate program (a cumulative grade point average of 3.0 out of a 4.0 scale).
2. Complete Application form for admission
3. Application Fee
4. Recommendation Form

Dissertation Requirements

Upon completion of courses, students must register for dissertation units while drafting and successfully defending the dissertation. The Dissertation committee must approval every candidate's doctoral dissertation committee.

Any dissertation committee will consist of three graduate faculty members selected at large from the program of Caroline University. The dissertation committee members will solely have the responsibility to mentor the doctoral candidate's progress and approval all his/her doctoral dissertation content.

The final dissertation committee must approval the dissertation at the time of oral defense. All dissertation topics will have to be directly related to the field of business administration. The content of such dissertation projects may investigate any business-related hypotheses. The doctoral candidate must submit a preliminary draft of the entire

dissertation work to every member of their dissertation committee by the beginning of the semester in which doctoral student contemplate graduation in order to allow dissertation committee members' request and revisions before as well as after the final oral examination takes place.

The application requesting a date for the final oral dissertation defense must be submitted to the entire committee at least six weeks before the planned date of the oral defense of the dissertation in order to allow the dissertation committee members some time to determine whether the oral dissertation defense may be scheduled. The oral dissertation defense will be scheduled only if all the dissertation committee members agree that the dissertation is free of any major problems and indicate their agreement as well as their commitment to attend oral dissertation defense by signing the petition for final oral dissertation defense form.

Categories	Code	Course Title	Units
Core Courses (11 courses / 33 units)	BUS710	Principle of Business Administration (3 units)	33
	BUS720	Study of Research and Survey Method (3)	
	BUS730	Study of Sales Management (3)	
	BUS740	Study of Distribution Management (3)	
	BUS750	Study of Marketing Management (3)	
	BUS760	Study of Financial Management (3)	
	BUS770	Study of Logistic Management (3)	
	BUS780	Study of Franchise System (3)	
	BUS790	Study of HR Management (3)	
	BUS801	Seminar in Organization Change (3)	
	BUS802	Seminar in Marketing Management (3)	
	BUS803	Seminar in Global Management Issues (3)	
	BUS805	Advanced Financial Management (3)	
	BUS807	Advanced Warehouse and Handling theory (3)	
	BUS808	Advanced Strategic Management (3)	
	BUS809	Advanced Research Methods and Experimental Designs (3)	
	BUS831	Emerging Leadership Concepts and Strategies (3)	
	BUS832	Advanced Negotiations, Collective Bargaining, and Group Dynamics (3)	
	BUS856	Ethical Decision Making in Business (3)	
	BUS911	Advanced Statistical Theory (3)	
	BUS912	Advanced Survey Methodology (3)	

	BUS913	Thesis Seminar (3)	
	BUS948	Advanced Marketing Strategy Seminar (3)	
	BUS914	Advanced Organizational Management (3)	
	BUS915	Advanced Global Management Statistics Practice (3)	
Total			**33**

Elective Courses: 4 Course (12 units)

Categories	Code	Course Title	Units
Sales Management Major (7 courses)	BUS921	Sales Communication Theory (3)	21
	BUS922	Sales Consultation Theory (3)	
	BUS923	Sales Bond Management Theory (3)	
	BUS924	Sales Planning Theology (3)	
	BUS925	International Sales Management Theory (3)	
	BUS926	Sales Management Theory (3)	
	BUS927	Sales Organization Management Theory (3)	
Distribution Management Major (7 courses)	BUS931	International Logistic Management Theory (3)	21
	BUS932	Retail Start-up Theory (3)	
	BUS933	Advanced Trading Area Analysis Theory (3)	
	BUS934	Store Management Theory (3)	
	BUS935	Advanced Freight transportation theory (3)	
	BUS936	Distribution Market Survey Theory (3)	
	BUS937	Merchandising Theory (3)	
	BUS938	Advanced Global Logistics Management Strategy Seminar (3)	
	BUS939	Advanced Global Trade Marketing (3)	
	BUS961	Global Business Analysis Seminar (3)	
Marketing Management Major (7 courses)	BUS941	Product Development Theory (3)	21
	BUS942	Price Management Theory (3)	
	BUS943	Sales Promotion Theory (3)	
	BUS944	Consumer Behavioral Theory (3)	
	BUS945	Advertisement PR Theory (3)	
	BUS946	International Marketing Theory (3)	
	BUS947	Service Marketing Theory (3)	
	BUS949	Advanced Digital Environment & Media Literacy	
Business Management Consulting Major (7courses)	BUS968	Advanced analysis of big data	21
	BUS962	International Contract Management Theory (3)	
	BUS963	Business Consulting Methodology Theory (3)	
	BUS964	Organization Development Seminar (3)	
	BUS965	Job Analysis Seminar (3)	
	BUS966	Seminar on Foodservice Business Start-up and Franchising (3)	

	BUS967	Start-up Consulting Theory (3)	
	BUS969	ICT Environment Change and Culture Code (3)	
	BUS861	Advanced Cultural Metaphors for Globalization of Enterprises (3)	
	BUS862	Research of Changes in Industrial Structure and Family Business Culture (3)	
	BUS863	Advanced Convergence of Art and Management	
	BUS864	Seminar on the 4th industrial revolution and foodservice trends	
Global Project Management Major (7 courses)	BUS951	Advanced Methodology of Global Project Management (3)	21
	BUS952	Advanced Management of Global Project Schedule (3)	
	BUS953	Advanced Management of Agile (3)	
	BUS954	Advanced Management of Global Project Risk (3)	
	BUS955	Advanced Management of Global Project Cost (3)	
	BUS956	Advanced Management of Global Project Communication (3)	
	BUS957	Advanced Management of Global Project Procurement & Contract (3)	
	BUS958	Advanced Project Management of Prince2 (3)	
	BUS959	Advanced Theory of Global Project Finance (3)	
	BUS711	Advanced Theory of Global Consulting (3)	
	BUS712	Advanced Theory of Risk Management (3)	
	BUS713	Advanced Global Portfolio Management (3)	
	BUS714	Advanced Global Project Communication Management and Leadership (3)	
	BUS716	Advanced Global Project Management Office (3)	
Digital Agriculture Management	BUS721	Advanced Theory of Digital Agriculture Management (3)	
	BUS722	Advanced Global Smart Agriculture Theory (3)	
Defense Management	BUS731	Advanced Theory of Defense Management (3)	
	BUS732	Advanced Study for North Korea (3)	
	BUS733	The Seminar on Qualitative Research Methodology (3)	
	BUS734	War Accident-related Process Research (3)	
	BUS741	Advanced Prop Tech Case Study (3)	
	BUS742	Advanced Family Business and Entrepreneurship (3)	
	BUS743	The Research of Business, Economic Theory	
Convergence of Brain cognitive	BUS971	Advanced EEG research and Utilization Research (3)	21
	BUS972	The Seminar on Qualitative research methodology (3)	
	BUS973	Advanced Brain Management Psychology (3)	
	BUS974	Brain Health and Physical Activity (3)	

Major (7 courses)	BUS975	Brain Cognitive Program Development (3)	
	BUS976	Brain Management Research (3)	
	BUS977	Brain and Psychology (3)	
	BUS978	EEG Commentary and Practical Hands-on Training (3)	
	BUS979	Advanced Brain and Health (3)	
	BUS771	Advanced Coaching Science (3)	
	BUS772	Advanced Coaching Skill Theory (3)	
	BUS773	Brain Based Counseling Psychology Theory and Advanced Course (3)	
	BUS774	Advanced EEG Research and Utilization (3)	
H.S.E Major (7 courses)	BUS981	Advanced Real estate asset investment theory (3)	21
	BUS982	Advanced Disaster Prevention Theory (3)	
	BUS983	Advanced Prop Tech Start-up & Management (3)	
	BUS984	Restaurant Industry Theory	
	BUS985	Advanced Health, Safety & Environment Management Theory (3)	
	BUS989	Advanced ESG Management Theory (3)	
	BUS990	Global Field Trip2	
	BUS991	Advanced Global Business Negotiation Skills for field application	
	BUS992	Advanced ESG Management Case Study	
	BUS993	Seminar on Consumer Behavior in Foodservice	
	BUS994	Advanced leadership of management strategy, consilience, and convergence	
	BUS995	Advanced ESG Management strategy	
	BUS996	Seminar on Human Resource Management for Foodservice Operation	
	BUS997	Advanced Big Data Society and Cultural Codes	
	BUS998	Advanced Fundamentals of Blockchain and NFT Art	
	BUS999	Advanced Theory of Asset Investment	
		Total	
Field Education	BUS916	Advanced Supervised Field Education I (3)	9
	BUS917	Advanced Supervised Field Education II (3)	
	BUS918	Advanced Supervised Field Education III (3)	

Theology Requirements: 2 courses (6 units)

Categories	Code	Course Title	Units

2 courses (6 units)	OT701	Theology of OT (3)	6
	NT701	Theology of NT (3)	
	THE701	Comparative Religion (3)	
	THE702	Psychology of Religion (3)	
	THE704	Philosophy of Religion (3)	
		Total	6

Graduation Requirements

1) The completion of 60 semester hours of credit including at least 33 units of core courses, 4 units of elective courses and 6 units of theology requirements.
2) Completion of course works with a Grade Point Average of 3.0 out of 4.0 scales.
3) Completion of dissertation requirement and passing exit interview

Job Classification (in accordance with U.S. Bureau of Labor Statistics)

Job classification that DBA program prepares its graduates is as follows:
13-1000 Business Operation Specialists

MASTER OF PHILOSOPHY (2 years/36 semester units)

Program Description

The Master of Philosophy Studies program is designed for students who intend to learn classical Asian philosophy and Orient so that students can communicate the gospel and biblical wisdom to the East. The program helps students with understanding of the root of idea and philosophy inherent in the spirit world of Asians for thousand years. Such study includes history and philosophical understanding of Confucianism, Taoism, and Buddhism in Oriental Thought and Oriental Philosophy. Particularly, the program emphasizes study on Confucianism, which is the representative idea of China and the Orient and its ideological background, which is I-ching that is based upon Yin-Yang and Five elements of the University. The program helps students to study an in-depth study of I-Ching, its philosophical term, aspect, and interpretation. It also includes study of Analects of Confucius, Mencius, Great Learning, and Mean. Students also learn the practical aspect I-ching that includes Oriental meditation, Myeongri and Oriental Geographic, which have been developed based on I-ching in real life of Asians.

Program Requirements

Length:	Approximately 4 Semesters or 2 years
Core Courses:	30 semester units (10 courses)
Theology Requirement:	6 semester units (2 courses)
Total Units:	**36 semester units (12 courses)**

Unit Transfer Policy

A transfer unit cannot exceed 49% or more of total graduation units. This means the majority of units must be taken at Caroline University. The acceptance of credits is at the description of the university, depending upon the academic rigor of the prior course experience.

Program Learning Outcomes

At the summation of the Master of Philosophy Study, the student will be able demonstrate the following capacities:

1. To demonstrate their ability to outline Oriental Thought and Oriental Philosophy
2. To analyze Yinyang Theory and Five Elements of the Universe
3. To outline history and philosophical understanding of Confucianism, Taoism and Buddhism in Oriental Thought
4. To outline and articulate I-Ching, its philosophical term, aspect and interpretation
5. To demonstrate their ability to outline development of Oriental thoughts with a clear embodiment of Judeo-Christian ethics.

Admission Requirements

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

1. Applicants for admission must be in possession of, or have candidacy for bachelor degree or its equivalent, and must submit official transcripts and/or copy of diploma for their college degree.
2. A completed application form for admission
3. Application Fee
4. Recommendation Form

Graduation Requirements

Students must complete 10 core courses along with 2 theology courses requirements.

Categories	Code	Course Title	Units
Core Courses (8 courses / 24 units)	MPS601	General Theory of Geomancy (3 units)	24
	MPS602	Introduction to Yin-Yang and Five Elements Theory (3)	
	MPS603	Book of Oriental Classics I (3 units)	
	MPS604	Yin-Yang and Five Elements Practical Application (3)	
	MPS605	I-Ching Practices (3)	
	MPS606	The Basics of Yin-Yang and Five Elements (3)	
	MPS607	Understanding I-Ching (3)	
	MPS608	Management of Impression I (3)	
	MPS609	Management of Impression II (3)	
	MPS600	The Analects of Confucius (3)	
	MPS610	Oriental Geographic for Architecture (3)	
	MPS611	Study of ChangJa Thought (3)	
	MPS612	Advanced City Geography Theory (3)	
	MPS613	Seminar in Logical Analysis (3)	
	MPS614	Studies in Western Ethical Theories (3)	
	MPS615	I-Ching Practices 2 (3)	
	MPS616	Studies in Royal Tombs (3)	
	MPS617	Practice of City Geography Theory	
	MPS618	Topics in Contemporary Ethics	
	MPS619	Practice of City Geography Theory2	
Total			**24**

Elective Courses: 2 Course (6 units)

Categories	Code	Course Title	Units
Political Thought Major (2 courses)	MPS511	Confucius Political Thought (3)	6
	MPS512	Mencius Political Thought (3)	
	MPS513	Lao-thzu's Thought (3)	
	MPS514	Hanfeitzu's Political Thought (3)	
	MPS515	Global & Market-oriented Public Policy (3)	
	MPS516	Ecological Philosophy (3)	
	MPS517	Competition Policy and Consumer Welfare (3)	
	MPS521	Chinese Religious Philosophy (3)	
		Total	6

Theology Requirements: 2 courses (6 units)

Categories	Code	Course Title	Units
2 courses (6 units)	OT501	Theology of OT (3)	6
	NT501	Theology of NT (3)	
	THE501	Comparative Religion (3)	
	THE502	Psychology of Religion (3)	
	OT502	Introduction to Prophet (3)	
	NT502	Life and Teaching of Christ (3)	
	THE503	Biblical Theology (3)	
	THE504	Church History (3)	
	THE505	Philosophy of Religion (3)	
	BT501	Survey of Old Testament (3)	
	BT502	Survey of New Testament (3)	
		Total	6

<u>Graduation Requirement</u>

1. Students must complete 36 semester hours of credits including at least 30 units of core courses.
2. Students must complete course work with a Grade Point Average of 2.5 out of 4.0 scales.
3. Student must pass capstone course (MPS612: Research in Eastern Philosophy and Classical Literature) with a grade "B" or better.
4. Students must complete 2 theology class requirements and pass exit interview

<u>Job Classification (in accordance with U.S. Bureau of Labor Statistics)</u>

Job classification that MPH program prepares its graduates is as follows:
25-1126 Philosophy and Religion Teachers

DOCTOR OF PHILOSOPHY (3 years/60 semester units)

Program Description

The Doctor of Philosophy Studies program is designed for students who intend to learn advanced understanding of classical Asian philosophy and Orient so that students can communicate the gospel and biblical wisdom to the East. The program helps students with understanding of the root of idea and philosophy inherent in the spirit world of Asians for thousand years. Such study includes history and philosophical understanding of Confucianism, Taoism, and Buddhism in Oriental Thought and Oriental Philosophy. Particularly, the program emphasizes study on Confucianism, which is the representative idea of China and the Orient and its ideological background, which is I-ching that is based upon Yin-Yang and Five elements of the University. The program helps students to study an in-depth study of I-Ching, its philosophical term, aspect, and interpretation. It also includes study of Analects of Confucius, Mencius, Great Learning, and Mean. Students also learn the practical aspect I-ching that includes Oriental meditation, Myeongri and Oriental Geographic, which have been developed based on I-ching in real life of Asians.

Program Requirements

Length:	Approximately 6 semesters or 3 years
Core Business Courses:	45 semester units (15 courses)
Dissertation:	9 semester units
Theology Requirement:	6 semester units (2 courses)
Total Units:	**60 semester units**

Unit Transfer Policy

A transfer unit cannot exceed 49% or more of total graduation units. This means the majority of units must be taken at Caroline University. The acceptance of credits is at the description of the university, depending upon the academic rigor of the prior course experience.

Program Learning Outcomes

At the summation of the Doctor of Philosophy Studies, the student will be able demonstrate the following capacities:

1. To demonstrate and to adapt their ability to outline Oriental Thought and Oriental Philosophy
2. To practice Yinyang Theory and Five Elements of the Universe
3. To analyze history and philosophical understanding of Confucianism, Taoism and Buddhism in Oriental Thought
4. To apply I-Ching, its philosophical term, aspect and interpretation to practical context

5. To practice their ability to design development of Oriental thoughts with a clear embodiment of Judeo-Christian ethics.

Admission Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Doctor of Philosophy Studies program:

1. Have earned a Master of Philosophy program or its equivalent from an accredited graduate program (a cumulative grade point average of 3.0 out of a 4.0 scale).
2. Complete Application form for admission
3. Application Fee
4. Recommendation Form

Dissertation Requirements

Upon completion of courses, students must register for dissertation units while drafting and successfully defending the dissertation. The Dissertation committee must approval every candidate's doctoral dissertation committee.

Any dissertation committee will consist of three graduate faculty members selected at large from the program of Caroline University. The dissertation committee members will solely have the responsibility to mentor the doctoral candidate's progress and approval all his/her doctoral dissertation content.

The final dissertation committee must approval the dissertation at the time of oral defense. All dissertation topics will have to be directly related to the field of religious philosophy studies. The content of such dissertation projects may investigate any oriental studies. The doctoral candidate must submit a preliminary draft of the entire dissertation work to every member of their dissertation committee by the beginning of the semester in which doctoral student contemplate graduation in order to allow dissertation committee members' request and revisions before as well as after the final oral examination takes place.

The application requesting a date for the final oral dissertation defense must be submitted to the entire committee at least six weeks before the planned date of the oral defense of the dissertation in order to allow the dissertation committee members some time to determine whether the oral dissertation defense may be scheduled. The oral dissertation defense will be scheduled only if all the dissertation committee members agree that the dissertation is free of any major problems and indicate their agreement as well as their commitment to attend oral dissertation defense by signing the petition for final oral dissertation defense form.

Categories	Code	Course Title	Units
Core Courses (11 courses / 33 units)	DPS701	Research in Yin-Yang and Five Elements Philosophy (3 units)	33
	DPS702	Book of Oriental Classics II (3)	
	DPS703	Research in Eastern Philosophy and Classical Literature (3)	
	DPS704	Research in Taoism (3)	
	DPS705	I-Ching Lecture (3)	
	DPS706	Study on the Theories of Justice (3)	
	DPS707	The Analects of Confucius Lecture (3)	
	DPS708	Daehak Lecture JungYong (3)	
	DPS731	History and Philosophy of Science (3)	
	DPS732	Ethics for Dissertation and Research (3)	
	DPS756	Korean Traditional Geographic (3)	
	DPS771	Confucius Architecture Geomancy Aesthetic (3)	
	DPS772	Theories of Oriental Geographic History (3)	
	DPS773	Research in the Complete Text of Myungri Interpretation (3)	
	DPS774	Independent Study I (3)	
	DPS761	Book of Oriental Classics III (3)	
	DPS762	Book of Oriental Classics IV (3)	
	DPS763	Book of Oriental Classics V (3)	
	DPS764	Book of Oriental Classics VI (3)	
	DPS765	I-Ching I (3)	
	DPS766	I-Ching II (3)	
	DPS 767	Understanding Meditation (3)	
	DPS768	The Thought of Lao Tzu (3)	
	DPS769	The Book of Odes (3)	
	DPS770	Research in the Mencius' Tourism Thought (3)	
	DPS780	JungYong Lecture (3)	
	DPS781	Study of Juja Thought (3)	
	DPS782	Human and Religion (3)	
	DPS783	Philosophy of life and death (3)	
	DPS784	Advanced City Geography Theory (3)	
	DPS785	The History of Indian Philosophy (3)	

	DPS786	Advanced City Geography Theory 2 (3)	
	DPS787	The History of Indian Philosophical Thought (3)	
	DPS788	Topics in Metaphysics (3)	
Total			**33**

Elective Courses: 2 Course (6 units)

Categories	Code	Course Title	Units
Political Thought Major (7 courses)	DPS711	Theory and Practice of Economics (3)	21
	DPS712	Topics in Social Ethics (3)	
	DPS713	Classics of Western Political Thought (3)	
	DPS714	History of Western Political Thought (3)	
	DPS715	Seminar in Theories of Justice (3)	
	DPS716	Topics in Contemporary Political Philosophy (3)	
	DPS717	Research of Global & Market-oriented Public Policy (3)	
	DPS718	Theory and Practice of Law and Economic	
	DPS719	Competition Policy and Consumer Welfare (3)	
Theology Major	DPS811	The Background of the New Testament (3)	
	DPS812	The Seminar on Evangelical Preaching (3)	
	DPS813	Community Lifelong Education (3)	
	DPS814	Christian Theory of the New Testament (3)	
		Total	21

Theology Requirements: 2 courses (6 units)

Categories	Code	Course Title	Units
2 courses (6 units)	OT701	Theology of OT (3)	6
	NT701	Theology of NT (3)	
	THE701	Comparative Religion (3)	
	THE702	Psychology of Religion (3)	
	NT702	Synoptic Gospels (3)	
	NT703	Acts (3)	
	THE703	Contemporary Theology (3)	
	THE704	Philosophy of Religion (3)	
	OT703	OT Historical Books (3)	
	OT704	Pentateuch (3)	

	OT705	The Prophets (3)	
	OT706	Biblical Interpretation (3)	
	OT707	Human and Religious (3)	
		Total	6

Graduation Requirements

1) The completion of 60 semester hours of credit including at least 45 units of core courses and 6 units of theology requirements.
2) Completion of course works with a Grade Point Average of 3.0 out of 4.0 scales.
3) Completion of dissertation requirement and passing exit interview

Job Classification (in accordance with U.S. Bureau of Labor Statistics)

Job classification that DPH program prepares its graduates is as follows:
25-1126 Philosophy and Religion Teachers

MASTER OF COMPUTER INFORMATION SYSTEMS (2 years/36 semester units)

Program Description

The Master of Computer Information Systems (MCIS) program is designed for students with some experience in computer technology and planning who desire to advance their knowledge and skills in the area of the design, programming, and application of information technology systems. The emphasis is on providing students with the advanced analytic skills and strong aptitude for security and IT project management. The program is also designed to help students to understand fundamental and important current issues in computer systems and information technologies. As such, the program is meant to provide students with opportunity to be prepared for IT professionals with a Christian value or to pursue advanced degrees.

The program includes 8 core computer information systems major courses (24 units) and 2 elective courses (6 units) elective courses. Every student in MCIS program must take at least 8 core courses. The core computer information systems courses are as follows: Business Data Communication and Networks, Database Design and Implementation for Business, Information Systems Analysis and Design, IT Strategy and Management, Information Structures with Java, and five more. And every student can select any 2 courses from the list of elective courses based on their interest or concentration in an attempt to prepare their employment or to advance their research. The elective courses have the following two major categories: Security and IT Project Management. Elective courses are as follows: Information Technology Project Management, Distributed Software Development and Management, Agile Software Development, IT Security Policies and Procedures, Enterprise Information Security, Database Security, Network Security, Digital Forensics and Investigations, Mobile Forensics, Web Application Development, Server-Side Web Development, and Rich Internet Application Development. However, students can choose any class in any combination depending on their purpose in employment or interest in research. Every course has an emphasis on the concepts and techniques related to computer information systems. Students who do not have computer major in the bachelor program will be required to take at least 5 courses of prerequisite courses such as computer programming, computer data structure, algorithms, introduction to information structures and introduction to computer communications. There is a strong emphasis on biblical values and theological education.

Program Requirements

Length:	Approximately 4 semesters or 2 years
Core Course Requirements	24 semester units
Elective Course Requirements	6 semester units

Bible and Theology Course Requirements	6 semester units
Total Units Required for Graduation:	**36 semester units**

Program Learning Outcomes

Upon completion of the Master of Computer Information Systems program of study at Caroline University, the student will be able to:

1. Explain about advanced knowledge in the analysis and documentation of requirem ents for architecture, design, and implementation of computer information systems .
2. Describe the proficiency in software and computing skills as they pertain to the de sign and implementation of database systems, security systems, systems analysis, and design.
3. Compare current and emerging information technologies that may have strategic v alue for enterprise; assess where those technologies have value; and manage the i mplementation of those technologies in the enterprise.
4. Discriminate IT project advanced knowledge in the analysis and documentation of requirements for design and implementation of computer information systems.
5. Describe biblical and theological perspectives in the field where computer informa tion systems play a vital role.

Admission Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Master of Computer Information Systems program, submitting proper documentation to the office of admission by the appropriate deadline:

1. Applicants for admission must hold a Bachelor of Science or equivalent degree from a university or college and must submit official transcripts for their academic work.
2. A completed application form for admission
3. Application fee
4. Recommendation Form

Unit Transfer Policy

A maximum of six (6) semester 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 Caroline University, depending upon the academic rigor of the prior course experience.

Program Graduation Requirements Chart

Degree	Core Major courses	Elective Courses	Bible and Theology	Total Units
Master of Computer Information Systems	24	6	6	36

***No standardized tests or licensure examinations are given at the conclusion of this program.

Major Core Courses Requirement (8 courses/24 semester units)

Categories	Code	Course Title	Units
Core Courses (8 courses)	CIS500	Information Structures with Java (3 units)	24
	CIS510	Programming Languages (3)	
	CIS520	Information Systems Analysis and Design (3)	
	CIS530	Computer Communications (3)	
	CIS540	Business Data Communication and Network (3)	
	CIS550	Web Application Development (3)	
	CIS560	Server-Side Web Development (3)	
	CIS570	Network Security (3) - capstone course	
	CIS580	Enterprise Information Security (3)	
	CIS590	D.B. Design and Implementation for Business	
	CIS690	Internship I (3)	
	CIS700	Internship II (3)	
Total			**24**

Electives Courses (2 courses/6 semester units)

Categories	Code	Course Title	Units
Elective Courses (2 courses)	CIS600	IT Strategy and Management (3) -capstone	6
	CIS610	Information Technology Project Management (3)	
	CIS620	Distributed S.W. Develop. and Management (3)	
	CIS630	Agile Software Development (3)	

	CIS640	Database Security (3)	
	CIS650	Digital Forensics and Investigations (3)	
	CIS660	Mobile Forensics (3)	
	CIS670	IT Security Policies and Procedures (3)	
	CIS680	Rich Internet Application Development (3)	
Total			**6**

Bible and Theology Requirements (2 courses/6 units)

Categories	Code	Course Title	Units
2 courses (6 units)	OT501	Theology of OT (3)	6
	NT501	Theology of NT (3)	
	THE501	Comparative Religion (3)	
Total			**6**

Graduation Requirement

1. Students must complete 24 semester units of pre-determined core computer information systems courses, 6 semester units of elective courses, and 6 units of Bible and Theology courses.
2. Students must maintain a GPA of 3.0 or above.
3. Students must complete the capstone course, CIS570 Network Security with a grade "B" or better.
4. Students must settle all financial obligations to Caroline University.
5. Students must file all necessary graduation forms.

Job Classification (in accordance with U.S. Bureau of Labor Statistics)

Job classification that MCIS program prepares its graduates is as follows:
15-1200 Computer Occupations

COURSE DESCRIPTIONS

[Note: All courses are numbered from 100 to 900, 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 100-400 level are generally bachelor level courses. The 500-600 level are generally master level courses. Courses numbered 700 and above are generally doctoral degree level courses. The second and third digits may have significance within their particular departments. Not all courses will be offered each semester; course offerings may vary.]

UNDERGRADUATE COURSE DESCRIPTION [100-400]

PHL111 Introduction to Philosophy (3 units)
Study of philosophical methods and how these methods may serve as a means of integrating learning and faith.

PHL212 Introduction to Ethics (3 units)
An examination of theories of morality with special emphasis on conscience and morality in decision-making.

HUM101 Human Growth and Development (3 units)
An analysis of the life span of persons as it unfolds, viewed through the lenses of contemporary theories of development. Special emphasis will be given to successful transitioning into adulthood and the relational issues of young adults.

MUS103 Music Appreciation (3 units)
Basic elements of music theory. Understanding and cultivating a life of worship, with emphasis upon simple worship-planning techniques. Recognition and history of Western music from Medieval times to the present. Appreciation for music from non-Western cultures.

ENG101 English Composition (3 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.

ENG102 English Literature (3 units)
Develops writing and reasoning skills beyond the levels of proficiency required by

HIS101 History of Western Civilization I (3 units)
A broad survey of world history from the earliest times to 1715. Emphasis will be placed on the development of the Christian Church before the Reformation.

HIS 102 History of Western Civilization II (3 units)
A broad survey of world history from 1715 to the present. Emphasis will be placed on the western civilization and the relevance of the past to contemporary life.

SOC301 Introduction to Sociology (3 units)
An introductory study of sociology and its development and structure. The working dynamics of ethno-economic groups in the modern society are critically examined.

SOC302 Contemporary Social Problems (3 units)
An in-depth study of contemporary social problems. Includes an examination of marital problems, education of youth, drug abuse and criminal behavior.

PSY205 Introduction to Psychology (3 units)
This comprehensive survey of psychology explores human mind and behavior in relationship to psychological aspects concerning human development and intra/interpersonal relationship.

PSY425 Counseling for Marriage and Family (3 units)
An evaluation of family interaction, family structure, marital relationship and interdependence of marriage partners and their family members.

MATH101 College Mathematics (3 Units)
Mathematical skill and fluency is one of the first hurdles for lifetime success. This course is designed to help overcome the participants "math anxiety." Specifically, the course will develop the participant's competency skills, including basic algebra, the use of calculators and computers, estimation, and graphs and tables

BS110 General Biology (3 units)
Students will define what constitutes life and how the Christian and secular scientific communities view life and life processes. Students will study how plants and animals complement each other, how energy flows through an ecosystem, environmental factors, the complexity and variety of organisms, and the structural and functional units of life. Students will study life in controlled laboratory situations, and out in the field.

MATH102 College Algebra (3 units)
For anyone who has wondered, "When will I ever use algebra?" this course is loaded with concrete examples and practical applications. This course concentrates on the beauty, power, and fun of algebra: functions and transformations, linear and quadratic inequalities, systems of equations, complex numbers, polynomial and rational functions, sequences, mathematical induction, and the binomial theorem. NOTE: Participants in MA102 are expected to have a graphical calculator with the following capabilities:

MATH 301 Statistics (3 units)
Basic statistical methodology: exploratory data techniques, estimation, inference, comparative analysis by parametric, nonparametric, and robust procedures. Analysis of variance (one-way), multiple comparisons, and categorical data.

OT101 Survey to Old Testament (3 units)
A Study of the Old Testament with emphasis on the historical, theological, and literary features.

NT101 Survey to New Testament (3 units)
A study of the New Testament with emphasis on the historical, theological, and literary features.

NT203 Synoptic Gospels (3 units)
A study of the Gospels of Matthew, Mark, Luke, and John with emphasis on content, similarities, and differences. Critical methodologies are studied and evaluated.

NT205 Life & Teaching of Christ (3 units)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ's public ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

NT305 Pauline Epistles (3 units)
A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity.

NT320 Gospels of John (3 units)
A study of the book of John in the New Testament, with particular attention to its book and theological implication and message.

OT220 OT Historical Books (3 units)
A study of Chronicles I, II and Kings I, II and the history, ideology and theology found there.

OT305 The Pentateuch (3 units)
This course examines creation, fall, Israel's ancestors, exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and covenantal relationship with God.

THE301 Christian Doctrine I (3 units)
A brief look at each of the four departments of Theology and a study of the doctrine of God. His nature, attributes, personality, and work.

THE302 Christian Doctrine II (3 units)
A study of the Person, claims, and work of Jesus Christ. Prerequisite: THE301.

HIS305 Church History (3 units)
A study of the early Christian church and its medieval church with its formation of the Christianity and development of the church in the medieval time along with its theologians and their writings.

PSY206 Psychology of Religion (3 units)
This course involves a study of the development of religious attitudes and the psychological factors involved in religious cultures. This course will explore religion from a psychological, not a theological, perspective.

PSY402 Christian Counseling (3 units)
This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling.

PRA412 Mission (3 units)
This course examines biblical and theological foundations of mission with attention to historical, cultural, and methodological issues.

ACC 101 Principles of Accounting I (3 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 (3 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.

BUS 240 Business Law (3 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 250 Business Ethics (3 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

BUS 299 Introduction to Business (3 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.

ECO 120 Principles of Microeconomics (3 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 (3 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.

FIN 120 Business Finance (3 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.

FIN 201 Corporate Finance (3 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 (3 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. Prerequisite: None.

LEDR 311 Organizational Leadership (3 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: None

MGMT 121 Small Business Management (3 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 250 Business Plan (3 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 (3 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 (3 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 (3 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 (3 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 (3 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 (3 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 289 Marketing Fundamentals (3 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 banding, 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 (3 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 (3 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 organization 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

BUS 351 Field Education I (3 units)
This course is an educationally directed practicum through which students are expected to progress in their professional development from one quarter to the next. A course focused on important principles of Christian business 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 business field and community service.

BUS 352 Field Education II (3 units)
This course is a continuation of field education I. This course requires weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

BUS 353 Field Education III (3 units)
This course is a continuation of field education II. This course requirements weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

ACC 103 Managerial Accounting (3 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 (3 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 (3 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

BUS226 Webpage Design and Development (3 units)
Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None.

BUS228 Web Design and Development Using Solutions (3 units)
Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. Using the provided web design solution develop a web site. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None.

BUS 246 Team Building and Interpersonal Dynamics (3 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 profitability.

BUS261 Legal and Ethical Issues in Business (3 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.

BUS326 Introduction to HTML & CSS for Webpage Design (3 unit)
This course introduces students to understand and develop web design using HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets). This course will provide the basic structure of HTML and CSS so that this course does not require the knowledge of HTML. In this course basics of HTML and CSS will be presented base on simple and practical coding. Throughout the course students will be able to plan and design effective web pages, implement web page by coding HTML and enhance web page with layout techniques. Prerequisite: None

BUS327 Introduction to Application Program Interface (API) (3 units)
Focuses on two aspects of website management: technical and business aspects. Application program interface (API) is a set of routines, protocols, and tools for building software applications. An API specifies how software components should interact and APIs are used when programming graphical user interface (GUI) components. An introduction to API is made with some in-depth coverage of HTML and CSS. Prerequisite: None.

ECON 140 International Economics (3 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

ECON 150 Economic Data Analysis (3 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

LEDR 121 Conflict Negotiation (3 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 phenomenon. Prerequisite: None

MGMT 111 Intercultural Competence (3 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 (3 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 131 Service Operations (3 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

MKTG 190 Social Media Marketing (3 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 (3 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

OBHV 112 Leadership and Organizational Change (3 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 (3 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

CS 201 Introduction to Computer Information Systems (3 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

CS250 Introduction to E-Commerce (3 units)
E-commerce coursework, distance learners typically study business theory, relevant technologies, business law and business writing. Courses in economics and sociology might be included in addition to general education classes in order to provide a well-rounded curriculum. Once students get to the e-business program coursework, they likely will study the following topics: The Basics of E-Commerce, Implications of E-Business, and Interface Design for E-Business Transactions

GRADUATE COURSE DESCRIPTION [500-700]

BUS510 Principles of Business Administration (3 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

BUS520 Research and Survey Methodology (3 units)
Course description: Business research methodology including the meaning of research, its sequential development, types and steps of the scientific method applied to business. Practical and academic applications are explored.

BUS530 Sales Management Theory (3 units)
Sales management is critical to many company's success. Sales are often the most expensive part of the marketing mix and are the most important direct link to the customer. Since, in today's extremely competitive business it is unlikely for customers to beat a path to a company's door (a la Thoreau), it is up to the company's sales force to persuade the target market(s) of the benefits of the company's product in meeting consumer needs. Theoretical and quantitative concepts, methods, models, and strategies covered in the course include a general overview of the sales management process, the interrelationship among the components of and the implementation process of the strategic sales program, the basic elements of evaluation and control and key trends that will affect sales management in the 21st century.

BUS540 Distribution Management Theory (3 units)
Distribution management courses explore the principles and issues encountered in managing a supply chain domestically and internationally. Students are taught the fundamentals of the distribution industry, including terminology, market segmentation, finance and more.

BUS550 Marketing Management Theory (3 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 banding, 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

BUS560 Financial Management Theory (3 units)
An investigation of the firm's acquisition and financial activities, to include working capit al management, capital budgeting, capital structure strategies, and valuation theory. The p ractical application of financial policy is stressed for decision-making purposes.

BUS570 Logistic Management Theory (3 units)
Logistics Management is the part of supply chain management that plans, implements, and controls the efficient, effective forward and reverse flow and storage of goods, services, and related information between the point of origin and the point of consumption in order to meet customer's requirements. This course provides a practical, management perspective of the following areas of logistics: distribution, transportation, international logistics, inventory control, sustainable logistics practices, key performance indicators, supply chain finance, leadership in a supply chain role, and an introduction to logistics technology including RFID and ERP systems. The course is designed for students who have had little or no previous coursework or professional experience in logistics.

BUS580 Franchise System Theory (3 units)
The work we do in this course is focused on the important aspects of starting and managing a franchise business either as a Franchisee or as a Franchisor. Specific attention is placed on the evaluation of franchising opportunities, the legal aspects of franchising, and the development of appropriate strategies for the successful planning, implementation, and launching of a new franchise business. This course is designed to appeal to students who intend to work for a franchisor company, may consider buying a franchise, or developing and launching a franchised business as an entrepreneurial new venture.

BUS590 Organization Management Theory (3 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

BUS600 HR Management Theory (3 units)
This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered.

BUS 610: Managerial Leadership and Communication (3 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 620 Organization and Society Management (3 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 622 Prop Tech Case Study (3 units)
PropTech is a term that combines property and technology and refers to the real estate service industry that combines information technology. Examples of Airbnb, Zigbang, and Yanolja are famous.

BUS 630 Managerial Accounting (3 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 635 Financial Management (3 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 640 Economics of Management Decisions (3 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 650 Freight transportation theory (3 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 660 Marketing Management and Innovation (3 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 670 Global Business Management (3 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 680 Strategic Management in a Global Marketplace (3 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. This course requires major research paper or presentation of project that is substantive in nature and in rigor and level.

BUS 690: Ethical Decision Making (3 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.

BUS 691 Consumer Behavioral Theory (3)
A course which examines such fundamental areas as consumer decision-making, processes, information processing, external and internal influences and business effects on consumer purchase/choice patterns. An analysis of the psychological, social and economic influences on consumption.

BUS511 Sales Communication Theory (3 units)
Industry standards as well as legal rules and regulations applicable to residential and commercial real estate and property management are investigated from the standpoint of safety issues and environmental concerns.

BUS512 Sales Consultation Theory (3 units)
This course addresses how to design and implement the best combination of marketing efforts to carry out a firm's strategy in its target markets. Specifically, this course seeks to develop the student's (1) understanding of how the firm can benefit by creating and delivering value to its customers, and stakeholders, and (2) skills in applying the analytical concepts and tools of marketing to such decisions as segmentation and targeting, branding, pricing, distribution, and promotion. The course uses lectures and case discussions, case write-ups, student presentations, and a comprehensive final examination to achieve these objectives.

BUS521 Retail Start-up Theory (3 units)
This course provides an interdisciplinary overview of the retailing industry. Primary focus will be on the customer facing activities of retailers, including assortment planning, private-label development and the management of in-store operations, and the back-door activities (forecasting and supply chain management) that support customer interaction. In addition, current issues facing retailers, such as customer relationship management, industry consolidation and supplier relations, will be explored. The course will also survey topics in finance, operations, information technology and real estate as they relate to retail.

BUS522 Trading Area Analysis Theory (3 units)
Course designed for entry into the workforce with skills and knowledge for increased productivity in the commercial or residential markets. This course includes residential, commercial and industrial electrical systems, trade mathematics, theory, troubleshooting and applicable codes and rules.

BUS523 Global Logistics Management Strategy Seminar (3)
Companies around the world are entering the era of infinite competition, which competes with the world without the constraints of time and space in the global market environment due to the development of IT technology. Through this process, the global market

environment is required. There is an urgent need to cultivate the management vision of global logistics companies that can actively respond to them, and to cultivate true logistics experts to acquire knowledge and examples of global logistics management, a key task of national competitiveness. Therefore, the master's program of this graduate school enhances the capacity of global logistics by learning this subject.

BUS524 Global Trade Marketing (3 units)
This course allows students majoring in business administration to learn the concepts and principles of global marketing environments, strategies, and management fields with various examples. It helps to build decision-making skills.

BUS525 Warehouse and Handling theory (3 units)
This course aims to raise students' problem-solving skills by presenting concrete cases and research projects centering on graduate-level theory and practice. Study the functions of logistics hubs, the validity of logistics centers, and the general process of actual operation and management systems of logistics centers, and then analyze the validity of logistics centers and examine the cases of domestic and foreign logistics centers.

BUS531 Product Development Theory (3 units)
New product development encompasses a myriad of processes and proven methodologies. During the course, you will learn how to assess and evaluate the quality of different models and techniques through case analyses, exercises and class discussions. You will learn how to write an effective New Product Development (NPD) Plan that integrates all of the components of new product development into a cohesive, integrated plan for any new product or service.

BUS532 Price Management Theory (3 units)
This course is designed to teach students how to price goods and services by providing a framework for understanding pricing strategies and tactics. Topics covered include economic value analysis, price elasticities, price customization, pricing complementary products, pricing in platform markets and anticipating competitive price responses.

BUS533 Marketing Strategy Seminar (3 units)
This purpose of this course is to review principles and theory of marketing in general and to enable students to adopt the principles to practice in managerial context in perspectives of marketing strategy

BUS534 Digital Environment & Media Literacy
The advent of new media along with the development of IT technology has brought about great changes in the digital environment. In particular, digital media. The ability of users to collect, utilize, transform, and produce information in the field of 'information grasping ability' through in a situation where change is required, various literacy cases will be studied.

BUS535 Understanding and Analysis of Big Data

As global social and economic activities become a data economy, the paradigm shifts rapidly, and the new industry becomes a Big Data based industry. We cultivate human resources that will lead the data economy and create new industries of data base and cultivate.

BUS541 Business Analysis Seminar (3 units)
The business analyst (BA) plays a key role in the development and execution of company projects. This course will provide a solid foundation for a career in business analysis. We explore the strategy, phases, components and process a BA uses to develop a project.

BUS542 International Contract Management Theory (3 units)
This course identifies contracts components and understands the process from start to finish. This course explores practical, in-depth guidance on both carrying out the routine but vital responsibilities of contracts administration and handling the challenges that typically arise during the life of a contract. This course deals with contract administration principles, policies, responsibilities, and proven best practices.

BUS 543: Global Management Theory (3 units)
This course reviews and investigates the impact of country-specific cultural, economic, political, and legal factors on the theory and practice of management in multinational corporations. The case studies will focus on the North American, Latin American, European, Asian, and African settings which will be used to illustrate the feasibility of adapting and combining different national managerial styles in the design of activities for domestic and multinational corporations.

BUS 544 ICT Environment Change and Culture Code (3 units)
Culture is learned, evolved, and passed on to the next generation. In addition, culture has diversity according to ethnicity, region, and industrial environment between each country, and I want to understand and study ICT environment changes and cultural codes.

BUS 545 Understanding Cultural Metaphors for Globalization of Enterprise (3 units)
The metaverse era rapidly promotes globalization and globalizes regional concepts. Therefore, it is important to understand and analyze cultural metaphors of each country as the most priority sector for companies to globalize. As a research area of corporate management, it is a process of developing the ability to study various new methods for cultural metaphor.

BUS 546 Changes in Industrial Structure and Family Business Culture (3 units)
In the era of the 4th industrial revolution, we intend to define family companies based on various industrial structure analysis and understanding in rapid changes in the industrial structure and study the forms and advantages and disadvantages of family companies in each country. Furthermore, it is a convergent subject that can establish an industrial structure growth model for future family companies through the case of family companies that have grown into small and medium-sized companies.

BUS 547 Convergence of Art and Management (3 units)
This course focuses on exploring business strategies by incorporating art and creativity into business management and marketing. It aims to combine the creativity of art and diverse content into management, investigates management cases and success stories from the art sector, and explores various types and genres of art that can be applied in management. Furthermore, the course examines how K-content is creatively implemented in contemporary business.

BUS 548 Study on the 4th Industrial Revolution and Foodservice Trends (3 units)
With the shift to the era of the 4th industrial revolution, foodservice industries are facing enormous change with regards to social-culture, economic, and environment, and there is much more to consider than just advanced technology and different foodservice experience. In this sense, this course reviews the new foodservice paradigm and the current trends that affect every field in foodservice-related industries.

BUS 551: Methodology of Global Project Management (3 units)

The purpose of this course is to study the skills and practices of all project managements based on the methodology of the global project management, and to review various methods of global project managements. These global project management methodologies will be further incorporated and applicated into all the industries' project managements for the achievement of successful project objectives.

BUS 552 Management of Global Project Schedule (3 units)
The goals of the Management of Global Project Schedule are used as a PM tool and problem-solving tool for effective organizational management and successful implementation of project management, which enables successful implementation and completion of global projects.

BUS553 Management of Agile (3 units)
The goal of this course is to learn agile ways to efficiently execute projects that develop or improve products or services in a rapidly changing market. Agile enables projects to be based on efficient communication and transparent management in recognizing and solving problems in a business environment. The use of agile is recognized as a means of effective organizational management as well as solving project management problems.

BUS554 Management of Global Project Risk (3 units)
Secure the competency of project risk management by acquiring theoretical and practical examples of global project risk management.

BUS555 Advanced Management Global Project Cost (3 units)
Acquiring theoretical and practical examples of global project cost management to secure project cost management capabilities.

BUS556 Advanced Management of Global Project Communication (3)

Acquire project communication management competency by acquiring theoretical and practical examples of global project communication management.

BUS557 Advanced Management of Global Project Procurement & Contract (3)
Acquiring theoretical and practical cases for global project procurement and contract management to secure project procurement and contract management capabilities.

BUS558 Advanced Project Management of Prince2 (3)
The objective of this course is to creatively and innovatively study the skills and practices of all project management based on the global project management methodology of PRINCE2 and to proactively apply and review the various methods of global project management for UK and European countries. This global project management methodology of PRINCE2 is creatively integrated and applied to project management in all industries to achieve successful project goals.

BUS559 Theory of Global Project Finance (3)
This coursework understands Project Finance basic concept, process and recognize the important key factors for deal structuring & financial close deal. Learning and analysis international Project Finance & Development Business Case Studies which can lead to adapt current practical PF field. This coursework anticipated to class participates who would like to project financing in the near future or currently work on. (Infrastructure Finance, Infrastructure expert, Investors, EPC and Engineering, Public Corporation employees)

BUS561 EEG research and utilization (3)
The goal of this course is to train brainwave experts who are accurate and reliable by learning how to study and use EEG. Cultivate experts in brainwaves by understanding the concepts and history of brainwaves, basic principles related to brainwaves, and characteristics of brainwaves such as frequency-specific features, basic elements of brainwaves, brainwaves when normal people are stable, and how to use brainwaves according to age.

BUS562 Qualitative research methodology (3)
Qualitative research methodology is the method of collecting, analyzing, and writing dissertation on qualitative resources such as human behavior pattern, attitude, thought, and life. In this subject, we learn how to collect qualitative resources, analyze systematic, design the research, present effectively, and to complete with dissertation.

BUS563 Brain and Human Development (3)
Brain development and human development are closely related. Therefore, in order to help the overall developmental understanding of humans, human development and brain development are studied through cognitive psychology, behavioral psychology, and humanistic psychology.

BUS564 Brain Coaching (3)
Brain Coaching: Trains experts in brain utilization and coaching by learning psychological and physical brain coaching techniques to create a healthy and happy brain based on brain science.

BUS565 Brain Management Psychology (3)
Brain Management Psychology is a systemic and scientific function and characteristic management from an integrated perspective of the whole brain, such as sense, cognition, behavior, and emotion, so that individual perfection and harmonious well-being with society.

BUS566 Brain Management (3)
All human thoughts and actions originate from the brain. The development of science and technology until the era of the 4th industrial revolution is because humans have a different brain structure from animals, and the method of use is different. The purpose of this course is to train excellent brain management leaders by learning and researching the structure and function of the brain, how the brain works, and how to use the brain effectively.

BUS567 Evaluation to Program for Health Promotion (3)
In order to understand the concept and definition of health and to improve the mind and body health and goals, nurture proper evaluation experts on nutrition, exercise break, health education, health management by purpose, and health management methods by object.

BUS568 Brain and Health (3)
In Brain and Health, the process of exploring basic structures and functions of the brain, exploring physical and mental activities and brains for brain health based on the latest research results and utilizing practical knowledge on how to make a lifestyle for brain health.

BUS569 Coaching Science (3)
Principles of Coaching Science is an academics that allows people to find and apply effective ways to support and cooperate in their growth. Therefore, this course provides essential insights for leaders and managers to society and human beings.

BUS571 Real estate asset investment theory (3)
We study how real estate asset management improves corporate profitability based on the company's appropriate real estate holding ratio, spatial productivity of corporate real estate, and methods of utilizing idle real estate and underutilized real estate.

BUS572 Study on Foodservice Business Start-up and Franchising System (3)
In this course, based on the basic principles of franchise, you will learn the entire process from the development procedures and methods of the franchise system in the restaurant industry to actual application.

BUS573 Prop Tech Start-up & Management (3)
PropTech is a term that combines property and technology and refers to the real estate service industry that combines information technology. Especially Prop Tech Start-up & Management is important subject. Examples of *Wework*, Airbnb, *Zigbang*, and *Yanolja* are famous.

BUS574 The Food Service Industry
In order to succeed in the restaurant industry, it is necessary to predict the social changes of the future society and prepare thoroughly. Therefore, it is possible to develop the ability to predict social changes by studying the current state of the world and Korean food service industry and studying the prospects.

BUS575 Health, Safety & Environment Management Theory (3)
The goal of this course is to address the definition of safety, the concept of risk and the principles, standards, and specifications of safety management, and to learn to understand and apply various theoretical perspectives on the relationship between enterprise management and safety and the cause of industrial accidents and the mechanism.

BUS579 ESG Management theory (3)
The purpose of this course is Environmental assessment is a comprehensive assessment of the impact of policies, plans, programs, and projects related to the policy hierarchy, including Strategic Environmental Assessment (SEA) and Environmental Impact Assessment (EIA). Subject to learn the process of predicting, analyzing, and evaluating.

BUS591 Theory of Global Consulting (3)
Global Consulting Course is a study that reflects trends in various industries. This is a course to become a top-grade global consulting expert through learning theories and case studies on investment IR, IPO, M&A, and technology transfer along with global commercialization strategies specialized in global consulting.

BUS592 Theory of Risk Management (3)
Any projects are uncertain. No project is risk-free. Risks must be identified, assessed, and mitigated for a successful project. To lead a project successfully, project managers need to learn how to conduct project risk management process as well as risk-based decision-making techniques and methodologies so that they can really use it well. The purpose of this course is to learn standard risk management processes including tools and techniques to efficiently and successfully manage any project.

BUS593 Global Portfolio Management (3)
This course provides the theory of global portfolio management and method of establishing a portfolio management system at the corporate level. In order for a project to become an effective means of implementing a corporate strategy, it is possible when a portfolio management system is established and continuously operated. Therefore, this course provides the theories of portfolio management first, and has time to apply the theories learned through the practice of establishing a portfolio management system.

BUS594 Global Project Communication Management and Leadership (3)

A project starts with communication and ends with communication. Therefore, project communication management is a very important project management area for the success of the project. Project communication management defines a reporting system suitable for organizational structure and identifies the information requirement of stakeholders. It is to expand the positive participation of stakeholders in the project by providing them in a timely and appropriate form. This course deals not only with the project communication management, but also about leadership.

BUS596 Global Project Management Office (3)
The main focus of modern project management is to find an efficient way to manage large-scale and complex projects in an integrated and systematic manner according to the strategic direction and purpose of the company. PMO is the latest trend in global project management that seems to provide a solution to these problems.

BUS601 Organization Management (3)
Understand the academic characteristics of organizational behavior theory and learn about the subject and purpose of research. The learning content is divided into individual, group, and organizational level issues at work, and encompasses all of the psychosocial characteristics of members, group and team theory, and macro-organizational behavior such as leadership and organizational culture. Students explore ways to improve the performance of their members and the organization as a whole. Through case studies, students develop attitudes and qualities so that they can more effectively cope with various problems that arise between members and organizations in the workplace, while also seeking management techniques to improve organizational efficiency and increase employee satisfaction.

BUS603 Global Management Statistics Practice (3)
This course is to teach students basic statistics theories on management statistics necessary in the era of the global 4th industry and performs empirical statistical analysis of various data applicable to each industry. By dealing with sampling, descriptive statistics, probability distribution functions, estimation of parameters and hypothesis testing, goodness-of-fit tests, and basic non-parametric statistical methods, it is possible to acquire the most basic statistical concepts and the application of research methods required in writing a thesis.

BUS611 Coaching Skill Theory (3)
Advanced Cognition Based Coaching Skill through 'Coaching Skills' is a course that enables learners to acquire various coaching skills. Coaching skills are the most important element in leadership and coaching. The learner sees the coaching skill according to the subjects of situation, person, and coaching when they act as leader or leader. It then finds the necessary coaching tools and utilizes appropriate coaching techniques to effectively perform its role as a leader.

BUS612 Brain-based Counseling Psychology Theory and Practice (3 units)

Brain-based counseling psychology theory and practice Brain-based counseling psychology is the integration between counseling and brain science, which is achieved by interpreting and explaining many of the various problems related to the client's health from a brain science-based perspective. Therefore, through brain-based counseling, counselors can understand how and why various psychological therapies change the brain, use a brain-based perspective to conceptualize the client's case, and receive help in planning a counseling plan. In addition, the technical approaches of biofeedback and neurofeedback can evaluate and adjust the physiological and neurological factors of the client's distress and dysfunction.

BUS613 Organization Leadership and Coaching (3 units)
This lecture aims to expand competence as a coach that supports organizational and leadership development while expanding awareness as a leader in the organization by exploring various discussions of organization, leadership, and coaching. After completing this course, learners will have the foundation of the knowledge and skills needed to attempt and apply coaching within and outside the organization.

BUS621 Theory of Digital Agriculture Management (3 units)
The purpose of this course is to learn about digital tools and methods enhancing on – farm productivity and to gain a solid understanding of core concepts of ICT in agriculture, to outline professional knowledge of agriculture tailored to smart environment of agriculture enterprise.

BUS622 Practice of AI Drone (3 units)
Learn basic controls including how to use drones. We study the use cases and methods of using drones in various industries.

BUS623 Global Smart Agriculture Theory (3 units)
Provide knowledge and application to respond to growing demand for smart farms.
Understand the latest trends related to smart farms and make them available in the field of practice. Promote understanding of the relevance of the Fourth Industrial Revolution to smart agriculture.

BUS624 Family Business and Entrepreneurship (3 units)
With the rapidly changing economic structure, the corporate management structure is also changing. In addition, it is true that the management structure of the center of large corporations is difficult to apply to SMEs or small businesses. In order to present a new corporate management model in Korea, it is said that research on family business is urgently needed.

BUS625 Business, Economic Theory (3 units)
Management and economic theory research will help students from different academic backgrounds learn established theories of economics and business administration to help them understand social phenomena and help in analysis and research on entrepreneurship, industrial analysis, labor and environmental problem solving, etc.

BUS631 Theory of Defense Management (3 units)
The aim is to design new defense goals by analyzing the coordinates of existing military forces to analyze expected threats and achieve defense goals, and to comprehensively and systematically find the direction of military construction, maintenance, and operation.

BU632 Advanced Study for North Korea. (3 units)
It educates students to understand the dual existence of North Korea, which is the object of vigilance and cooperation (Korean people), so that students can form the right national view and values.

BUS633 Qualitative research methodology (3)
Learn military studies necessary for defense management, such as military construction and maintenance, conflict process management, and military basic fields.

BUS634 War Accident-related Process (3)
War has continued to exist throughout human history. Despite recognizing the harmful effects of war in modern times and making various precautions and preventive efforts, wars are occurring frequently everywhere. "I want real peace, so prepare for war. "For peace, learning war history is necessary to prepare for the future. Learning war history learns about war and modern wars and world wars, Korean wars, recent wars, fourth-generation wars and future wars from ancient times.

BUS710 Principles of Business Administration (3 units)
This course is an advanced 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

BUS711 Advanced Theory of Global Consulting (3)
Global Consulting Course is a study that reflects trends in various industries. This is a course to become a top-grade global consulting expert through learning theories and case studies on investment IR, IPO, M&A, and technology transfer along with global commercialization strategies specialized in global consulting.

BUS712 Advanced Theory of Risk Management (3)
Any projects are uncertain. No project is risk-free. Risks must be identified, assessed, and mitigated for a successful project. To lead a project successfully, project managers need to learn how to conduct project risk management process as well as risk-based decision-making techniques and methodologies so that they can really use it well. The purpose of this course is to learn standard risk management processes including tools and techniques to efficiently and successfully manage any project.

BUS713 Advanced Global Portfolio Management (3)
This course provides the theory of global portfolio management and method of establishing a portfolio management system at the corporate level. In order for a project to become an effective means of implementing a corporate strategy, it is possible when a portfolio

management system is established and continuously operated. Therefore, this course provides the theories of portfolio management first, and has time to apply the theories learned through the practice of establishing a portfolio management system.

BUS714 Advanced Global Project Communication Management and Leadership (3)
A project starts with communication and ends with communication. Therefore, project co mmunication management is a very important project management area for the success of the project. Project communication management defines a reporting system suitable for th e organizational structure and identifies the information requirements of stakeholders. It is to expand the positive participation of stakeholders in the project by providing them in a t imely and appropriate form. This course deals not only with the project communication m anagement, but also about leadership

BUS716 Advanced Global Project Management Office (3)
The main focus of modern project management is to find an efficient way to manage large-scale and complex projects in an integrated and systematic manner according to the strategic direction and purpose of the company. PMO is the latest trend in global project management that seems to provide a solution to these problems.

BUS720 Study of Research and Survey Method (3)
Advanced seminar in Business research methodology including the meaning of research, its sequential development, types, and steps of the scientific method applied to business. Practical and academic application are explored.

BUS721 Advanced Theory of Digital Agriculture Management (3 units)
The purpose of this course is to learn about digital tools and methods enhancing on – farm productivity and to gain a solid understanding of core concepts of ICT in agriculture, to outline professional knowledge of agriculture tailored to smart environment of agriculture enterprise.

BUS722 Advanced Global Smart Agriculture Theory (3 units)
Provide knowledge and application to respond to growing demand for smart farms.
Understand the latest trends related to smart farms and make them available in the field of practice. Promote understanding of the relevance of the Fourth Industrial Revolution to smart agriculture.

BUS730 Study of Sales Management (3 units)
Theoretical and quantitative concepts, methods, models, and strategies of sales covered in the course include a general overview of the sales management process, the interrelationship among the components of and the implementation process of the strategic sales program, the basic elements of evaluation and control and key trends that will affect sales management in the 21st century.

BUS731 Advanced Theory of Defense Management (3 units)

The aim is to design new defense goals by analyzing the coordinates of existing military forces to analyze expected threats and achieve defense goals, and to comprehensively and systematically find the direction of military construction, maintenance, and operation.

BUS732 Advanced Study for North Korea. (3 units)
It educates students to understand the dual existence of North Korea, which is the object of vigilance and cooperation (Korean people), so that students can form the right national view and values.

BUS733 The Seminar on Qualitative research methodology (3)
Learn military studies necessary for defense management, such as military construction and maintenance, conflict process management, and military basic fields.

BUS734 War Accident-related Process Research (3)
War has continued to exist throughout human history. Despite recognizing the harmful effects of war in modern times and making various precautions and preventive efforts, wars are occurring frequently everywhere. "I want real peace, so prepare for war. "For peace, learning war history is necessary to prepare for the future. Learning war history learns about war and modern wars and world wars, Korean wars, recent wars, fourth-generation wars, and future wars from ancient times.

BUS740 Study of Distribution Management (3 units)
This course is a seminar course exploring the principles and issues encountered in managing a supply chain domestically and internationally. Students are taught the fundamentals of the distribution industry, including terminology, market segmentation, finance and more.

BUS 741 Advanced Prop Tech Case Study (3 units)
Prop Tech is a term that combines property and technology and refers to the real estate ser vice industry that combines information technology. Examples of Airbnb, *Zigbang*, and *Y anolja* are famous.

BUS 742 Advanced Family Business and Entrepreneurship (3 units)
With the rapidly changing economic structure, the corporate management structure is also changing. In addition, it is true that the management structure of the center of large corporations is difficult to apply to SMEs or small businesses. In order to present a new corporate management model in Korea, it is said that research on family business is urgently needed.

BUS 743 The Research of Business, Economic
Management and economic theory research will help students from different academic backgrounds learn established theories of economics and business administration to help them understand social phenomena and help in analysis and research on entrepreneurship, industrial analysis, labor and environmental problem solving, etc.

BUS750 Study of Marketing Management (3 units)

This is an advanced study of marketing management. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create banding, 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

BUS760 Study of Financial Management (3 units)
An investigation of the firm's acquisition and financial activities, to include working capital management, capital budgeting, capital structure strategies, and valuation theory. The practical application of financial policy is stressed for decision-making purposes.

BUS770 Study of Logistic Management (3 units)
This course provides a practical, management perspective of the following areas of logistics: distribution, transportation, international logistics, inventory control, sustainable logistics practices, key performance indicators, supply chain finance, leadership in a supply chain role, and an introduction to logistics technology including RFID and ERP systems. The course is designed for students who have had little or no previous coursework or professional experience in logistics.

BUS771 Advanced Coaching Science (3)
Principles of Coaching Science is an academics that allows people to find and apply effective ways to support and cooperate in their growth. Therefore, this course provides essential insights for leaders and managers to society and human beings.

BUS772 Advanced Coaching Skill Theory (3)
Advanced Cognition Based Coaching Skill through 'Coaching Skills' is a course that enables learners to acquire various coaching skills. Coaching skills are the most important element in leadership and coaching. The learner sees the coaching skill according to the subjects of situation, person, and coaching when they act as leader or leader. It then finds the necessary coaching tools and utilizes appropriate coaching techniques to effectively perform its role as a leader.

BUS773 Brain-based Counseling Psychology Theory and Practice Advanced Course (3)
Brain-based counseling psychology theory and practice Brain-based counseling psychology is the integration between counseling and brain science, which is achieved by interpreting and explaining many of the various problems related to the client's health from a brain science-based perspective. Therefore, through brain-based counseling, counselors can understand how and why various psychological therapies change the brain, use a brain-based perspective to conceptualize the client's case, and receive help in planning a counseling plan. In addition, the technical approaches of biofeedback and neurofeedback can evaluate and adjust the physiological and neurological factors of the client's distress and dysfunction.

BUS774 Advanced Organization Leadership and Coaching (3 units)

This lecture aims to expand competence as a coach that supports organizational and leadership development while expanding awareness as a leader in the organization by exploring various discussions of organization, leadership, and coaching. After completing this course, learners will have the foundation of the knowledge and skills needed to attempt and apply coaching within and outside the organization.

BUS780 Study of Franchise System (3 units)
This course focuses on the important aspects of starting and managing a franchise busines s either as a Franchisee or as a Franchisor. Specific attention is placed on the evaluation o f franchising opportunities, the legal aspects of franchising, and the development of appro priate strategies for the successful planning, implementation, and launching of a new fran chise business. This course is designed to appeal to students who intend to work for a fran chisor company, may consider buying a franchise, or developing and launching a franchis ed business as an entrepreneurial new venture.

BUS790 Study of HR Management (3 units)
This course is an advanced study of the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered.

BUS 801: Seminar in Organizational Change (3 units)
This course goes over an in-depth review of current organizational behavior issues in an organizational change framework, from a workforce planning and performance management perspective, and is analyzed as it relates to employee diversity. Using case studies, the course provides an integrated approach of the theoretical and practical aspects in interpersonal and group communications, organizational structures, organizational systems, and employee performance appraisal in a diverse workplace.

BUS 802: Seminar in Marketing Management (3 units)
This course reviews and critiques contemporary marketing theory and its applications in a marketing implementation process context. It focuses attention on the identification of market opportunities, the product development process, promotion planning and execution, pricing structures and decisions, as well as channels of distribution in a highly competitive business environment.

BUS 803: Seminar in Global Management Issues (3 units)
This course reviews and investigates the impact of country-specific cultural, economic, political, and legal factors on the theory and practice of management in multinational corporations. The case studies will focus on the North American, Latin American, European, Asian, and African settings which will be used to illustrate the feasibility of adapting and combining different national managerial styles in the design of activities for domestic and multinational corporations.

BUS 805: Advanced Financial Management (3 units)
This course will integrate the various principles and concepts used in the financial management of business organizations and will address these principles and concepts from both a theoretical and a practical standpoint. Covered topics will include money and capital markets, financial management of working capital, capital budgeting, fixed asset management, cost of capital, and short-term as well as long-term institutional financing by the contrasting means of debt and equity capital.

BUS 807: Advanced Warehouse and Handling theory (3 units)
This course will present a customer-oriented approach to operations management within an organizational framework. Guided and constrained by the organization's strategic plan, the operations management function will deliver the products and services to its customers. This course explores how this product and service delivery can/should be accomplished with operational efficiency and effectiveness in order to support the organization's efforts in implementing its strategic plan. Components of the course will include issues of quality, physical design, process selection, and systems management.

BUS 808: Advanced Strategic Management (3 units)
This course will survey the different applications of strategic management principles to the development, organization, finance, and operation of a business organization. This course will integrate and apply the skills and the knowledge gained in other graduate business courses to organizational settings, especially those in the management, marketing, accounting, and finance areas.

BUS 809: Advanced Research Methods and Experimental Designs (3 units)
This course focuses on the study of research methods and experimental design. The primary objective of the course is to prepare students to conduct empirical research. Special emphasis will be placed on in-depth understanding of the philosophy of science underlying research methods, the principles of theory development, methods for enhancing the internal and external validity of research findings, as well as techniques for valid and reliable measurement.

BUS 831: Emerging Leadership Concepts and Strategies (3 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 832: Advanced Negotiations, Collective Bargaining, and Group Dynamics (3 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 challenging workplace phenomenon.

BUS 856: Ethical Decision Making in Business (3 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.

BUS 861: Understanding Cultural Metaphors for Globalization of Enterprise (3 units)
The metaverse era rapidly promotes globalization and globalizes regional concepts. Therefore, it is important to understand and analyze cultural metaphors of each country as the most priority sector for companies to globalize. As a research area of corporate management, it is a process of developing the ability to study various new methods for cultural metaphor.

BUS 862 Research of Changes in Industrial Structure and Family Business Culture (3 units)
In the era of the 4th industrial revolution, we intend to define family companies based on various industrial structure analysis and understanding in rapid changes in the industrial structure and study the forms and advantages and disadvantages of family companies in each country. Furthermore, it is a convergent subject that can establish an industrial structure growth model for future family companies through the case of family companies that have grown into small and medium-sized companies.

BUS 863 Advanced Convergence of Art and Management (3 units)
This course focuses on exploring business strategies by incorporating art and creativity into business management and marketing. It aims to combine the creativity of art and diverse content into management, investigates management cases and success stories from the art sector, and explores various types and genres of art that can be applied in management. Furthermore, the course examines how K-content is creatively implemented in contemporary business.

BUS 864 Seminar on the 4th Industrial Revolution and Foodservice Trends (3 units)
With the shift to the era of the 4th industrial revolution, foodservice industries are facing enormous change with regards to social-culture, economic, and environment, and there is much more to consider than just advanced technology and different foodservice experience. In this sense, this course reviews the new foodservice paradigm and the current trends that affect every field in foodservice-related industries.

BUS911 Advanced Statistical Theory (3)
This course is about multivariate statistics analysis method to process doctor's degree paper.

BUS912 Advanced Survey Methodology (3)
This course is about starting with basic analysis of research, this course aims to help prepare doctoral dissertation learning the most frequently used structural model.

BUS913 Thesis Seminar (3)
This is a class that deals with how to research and write thesis paper with advanced research skill and its application in any subject area.

BUS914 Advanced Organizational Management (3)
Understand the academic characteristics of organizational behavior theory and learn about the subject and purpose of research. The learning content is divided into individual, group, and organizational level issues at work, and encompasses all of the psychosocial characteristics of members, group and team theory, and macro-organizational behavior such as leadership and organizational culture. Students explore ways to improve the performance of their members and the organization as a whole. Through case studies, students develop attitudes and qualities so that they can more effectively cope with various problems that arise between members and organizations in the workplace, while also seeking management techniques to improve organizational efficiency and increase employee satisfaction.

BUS915 Advanced Global Management Statistics Practice (3)
This course is to teach students basic statistics theories on management statistics necessary in the era of the global 4th industry and performs empirical statistical analysis of various data applicable to each industry. By dealing with sampling, descriptive statistics, probability distribution functions, estimation of parameters and hypothesis testing, goodness-of-fit tests, and basic non-parametric statistical methods, it is possible to acquire the most basic statistical concepts and the application of research methods required in writing a thesis.

BUS921 Sales Communication Theory (3)
The course aims to provide students with an understanding of the communication aspects of marketing. It will cover the range of tools available to marketers for the purpose of promotion such as advertising, sales promotion, personal selling, sponsorship, publicity and public relations as well as the process by which these are integrated and planned.

BUS922 Sales Consultation Theory (3)
This course is designed to provide students with practical, hands-on experience counseling and consulting with business owners. This course will require extensive field work. The course will revolve around one single consulting project. This course is multidisciplinary in nature. Students will need to utilize skills acquired, knowledge, and experience and determine their applicability to the area of business consulting.

BUS923 Sales Bond Management Theory (3)
The goal of the Sales Management course is to examine the elements of an effective sales force as a key component of the organization's total marketing effort. The course will extend student’s understanding of marketing's reach and potential impact in achieving its

overarching goals. Course objectives include understanding the sales process, the relationship between sales and marketing, sales force structure, customer relationship management (CRM), uses of technology to improve sales force effectiveness, and issues in recruiting, selecting, training, motivating, compensating, and retaining salespeople. Students learn to apply the discussion topics through an interactive project worked on throughout the course.

BUS924 Sales Planning Theory (3)
This course is designed to broaden the student's knowledge of marketing management and planning. The student will acquire a theoretical foundation through the lecture program and discussions on marketing management and planning concepts and frameworks. The use of case studies will allow the student to explore the process of marketing decision-making and strategy development as well as enhancing the ability to apply marketing theory to a wide range of problems. The course is taught using a combination of lectures, case studies, class presentations and discussion seminars. The students will develop group-work, presentation and listening skills as they defend and adapt their marketing proposals in the light of class discussion.

BUS925 International Sales Management Theory (3)
This course involves the study of the issues involved in identifying, and developing, relationships with international markets. The course analyzes the marketing that occurs across national boundaries. Never before in the history of this country has international marketing been so critically important.

BUS926 Sales Management Theory (3)
In this comprehensive and practical introduction to marketing management, students improve their ability to make effective marketing decisions, including assessing marketing opportunities and developing marketing strategies and implementation plans. Course topics include market-oriented strategic planning, marketing research and information systems, buyer behavior, target market selection, competitive positioning, product and service planning and management, pricing, distribution, and integrated communications, including advertising, public relations, Internet marketing, social media, direct marketing, and sales promotions. Through a combination of interactive discussions, cases, practical examples, individual assignments, and a group project, the course applies marketing topics to consumer and business-to-business products, services, and nonprofit organizations. Students gain significant experience in communicating and defending their marketing recommendations and building on the ideas of others.

BUS927 Sales Organization Management Theory (3)
Introduces students to the major theoretical perspectives in both macro and micro-organization studies. This interdisciplinary course focuses on the historical and modern contributions of the social science disciplines to the study of public, for-profit, and non-profit organizations of all sizes. Emphasis is placed on the concepts, theories, and skills relevant to individual, team, and organizational processes.

BUS931 International Logistic Management Theory (3)
This course introduces logistics/physical distribution and supply, and the related costs. It provides a systematic overview and analysis of the elements of logistics functions in widely varying types of industries and agencies, including handling, warehousing, inventory control and financial controls.

BUS932 Retail Start-up Theory (3)
This course will familiarize the student with fundamental retailing concepts and practices. Emphasis will be given to a strategic planning approach for developing and managing the retail marketing mix.

BUS933 Advanced Trading Area Analysis (3)
Course designed for entry into the workforce with skills and knowledge for increased productivity in the commercial or residential markets. This course includes residential, commercial, and industrial electrical systems, trade mathematics, theory, troubleshooting and applicable codes and rules.

BUS934 Store Management Theory (3)
At the end of this course, students shall learn how to: (1) understand the definition of store management; (2) comprehend stores system and procedures; (3) site a store or dockyard; (4) be familiar with layout of buildings; (5) understand stock records; (6) comprehend financial control of stock; (7) gain knowledge about the relationships between production, construction and service organizations; (8) be aware of the location of stock and (9) understand costing. To achieve these goals, this course shall make use of interactive materials to present the concepts of the topics to be discussed. Assessments shall be done after the entire course to check for knowledge retention and understanding.

BUS935 Advanced Freight transportation theory (3)
The course is designed to dramatically increase your ability to think globally, integrate trends, acquire knowledge and act strategically. The courses provide you the critical skills and knowledge necessary to be successful and gain a competitive advantage for you and your company through the immediate application of knowledge and research directly into teaching. Through our cohort, lock-step approach to learning, you and your peers will interact in a way that provides new insights and broadens your personal and professional experiences.

BUS936 Distribution Market Survey Theory (3)
This is an advanced course in distribution logistics, which deals with the management of the follow of goods inventory, services, and related information among members in the supply chain. Effective management of logistics activities in the supply chain can create competitive advantage by delivering added values for customers in many ways including lower cost, higher quality, faster speed of delivery, consistent delivery times, and better product availability.

BUS937 Merchandising Theory (3)
An integrative approach to the role of merchandising and management from a qualitative

and quantitative perspective. Acquired merchandising concepts and principles are integrated and synthesized for the examination and exploration of the many aspects of merchandising management. Includes simulated management activities such as: case study and role playing.

BUS938 Advanced Global Logistics Management Strategy Seminar (3)
Companies around the world are entering the era of infinite competition, which competes with the world without the constraints of time and space in the global market environment due to the development of IT technology. Through this process, the global market environment is required. There is an urgent need to cultivate the management vision of global logistics companies that can actively respond to them, and to cultivate true logistics experts to acquire knowledge and examples of global logistics management, a key task of national competitiveness. Therefore, the master's program of this graduate school enhances the capacity of global logistics by learning this subject.

BUS939 Advanced Global Trade Marketing (3 units)
This course allows students majoring in business administration to learn the concepts and principles of global marketing environments, strategies, and management fields with various examples. It helps to build decision-making skills.

BUS941 Product Development Theory (3)
Product Design and Development is a project-based course that covers modern tools and methods for product design and development. The cornerstone is a project in which teams of management, engineering, and industrial design students conceive, design, and prototype a physical product.

BUS942 Price Management Theory (3)
This course is designed to teach students how to price goods and services by providing a framework for understanding pricing strategies and tactics. Topics covered include economic value analysis, price elasticities, price customization, pricing complementary products, pricing in platform markets and anticipating competitive price responses.

BUS943 Sales Promotion Theory (3)
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness.

BUS944 Consumer Behavioral Theory (3)
A course which examines such fundamental areas as consumer decision-making, processes, information processing, external and internal influences, and business effects on consumer purchase/choice patterns. An analysis of the psychological, social, and economic influences on consumption.

BUS945 Advertisement PR Theory (3)

Advertising is a competitive, creative, challenging, and exciting industry, serving major businesses at the intersection of media and society. Advertising students will develop skills in strategic planning, research, copywriting, art direction, media buying and planning, sales, management, teamwork, leadership, and oral and written presentations. Students will be well prepared for careers in digital and traditional advertising as well as media and marketing organizations in all kinds of industries. Our program prepares students to work at the nexus of economic communications and social communications. They will be positioned to succeed in professional careers and to respond wisely as citizens, consumers, and community leaders.

BUS946 International Marketing Theory (3)
This course involves the study of the issues involved in identifying, and developing, relationships with international markets. The course analyzes the marketing that occurs across national boundaries.

BUS947 Service Marketing Theory (3)
Topics include an overview of services marketing; understanding the customer in services marketing; standardizing and aligning the delivery of services; the people who deliver and perform services; managing demand and capacity; and promotion and pricing strategies in services marketing.

BUS948 Advanced Marketing Strategy Seminar (3 units)
This purpose of this course is to review principles and theory of marketing in general and to enable students to adopt the principles to practice in managerial context in perspectives of marketing strategy.

BUS949 Advanced Digital Environment & Media Literacy (3)
The advent of new media along with the development of IT technology has brought about great changes in the digital environment, in particular, digital media. The ability of users to collect, utilize, transform, and produce information in the field of 'information grasping ability' through a situation where change is required, various literacy cases will be studied.

BUS951 Advanced Methodology of Global Project Management (3)
The purpose of this course is to study the skills and practices of all project managements based on the methodology of the global project management, and to review various methods of global project managements. These global project management methodologies will be further incorporated and applicated into all the industries' project managements for the achievement of successful project objectives.

BUS952 Advanced Management of Global Project Schedule (3)
The goals of the Management of Global Project Schedule are used as a PM tool and problem-solving tool for effective organizational management and successful implementation of project management, which enables successful implementation and completion of global projects.

BUS953 Advanced Management of Agile (3)
The goal of this course is to learn agile methodology and to know how to use it to transform an organization. Agile transformation enables an organization use agile to increase the productivity and make people of the organization happier.

BUS954 Advanced Management of Global Project Risk (3)
Secure the competency of project risk management by acquiring theoretical and practical examples of global project risk management.

BUS955 Advanced Management of Global Project Cost (3)
Acquiring theoretical and practical examples of global project cost management to secure project cost management capabilities.

BUS956 Advanced Management of Global Project Communication (3)
Acquire project communication management competency by acquiring theoretical and practical examples of global project communication management.

BUS957 Advanced Management of Global Project Procurement & Contract (3)
Acquiring theoretical and practical cases for global project procurement and contract management to secure project procurement and contract management capabilities.

BUS958 Advanced Project Management of Prince2 (3)
The objective of this course is to creatively and innovatively study the skills and practices of all project management based on the global project management methodology of PRINCE2 and to proactively apply and review the various methods of global project management for UK and European countries. This global project management methodology of PRINCE2 is creatively integrated and applied to project management in all industries to achieve successful project goals.

BUS959 Theory of Global Project Finance (3)
This coursework understands Project Finance basic concept, process and recognize the important key factors for deal structuring & financial close deal. Learning and analysis international Project Finance & Development Business Case Studies which can lead to adapt current practical PF field. This coursework anticipated to class participates who would like to project financing in the near future or currently work on. (Infrastructure Finance, Infrastructure expert, Investors, EPC and Engineering, Public Corporation employees)

BUS961 Global Business Analysis Seminar (3)
The business analyst (BA) plays a key role in the development and execution of company projects. This course will provide a solid foundation for a career in business analysis. We explore the strategy, phases, components and process a BA uses to develop a project.

BUS962 International Contract Management Theory (3)
This course identifies contracts components and understands the process from start to finish. This course explores practical, in-depth guidance on both carrying out the routine

but vital responsibilities of contracts administration and handling the challenges that typically arise during the life of a contract. This course deals with contract administration principles, policies, responsibilities, and proven best practices.

BUS963 Business Consulting Methodology Theory (3)
This course is designed to provide students with practical, hands-on experience counseling and consulting with business owners. This course will require extensive field work. The course will revolve around one single consulting project. This course is multidisciplinary in nature. Students will need to utilize skills acquired, knowledge, and experience and determine their applicability to the area of business consulting.

BUS964 Organization Development Seminar (3)
Organizations must change to survive in today's rapidly changing global economy. From small family-owned businesses to billion-dollar corporations to non-profits, change is inevitable. This course introduces organizational development: the ability of organizations, large or small, to effectively, economically, and strategically make changes to improve their "products." The course explores the history, major trends, and ethical and professional issues in the organizational development field, while illustrating the OD practitioner's analysis, data gathering, intervention processes and techniques, diagnosis and final recommended changes through readings, discussion postings, applied exercises, case studies and student research.

BUS965 Job Analysis Seminar (3)
A critical training for all HR professionals, this workshop provides participants with an understanding of what job analysis is, when to conduct a job analysis, why a job analysis is conducted, and how a job analysis can be used.

BUS966 Seminar on Foodservice Business Start-up and Franchising System (3)
In this course, based on the basic principles of franchise, you will learn the entire process from the development procedures and methods of the franchise system in the restaurant industry to actual application.

BUS967 Start-up Consulting Theory (3)
The purpose of this course is to learn nature of start-up business and learn the process of start-up consulting including franchise start-up, and independent startup and to investigate and analyze exciting franchise enterprises such as franchisor system, franchise support system, vendor management, and customer service.

BUS968 Advanced Understanding and Analysis of Big Data (3)
As global social and economic activities become a data economy, the paradigm shifts rapidly, and the new industry becomes a Big Data based industry. We cultivate human resources that will lead the data economy and create new industries of data base and cultivate.

BUS969 Advanced ICT Environment Change and Culture Code (3)
Culture is learned, evolved and passed on to the next generation. In addition, culture has diversity according to ethnicity, region, and industrial environment between each country, and I want to understand and study ICT environment changes and cultural codes.

BUS971 EEG research and utilization research (3)
The goal of this course is to train brainwave experts who are accurate and reliable by learning how to study and use EEG. Cultivate experts in brainwaves by understanding the concepts and history of brainwaves, basic principles related to brainwaves, and characteristics of brainwaves such as frequency-specific features, basic elements of brainwaves, brainwaves when normal people are stable, and how to use brainwaves according to age.

BUS972 Qualitative research methodology (3)
Qualitative research methodology is the method of collecting, analyzing, and writing dissertation on qualitative resources such as human behavior pattern, attitude, thought, and life. In this subject, we learn how to collect qualitative resources, analyze systematic, design the research, present effectively, and to complete with dissertation.

BUS973 Brain Management Psychology (3)
Brain Management Psychology is a systemic and scientific function and characteristic management from an integrated perspective of the whole brain, such as sense, cognition, behavior, and emotion, so that individual perfection and harmonious well-being with society.

BUS974 Brain Health and Physical Activity (3)
Searching brain education and brain science grounds for contact with human vitality through movement and consciousness expansion to the underlying vitality, based on this, to find out preventive methods for brain-related diseases and typical lifestyle-related diseases, and the mechanism of psychosomatic medicine, Students learn the principles and practices of natural healing enhancement methods, the importance of exercise and prescription, and cultivate health care professionals in sports.

BUS975 Brain Cognitive Program Development (3)
Learn about the effects of peripheral nerve stimulation, body movements, and meditation on the brain and learn how to develop and evaluate programs for brain health by age.

BUS976 Brain Management Research (3)
All human thoughts and actions originate from the brain. The development of science and technology until the era of the 4th industrial revolution is because humans have a different brain structure from animals, and the method of use is different. The purpose of this course is to train excellent brain management leaders by learning and researching the structure and function of the brain, how the brain works, and how to use the brain effectively.

BUS977 Brain and Psychology (3)
Understand the brain's location and function in relation to the emotions and emotions of the brain and humans. This course trains experts by researching and discussing the effects of human psychology on social activities and various outcomes that can occur when an emotional function is abnormal.

BUS978 EEG Commentary and Practical Hands-on Training (3)
Based on the basic concept of EEG, students will learn EEG measurement methods using EEG equipment and practice interpretation in clinical practice.

BUS979 Advanced Brain and Health (3)
In Brain and Health, the process of exploring basic structures and functions of the brain, exploring physical and mental activities and brains for brain health based on the latest research results and utilizing practical knowledge on how to make a lifestyle for brain health.

BUS981 Advanced Real estate asset investment theory (3)
We study how real estate asset management improves corporate profitability based on the company's appropriate real estate holding ratio, spatial productivity of corporate real estate, and methods of utilizing idle real estate and underutilized real estate.

BUS982 Advanced Disaster Prevention Theory (3)
Currently, the level of crisis management in Korea is very low, so efforts to minimize social conflicts caused by prevention or crisis at the organizational level are very weak. In addition, only some efforts have been made to systemize in terms of follow-up. In this subject, you can learn the right perspective on crisis management in terms of disaster safety and learn strategic thinking for crisis management execution based on crisis management theory and strategic models.

BUS983 Advanced Prop Tech Start-up & Management (3)
Prop Tech is a term that combines property and technology and refers to the real estate service industry that combines information technology. Especially Prop Tech Start-up & Management is important subject. Examples of *Wework*, Airbnb, *Zigbang*, and *Yanolja* are famous.

BUS984 Restaurant Industry Theory
In order to succeed in the restaurant industry, it is necessary to predict the social changes of the future society and prepare thoroughly. Therefore, it is possible to develop the ability to predict social changes by studying the current state of the world and Korean food service industry and studying the prospects.

BUS985 Advanced Health, Safety & Environment Management Theory (3)
The goal of this course is to address the definition of safety, the concept of risk and the principles, standards and specifications of safety management, and to learn to understand

and apply various theoretical perspectives on the relationship between enterprise management and safety and the cause of industrial accidents and the mechanism.

BUS986 Advanced HSE Theory of Emergency Medicine (3)
Understand the mechanisms of heart attack, dyspnea, and cerebrovascular accidents caused by various medical diseases, and provide appropriate first aid measures Understand appropriate methods of rescuing and transporting patients from various disaster sites. Students learn how to use equipment and how to treat them that can be applied in the field to properly evaluate the patient's condition in an emergency situation and cultivate the ability to treat the patient's resuscitation or complications prevention. Students learn first aid to treat and fix trauma wounds, bleeding, shock, and burn wounds that injure the head, spine, chest, abdomen, pelvis, and limbs due to accidents occurring in daily life and disaster situations.

BUS987 Advanced Strategic Environmental Impact Assessment Theory (3)
The purpose of this course is Environmental assessment is a comprehensive assessment of the impact of policies, plans, programs, and projects related to the policy hierarchy, including Strategic Environmental Assessment (SEA) and Environmental Impact Assessment (EIA). Subject to learn the process of predicting, analyzing, and evaluating.

BUS988 Advanced Safety and Health Practice Theory2 (3)
The purpose of this course is to foster the best global leaders in the field of safety, health and environment. Following Safety and Health Practice Theory1, the purpose of this course is to improve the technical competence of safety and health management at the workplace and to conduct creative and innovative research will be.

BUS989 Advanced ESG Management theory (3)
The purpose of this course is Environmental assessment is a comprehensive assessment of the impact of policies, plans, programs, and projects related to the policy hierarchy, including Strategic Environmental Assessment (SEA) and Environmental Impact Assessment (EIA). Subject to learn the process of predicting, analyzing, and evaluating.

BUS990 Global Field Trip 2 (3)
The main focus of Field trip is 1) Improving the understanding of the knowledge learned by visiting industrial sites; 2) Cultivating a spirit of community and strengthening a sense of solidarity; 3) Building networking between field manager and university.

BUS991 Advanced Global Business Negotiation Skills for field application (3)
The purpose of Global Business Negotiations is to share the knowledge and skills of efficiently solving various negotiation-related issues in industrial site through meetings and discussions with field managers.

BUS992 Advanced ESG Management Case Study (3)
ESG stands for Environmental Protection (Environment), Social Contribution (Social), and Ethical Management, and ESG management refers to business activities in which companies take the lead in protecting the environment, performing social contribution

activities such as support for the socially disadvantaged, and thoroughly observing laws and ethics. ESG management is a measure of non-financial performance that assesses a company's sustainable growth, and in the European Union and the United States, this is the case.

BUS993 Seminar on Consumer Behavior in Foodservice (3)
In this course, rapid changes in the marketing environment have affected consumer behavior in various aspects. In line with this, the purpose is to understand consumer behavior more accurately and broadly.

BUS994 Advanced Leadership of management strategy, consilience, and convergence (3)
course teaches you the need to be equipped with the keyword consilience if you are a managerial leader in the 21st century. Therefore, if we are from the perspective of those who study management in a position where consilience, convergence, or consistency is needed, we can help leaders understand leadership through consilience between various fields through an overview of management strategy theory as we know it and through humanities and field records. It is possible to consider.

BUS995 Advanced ESG Management strategy (3)
ESG, which has emerged rapidly recently, is an abbreviation of environmental, social, and governance, which is developing into a paradigm that is essential, not an option, for sustainable management in the future while protecting the global community and valuing human rights. ESG management, which began in the European Union and the United States, is now an irreversible trend worldwide and requires a strategic approach as companies are evaluated not only for financial but also non-financial factors. This course will present how it is efficient to strategically apply ESG to management in an era when ESG management is necessary.

BUS996 Seminar Study on Human Resource Management for Foodservice Operation (3)
Through this course, the goal of this course is to learn the principles of effectively managing service human resources, develop the existing areas of thinking about service human resource management, and further improve the ability to apply these principles and thinking in practice.

BUS997 Big Data Society and Cultural Codes (3)
The big data society creates environments and relationships that completely change past social structures. This course seeks to understand the big data society that is the basis for the AI era to come in the future and to find the importance of culture within it.

BUS998 Fundamentals of Blockchain and NFT Art (3)
ESG, which has emerged rapidly recently, is an abbreviation of environmental, social, and governance, which is developing into a paradigm that is essential, not an option, for sustainable management in the future while protecting the global community and valuing human rights. ESG management, which began in the European Union and the United

States, is now an irreversible trend worldwide and requires a strategic approach as companies are evaluated not only for financial but also non-financial factors. This course will present how it is efficient to strategically apply ESG to management in an era when ESG management is necessary.

BUS999 Advanced Theory of Asset Investment (3)
It deals with various issues and theories related to real estate, finance, and intangible assets, and management peculiarities according to types of default plans such as housing management, building management, land management, shopping center management, and special estate management. At the same time, we study how real estate asset management contributes to the company's profitability improvement based on the proper ratio of real estate holdings of companies, spatial productivity of corporate real estate, and how to use idle and low-utility real estate.

PHILOSOPHY COURSES

MPS601 General Theory of Geomancy (3 units)
As a course to examine the overall composition for raising the understanding of oriental geography, the general contents of oriental geography are learnt. Oriental geography is composed of many characteristic elements such as religious, philosophical, historical, scientific, humanistic, and environmental aspect. As each element is equipped with rational logical system, it is necessary to examine it in diverse angles.

MPS602 Introduction to Yin-Yang and Five Elements Theory (3)
By over-viewing the history of oriental Yin-Yang and Five Elements Theory focusing on books and authors, reviewing its theories, and studying its origin and utilization measures, the occurrence and development process of Yin-Yang and Five Elements Theory are examined. The goal of education is to cultivate abilities to write theses and research methodology by examining theses related to it.

MPS603 Book of Oriental Classics I (3 units)
By studying the original text of Zipingzhenquan which is the representative theoretical book of Yin-Yang and Five Elements of the Qing Dynasty, and the classic of changes in the principle of grade and usable star, the author Sim Hyo-Cheom's intention is compared with Yin-Yang and Five Elements Theory of present times, on top of understanding the composition principles of Zipingzhenquan.

MPS604 Yin-Yang and Five Elements Practical Application (3)
The Yin-Yang and Five Elements Theory has been widely used in the East. Focusing on the actual cases of use, how fortunes have been analyzed/utilized would be learnt.

MPS605 I-Ching Practices (3)
As an ideological basis of orientalism, I-ching is based on Yin-Yang and Five Elements. As I-ching is divided into academic research area and technical area for practical use in

daily life, I-ching Practices aims to study the technical aspect for practical use in daily life.

MPS606 The Basics of Yin-Yang and Five Elements (3)
The ideological basis of orientalism is I-ching, and the principles of I-ching are based on Yin-Yang and Five Elements. In the East, people thought that every object was composed of Yin, Yang, and Five Elements. The basics of orientalism is the Yin-Yang and Five Elements.

MPS607 Understanding I-Ching (3)
As the basics of orientalism, I-ching based on Yin-Yang and Five Elements is the first step for understanding orientalism. I-ching analyzes the principles of objects and universe with changes in a trigram based on Yin-Yang and Five Elements. This course introduces the principles and basic composition of I-ching.

MPS608 Management of Impression I (3)
When there are anatomy and physiology in the West, there is physiognomy in the East. From external frame and skin type/color, it judges individuals' health, mental state, and even fortunes. Good impression could give a favorable impression to others. Thus, it is necessary to manage good impression for harmonious interpersonal relationship.

MPS609 Management of Impression II (3)
When there are anatomy and physiology in the West, there is physiognomy in the East. From external frame and skin type/color, it judges individuals' health, mental state, and even fortunes. Good impression could give a favorable impression to others. Thus, it is necessary to manage good impression for harmonious interpersonal relationship.

MPS600 The Analects of Confucius (3)
This course aims to develop an ability to interpret Chinese classics and to study the meanings by reading the original text of Analects of Confucius. It also analyzes the historical significance of background of sentences and philosophical meanings of contents. Through this, it aims to understand the basic direction of Confucius and Confucian philosophy. Also, it studies the effects of Analects of Confucius on the Yin-Yang and Five Elements Philosophy.

MPS610 Oriental Geographic for Architecture (3)
Oriental geography was used as methods for architecture for living people and cemetery for dead people. This course aims to study the geographic methods and composition principles of architecture for living people.

MPS611 Study of ChangJa Thought (3)
This course aims to read/study the original <ChangJa> written by ChangJa who was the central figure of Taoism in China. <ChangJa> is composed of 33 volumes such as ‘inner volume’, ‘external volume’, and ‘miscellaneous volume’. ChangJa's thought and Taoism could be understood by examining main parts of them.

MPS612 Advanced City Geography Theory (3)
Based on the practical application of sustainable feng shui studies in line with the future value and potential of feng shui studies, the focus is on the development of professional scholars who can study modern urban feng shui through learning and actively reflect it in future urban planning.

MPS613 Seminar in Logical Analysis (3)
The purpose of this course is to learn the skill to analyze the logical structures of various argumentations in ordinary and philosophical discourses.

MPS614 Studies in Western Ethical Theories (3)
Western ethical theories had been developed with two major traditions, the Hellenistic teleology and the Hebraic deontology. This course examines how various ethical theories based on these two trends can be applied and harmonized to contemporary ethical issues.

MPS615 I-Ching Practices 2 (3)
As an ideological basis of orientalism, I-ching is based on Yin-Yang and Five Elements. As I-ching is divided into academic research area and technical area for practical use in daily life, I-ching Practices aims to study the technical aspect for practical use in daily life.

MPS616 Studies in Royal Tombs (3)
Royal tombs theories are based on the practical application of sustainable feng shui studies in line with the future value and potential of feng shui studies, the focus is on the development of professional scholars who can study modern urban feng shui through learning and actively reflect it in future urban planning.

MPS617 Practice of City Geography Theory (3)
Directly visiting and analyzing the history and geographical location.

MPS618 Topics in Contemporary Ethics (3)
The purpose of this course is to critically review and analyze solutions to contemporary ethical issues such as biomedical ones, animal rights, cyber ethics, sexual orientation, feminism, racial conflicts, and affirmative actions as well as traditional ones such as the fair distribution of wealth and civic duties. In addition, this course will examine the issues of international issues such as war, refugees, foreign aid, state blockade, and trade barriers.

MPS619 Practice of City Geography Theory 2 (3)
Directly visiting and analyzing the history and geographical location.

MPS511 Confucius' Political Thought (3)
This study analyzes Confucius' perception of politics, the direction of desirable politics, and the virtues of desirable leaders.

MPS512 Mencius' Political Thought (3)
With a focus on the folk ideology of Mencius in the Mencius, research and analysis will be made on the direction of desirable politics, views on economy and society, and virtue of

desirable leaders.

MPS513 Lao-tzu's Political Thought (3)
Focusing on the idle thoughts of Lao-tzu in the Tao Te Ching, the study analyzes the direction of ideal politics and the virtues of ideal leaders.

MPS514 Hanfeitzu's Political Thought (3)
Focusing on the low, influence, and skill of the lawyers who appeared in the Han visa, this study analyzes and analyzes the political ideology of the Han visa.

MPS515 Global & Market-Oriented Public Policy (3)
Based on the contents of various laws and policies that provide the basis for formulating and implementing public policies, welfare policies, and consumer policies, various problems arising from the free market economy system are diagnosed and policy solutions are considered. In addition, it discusses the core concepts and knowledge of social science, which are essential for understanding such policies.

MPS516 Ecology Philosophy (3)
Applied philosophy to deal with environmental and ecological crises such as environmental pollution and natural destruction globally.

MPS517 Global & Market-Oriented Public Policy (3)
This course aims to analyze, theoretically and empirically, the effects of various competition policies also known as fair trade policies, on corporate competitiveness and consumer welfare in the market. Typical competition policies include regulations on unfair common actions, entry prevention policies, suppression of economic concentration, and restrictions on abuse of market dominance status.

MPS521 Chinese Religious Philosophy (3)
This class aims to understand how DaeJangkyung in China had been formed for about 2000 years paper.

DPS701 Research in Yin-Yang and Five Elements Philosophy (3 units)
By studying Chinese thoughts(thoughts like heaven-human relation theory, cosmology, Yin-Yang and Five Elements Theory, astronomy theory, and fatalism, and Myungri-related thoughts like Chu Yeon, Yeo Bul-Wi, Yu An, Dong Jung-Seo, Wang Chung) as the basis of Myungri Philosophy, the philosophical thoughts of Myungri Philosophy are learnt.

DPS702 Book of Oriental Classics II (3)
By reading the original text of Wuxingdayi as the representative book about Yin-Yang and Five Elements organized in the period of Myungri Philosophy, it aims to examine the development process and composition system of the current Yin-Yang and Five Elements Theory.

DPS703 Research in Eastern Philosophy and Classical Literature (3)
This course aims to study the main contents by understanding the category and characteristics of Eastern philosophy. Out of Chinese philosophy, Indian philosophy, and Korean philosophy, the main classics focusing on Chinese philosophy are studied. It includes Confucianism of Confucius and Taoism of Lao-tzu. It also examines Buddhism and Korean thoughts as well. This course requires major research paper or presentation of project that is substantive in nature and in rigor and level.

DPS704 Research in Taoism (3)
This course aims to study the main elements of Taoism such as philosophical, religious, and training part. When Confucianism is a study for leaders in the East, Taoism is a study formed by ordinary people in the East. This course will provide guidelines for life and psychological/physical health to modern people.

DPS705 I-Ching Lecture (3)
As I-ching which is the basis of orientalism includes parts that cannot be easily understood, this course examines how to analyze objects through the change process of four trigrams, eight trigrams, and 64 trigrams.

DPS706 Study on the Theories of Justice (3)
The course is the study on the theories of Justice that examines the theories of thinkers critically for executing justice as a beast virtue of social ethics and focuses on research about how to apply it to various issues regarding justice in our society today. This is to critically examines the theories of the thinkers for the realization of justice, the best virtue of social ethics, and concentrate on how to appy it to various issues of our society today.

DPS707 The Analects of Confucius Lecture (3)
This course aims to develop an ability to interpret Chinese classics and to study the meanings by reading the original text of Analects of Confucius. It also analyzes the historical significance of background of sentences and philosophical meanings of contents. Through this, it aims to understand the basic direction of Confucius and Confucian philosophy. Also, it studies the effects of Analects of Confucius on the Yin-Yang and Five Elements Philosophy.

DPS708 Daehak Lecture JungYong (3)
This course aims to study meanings by reading <DaeHak> one of the basic scriptures of Confucianism. <DaeHak> is a theoretical book showing the process of completing self-discipline and accomplishment of social order. Through this, the direction of personal discipline and social reform aimed by Confucianism could be understood.

DPS711 Theory and Practice of Economics (3)
Study major theories in Micro- and Macro-economics such as price mechanisms, market structures, income inequality, unemployment, inflation and economic fluctuations, and analyze them by applying to real economic phenomena. This course is designed for master's and doctorate students majoring in both philosophy and business administration.

DPS712 Topics in Social Ethics (3)
In addition to traditional social ethics issues, such as redistribution of wealth or civil obligations, ethical issues such as biomedical ethics, animal rights, cyber ethics, and sexual ethics, as well as international issues such as war, refugees, foreign aid, national containment, and trade barriers Critically review and analyze solutions to the fields.

DPS713 Classics of Western Political Thoughts (3)
Politician Politeia Aristotle's Political Science Politika Machiavelli's principe Locke's Two treaties of government promote deep understanding through reading and discussing major classics in political history.

DPS714 History of Western Political Thoughts (3)
Criticism of political ideologies representing the times such as classical monarchy, democracy, republicanism, new kingship, social contract theory, capitalism, socialism, communism, totalitarianism, liberalism, anarchism, and neoliberalism.

DPS715 Seminar in Theories of Justice (3)
It examines the pros and cons of various theories surrounding the distribution and control of social values, such as utilitarianism, liberalism, welfare state theory, communism, and socialism, and explores justice theories that best fit our time.

DPS716 Topics in Contemporary Political Philosophy (3)
In the post-Cold War era, we put practicality ahead of ideology and compares political theories that advocate endless competition, cross-country divergence, collective self-interest, and national priorities, and political theories of concern, exploring the topography of changing political theory.

DPS717 Research of Global & Market-oriented Public Policy (3)
Based on the contents of various laws and policies that provide the basis for formulating and implementing public policies, welfare policies, and consumer policies, various problems arising from the free market economy system are diagnosed and policy solutions are considered. In addition, it discusses the core concepts and knowledge of social science, which are essential for understanding such policies.

DPS718 Theory and Practice of Law and Economic (3)
Law and Economics' is a so-called interdisciplinary study and is one of the most popular academic fields in the world, including philosophy departments in the United States, Canada, Europe, Japan, and China. By using basic economic analysis methods and theories, laws and institutions and policies could be understood.

DPS719 Competition Policy and Consumer Welfare (3)
This course aims to analyze theoretically and empirically the effects of various competition policies also known as fair trade policies, on the corporate competitiveness and consumer welfare in the market. Typical competition policies are regulations of unfair common actions, entry prevention policies, suppression of economic concentration, and restrictions on abuse of market dominance status.

DPS731 History and Philosophy of Science (3)
The history of science is the history of human intelligence. This course focuses on the changes in the worldview and methodology of Western science and aims to critically review the status, limitations, and problems of science while tracing the progress of science.

DPS732 Ethics for Dissertation and Research (3)
This course aims to establish the professional ethics required for correct researchers, by learning knowledge and attitude necessary to perform desirable research like how to write theses, protection of research subjects, deliberation of research, management of research data, and researchers' social responsibility, and also by preventing fraudulent research acts.

DPS756 Korean Traditional Geographic (3)
In the East, I-ching is based on orientalism, and there have been several geographic thoughts based on I-ching. This course aims to study thoughts inherent in Korean people by analyzing unique geographic thoughts differentiated from ones in other countries

DPS761 Book of Oriental Classics III (3)
As an oriental geographic book published by Joo Gyeong-Il in the Ming Dynasty, 『Sanyangjimi』 describes how to assess the value based on the shape of land which is the core of oriental geographic theory. The author's accurate thoughts could be understood by directly reading the original text.

DPS762 Book of Oriental Classics IV (3)
As an oriental geographic book published by Joo Gyeong-Il in the Ming Dynasty, 『Sanyangjimi』 describes how to assess the value based on the shape of land which is the core of oriental geographic theory. The author's accurate thoughts could be understood by directly reading the original text.

DPS763 Book of Oriental Classics V (3)
As an oriental geographic book published by Joo Gyeong-Il in the Ming Dynasty, 『Sanyangjimi』 describes how to assess the value based on the shape of land which is the core of oriental geographic theory. The author's accurate thoughts could be understood by directly reading the original text.

DPS764 Book of Oriental Classics VI (3)
As an oriental geographic book published by Joo Gyeong-Il in the Ming Dynasty, 『Sanyangjimi』 describes how to assess the value based on the shape of land which is the core of oriental geographic theory. The author's accurate thoughts could be understood by directly reading the original text.

DPS765 I-Ching I (3)

This course aims to study <I-ching-First Volume> as text. When <I-ching> is divided into philosophical research area and divinatory research area, it belongs to the philosophical research area. It deeply researches and examines the traditional comments on the original text of <I-ching-First Volume>. Through this process, on top of the understanding of sentences in <I-ching-Fist Volume>, the philosophical meanings will be researched as well.

DPS766 IChing II (3)
This course aims to study <I-ching-Second Volume> as text. When <I-ching> is divided into philosophical research area and divinatory research area, it belongs to the philosophical research area. It deeply researches and examines the traditional comments on the original text of <I-ching-Second Volume>. Through this process, on top of the understanding of sentences in <I-ching-Second Volume>, the philosophical meanings will be researched as well.

DPS 767 Understanding Meditation (3)
This course studies the philosophical background, theories, and methods of the Eastern meditation. Especially, it will focus on the philosophical background, theories, and methods of Taoist meditation of China and Yoga mediation of India. It will also examine the modern meditation applying them to suggest the direction of health care methods for modern people.

DPS768 The Thought of Lao Tzu (3)
For understanding the Lao Tzu as the scripture of Taoism which is one of the three major thoughts of China, the original text of Lao Tzu is read. Even though <Lao Tzu> is a small book composed of total 81 chapters, it is helpful to understand the thought of Taoism.

DPS769 The Book of Odes (3)
This course aims to read/study meanings of <The Book of Odes> which is one of the basic scriptures of Confucianism. <The Book of Odes> is the first poetry book of China. It is known that Confucius edited this book for literature and education for his disciples. This shows the political form and people's acceptance attitude in the ancient China.

DPS770 Research in the Mencius' Tourism Thought (3)
Reading the original text of <Mencius>, this course aims to study its meanings and Mencius' thought. It also analyzes the historical significance of sentences and the philosophical meanings of contents. It aims to understand the basic direction of Mencius and Confucianism.

DPS771 Confucius Architecture Geomancy Aesthetic (3)
Confucianism dominating consciousness of the Joseon Dynasty produced palace, lecture hall, Confucian temple, and structures based on other Confucian thoughts. At this time, the oriental geography was an important means of utilization, and became the ideological basis dominating the trend of the times. This course aims to examine the application of principles of Taijitushuo, Rounded Sky & Squared Earth, and Yin-Yang and Five Elements Theory as the basis of essential thoughts of geomancy to the spatial composition of structure.

DPS772 Theories of Oriental Geographic History (3)
The history of oriental geography was started together with the history of mankind. Based on its long history, there have been numerous geographic theories equipped with logical system. This course aims to examine the history, theories, and criticism of oriental geography.

DPS773 Research in the Complete Text of Myungri Interpretation (3)
By attempting to interpret/compare/verify the Myungri classics or Ming Dynasty shown in all sorts of theoretical books with diverse interpretation theories of Myungri philosophy, this course aims to study measures to increase the actual utilization of diverse interpretation theories, and also to have opportunities to develop interpretation techniques or theories suitable for the reality.

DPS774 Independent Study I (3)
This is a class that deals with how to research and write thesis paper with advanced research skill and its application in any subject area.

DPS780 JungYong Lecture (3)
This course aims to read/study <JungYong> as one of the basic scriptures of Confucianism. <JungYong> suggests the position and attitude required for human. As everyone has both greed and ethical nature inside, the logic to handle these two minds is JungYong. Through this, the ethical value of the East could be understood.

DPS781 Study of Juja Thought (3)
Juja compiled Confucianism, revealed the true meanings of the Five Classic as the basic scripture of Confucianism, and founded/completed Neo-Confucianism (Juja thought). He established the cosmological and humane metaphysics complementing the existing theoretical lack of Confucianism compared to Buddhism and Taoism. Through this, Confucianism forms the profound philosophy more than guidelines for ethical culture. It understands the effects of Juja thought on Korea.

DPS782 Human and Religion (3)
The purpose of this course is to study the various religions in the world, especially in Korea, including shamanism, Buddhism, Christianity, Islam, and new religious movements. By doing so the students will be better acquainted and more generous with the religions of others. The purpose of studying these religions is to preach the gospel of God.

DPS783 Philosophy of life and death (3)
The problems of life and death are imminent, but they are usually neglected, and the consciousness of the problem and its solutions are also difficult to solve. This lecture is to recognize that each day is like dying every day and to examine the various life, values and world views in order to realize well-being and well-being, and to provide an opportunity to find infinite meaning in one's own finite life. Is the goal.

DPS783 Philosophy of life and death (3)
Based on the practical application of sustainable feng shui studies in line with the future value and potential of feng shui studies, the focus is on the development of professional scholars who can study modern urban feng shui through learning and actively reflect it in future urban planning.

DPS785 The History of Indian Philosophy (3)
Based on the practical application of sustainable feng shui studies in line with the future value and potential of feng shui studies, the focus is on the development of professional scholars who can study modern urban feng shui through learning and actively reflect it in future urban planning.

DPS786 Advanced City Geography Theory 2 (3)
Based on the practical application of sustainable feng shui studies in line with the future value and potential of feng shui studies, the focus is on the development of professional scholars who can study modern urban feng shui through learning and actively reflect it in future urban planning.

DPS787 The History of Indian Philosophical Thought (3)
The course describes the background & contents of Indian philosophical thought in the oriental culture. Based on the practical application of sustainable feng shui studies in line with the future value and potential of feng shui studies, the focus is on the development of professional scholars who can study modern urban feng shui through learning and actively reflect it in future urban planning.

DPS788 Topics in Metaphysics (3)
Metaphysics is one of the four major areas of philosophy along with epistemology, ethics, and logic. This course includes philosophical reflections on the concept of existence itself, identity, change, time and space, causality, aspects, mind and matter, determinism and free will, natural and artificial entities, etc.

DPS811 The Background of the New Testament (3)
This course is offered for the study of the Second Temple Era (538 BC–135 BC) and Roman emperors appearing in the Bible. We will look at the flow of history to Babyon, Persia, Hela, and Rome. After that, it aims to study the worship and offering of the Roman emperor, which is the background of persecution in the New Testament.

DPS812 The Seminar on Evangelical Preaching (3)
Evangelical preaching is the basis of preachers. This subject allows the preacher to know the background and principle of evangelical preaching, and to give the ability of evangelical preaching by exercising practically. In addition, it is possible to check whether the evangelical principle has been applied to own preaching, and to give the ability to feedback on the preaching of others.

DPS813 Community Life Education (3)
It is the era of lifelong education. Lifelong education is also an individual's performance, but community support is needed. This is because the relationship between maintaining community and lifelong education is clear. Along with community theory, this subject aims to acquire lifelong education for individuals as members of the community, as well as lifelong education philosophy and methods as strategies and implementations of the community. The traditional form of the community is the church. The community lifelong education class has the purpose of applying it to churches and ministry to the theological learners.

DPS814 Christian Theory of the New Testament (3)
We will look at the Christology appearing in the New Testament for each book and examine the differences and the reasons for the differences. The purpose of this study is to study the reasons and diversity of Christological diversity in the New Testament.

COMPUTER INFORMATION SYSTEMS COURSES

CIS 500 Information Structures with Java (3 units)
This course covers basic data types and structures as well as programming techniques and algorithms that operate on them. This course examines implementations of data structure and algorithms in Java. Topics includes but is not limited to discussion of programming concepts starting with the fundamentals of data types, control structures methods, classes, applets, arrays, and strings, and proceeding It also covers advanced topics such as inheritance and polymorphism, interfaces, creating user interfaces, exceptions, and streams. Upon completion of this course the students will be able to apply software engineering criteria to design and implement Java applications that are secure, robust, and scalable.

CIS 510 Programming Languages (3 units)
This course discusses the design, use, and implementation of imperative, object-oriented, and functional programing languages. The course also deals with scoping, type systems, control structures, functions, modules, object orientation, exception handling, and concurrency. A study also includes but is not limited to a variety of languages such as C++, Java, Ada, Lisp, and ML, and concepts that are reinforced by programming exercises.

CIS 520 Information Systems Analysis and Design (3 units)
This course deals with theory and practice of systems analysis and design. It covers object-oriented methods of information systems analysis and design for organizations with data-processing needs. System feasibility; requirements analysis; database utilization; Unified Modeling Language; software system architecture, design, and implementation, management; project control; and systems-level testing.

CIS 530 Computer Communications (3 units)
The course is an in-depth study of the issues in design, analysis and operation of computer and telecommunication network. The primary emphasis is on conceptual issues in the design and implementation of layers of the OSI and TCP/IP protocol architecture of computer internetworks. The course also emphasizes a fundamental understanding of basic network design, routing, dimensioning, and control.

CIS 540 Business Data Communication and Network (3 units)
This course presents the foundations of data communications and takes a bottom-up approach to computer networks. This course will introduce the architecture, concepts, terminology, design, and management issues related to the modern environment of networking and data communications. The course concludes with an overview of basic network security and management concepts. This course also explores various types of networks and communication systems, protocols, regulatory issues, and policies.

CIS 550 Web Application Development (3 units)
This course focuses on building core competencies in web design and development. As such, students will be exposed to Internet application development architecture. It begins with a complete immersion into HTML essentially XHTML and Dynamic HTML (DHTML). Students are also exposed to Cascading Style Sheets (CSS), as well as Dynamic CSS. The fundamentals of JavaScript language including object-oriented JavaScript is covered comprehensively. AJAX with XML and JSON are covered, as they are the primary means to transfer data from client and server.

CIS 560 Server-Side Web Development (3 units)
The Server-Side Web Development course concentrates primarily on building web applications using PHP/MySQL and Node.js/MongoDB. The course is divided into various modules covering in depth the following topics: PHP, MySQL, Object oriented PHP, PHP MVC, Secure Web applications, Node.js and MongoDB. Along with the fundamentals underlying these technologies, several applications will be showcased as case studies. Students work with these technologies starting with simple applications and then examining real world complex applications. At the end of this course, students would have mastered the web application development on the server-side.

CIS 570 Network Security (3 units) - capstone course
This course will cover advanced network security issues and solutions. The main focus on the first part of the course will be on Security basics, i.e. security services, access controls, vulnerabilities, threats and risk, network architectures and attacks. In the second part of the course, particular focus and emphasis will be given to network security capabilities and mechanisms (Access Control on wire-line and wireless networks), IPsec, Firewalls, Deep Packet Inspection and Transport security. The final portion of the course will address Network Application security (Email, Ad-hoc, XML/SAML and Services Oriented Architecture security. As part of our course review, we will explore a number of Network Use Cases. Current trends and research in security policies and technologies will also be discussed.

CIS 580 Enterprise Information Security (3 units)
The course explores various technical, administrative, and physical aspects of IT security. Formal security models are presented and illustrated on operating system security aspects, more specifically memory protection, access control and authentication, file system security, backup and recovery management, intrusion, and virus protection mechanisms. Application-level security focuses on language level security and various security policies; conventional and public keys encryption, authentication, message digest and digital signatures. Internet and intranet topics include security in IP, routers, proxy servers, and firewalls, application- level gateways, Web servers, file and mail servers. Discussion of remote access issues, such as dial-up servers, modems, VPN gateways and clients.

CIS 590 Database Design and Implementation for Business (3 units)
Students learn the latest relational and object-relational tools and techniques for persistent data and object modeling and management. Students gain extensive hands-on experience using Oracle or Microsoft SQL Server as they learn the Structured Query Language (SQL) and design and implement databases.

CIS 600 IT Strategy and Management (3 units)
This course describes and compares contemporary and emerging information technology and its management. Students learn how to identify information technologies of strategic value to their organizations and how to manage their implementation. In other words, this course highlights the application of I.T. to business needs. As such, this Course presents a framework and methodology for assessing, developing, and implementing an effective IT strategy that is aligned with business needs. <This is a capstone course>

CIS 610 Information Technology Project Management (3 units)
This course provides students with a comprehensive overview of the principles, processes, and practices of software project management. Students learn techniques for planning, organizing, scheduling, and controlling software projects. There is substantial focus on software cost estimation and software risk management. Students will obtain practical project management skills and competencies related to the definition of a software project, establishment of project communications, managing project changes, and managing distributed software teams and projects.

CIS 620 Distributed Software Development and Management (3 units)
Many of today's software systems are developed by geographically distributed teams. The course examines software engineering in this context, from the project and program management perspective. The term project consists of in-process submissions that are thoroughly reviewed, including among peers, together with a working system prototype.

CIS 630 Agile Software Development (3 units)
This course focuses on the software development process with a comprehensive overview of the principles, processes, and practices of agile software development. Students learn techniques for initiating, planning, and executing on software development projects using agile methodologies. Students will obtain practical knowledge of agile development frameworks and be able to distinguish between agile and traditional project management

methodologies. Students will learn how to apply agile tools and techniques in the software development lifecycle from project ideation to deployment, including establishing an agile team environment, roles and responsibilities, communication, and reporting methods, and embracing change.

CIS 640 Database Security (3 units)
The course provides a strong foundation in database security and auditing. This course utilizes Oracle scenarios and step-by-step examples. The following topics are covered: security, profiles, password policies, privileges and roles, Virtual Private Databases, and auditing. The course also covers advanced topics such as SQL injection, database management security issues such as securing the DBMS, enforcing access controls, and related issues.

CIS 650 Digital Forensics and Investigations (3 units)
This course provides a comprehensive understanding of digital forensics and investigation tools and techniques. The students learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. Operating system architectures and disk structures are discussed. The students study how to set up an investigator's office and laboratory, as well as what computer forensic hardware and software tools are available. Other topics covered include importance of digital evidence controls and how to process crime and incident scenes, details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments either in solo or in teams. With rapid growth of computer systems and digital data this area has grown in importance.

CIS 660 Mobile Forensics (3 units)
Overview of mobile forensics investigation techniques and tools. Topics include mobile forensics procedures and principles, related legal issues, mobile platform internals, bypassing passcode, rooting, or jailbreaking process, logical and physical acquisition, data recovery and analysis, and reporting. Provides in-depth coverage of both iOS and Android platforms. Laboratory and hands-on exercises using current tools are provided and required.

CIS 670 IT Security Policies and Procedures (3 units)
This course enables IT professional leaders to identify emerging security risks and implement highly secure networks to support organizational goals. Discussion of methodologies for identifying, quantifying, mitigating, and controlling risks. Students implement a comprehensive IT risk management plan (RMP) that identify alternate sites for processing mission-critical applications, and techniques to recover infrastructure, systems, networks, data, and user access. The course also discusses related topics such as: disaster recovery, handling information security; protection of property, personnel, and facilities; protection of sensitive and classified information, privacy issues, and criminal terrorist and hostile activities.

CIS 680 Rich Internet Application Development (3 units)

The Rich Internet Application (RIA) Development course concentrates primarily on building rich client web applications in the browser for desktop and mobile devices. The course is divided into various modules covering in depth the following technologies: HTML5, jQuery UI & Mobile, and AngularJS. Along with the fundamentals underlying these technologies, several applications will be showcased as case studies. Students work with these technologies starting with simple applications and then examining real world complex applications. At the end of this course, students would have mastered the latest and widely used RIA methodologies.

THEOLOGY COURSES

OT501/OT701 Theology of the Old Testament (3 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style, and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth. Theological Themes and purposes of each book, as well as a unifying Theological message, will be discussed in depth.

NT501/NT701 Theology of the New Testament (3 units)
A study of the theology of the New Testament with emphasis on the historical, theological and literary features. Recognizing that the New Testament was written by numerous authors over the course of many decades and under varying socio-political conditions, we will address the theological standpoint of each major text or grouping of texts, also addressing the text's place within the canon, as well as the process of constructing a systematic and corporate theology of the New Testament.

THE501/THE701 Comparative Religions (3 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. Prerequisite: None

THE502/THE702 Psychology of Religion (3 units)
This course involves a study of the development of religious attitudes and the psychological factors involved in religious cultures. This course will explore religion from a psychological, not a theological, perspective.

THE505/THE704 Philosophy of Religion (3)
This course examines various topics in the philosophy of religion, such as religious experience, faith and reason, the divine attributes, arguments for and against the existence of God, divine action (in various forms of theism), theodicy, Reformed epistemology, religious language, religious diversity, religion and science, and much more.

OT502 Introduction to Prophet (3 units)
The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judeo-Christian thought.

OT707 Human and Religion (3)
Gradually, science has been eroded by its power, but religion is inevitable for human of infinite desires. This course examines the significance of religion in modern life by examining how various major religions are responding to human fundamental needs.

NT502 Life and Teaching of Christ (3 units)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ's public ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

THE504 Church History (3 units)
A study of early and medieval church development including major theologians and their writings.

BT501 Survey of Old Testament (3 units)
A Study of the Old Testament with emphasis on the historical, theological, and literary features.

BT502 Survey of New Testament (3 units)
A study of the New Testament with emphasis on the historical, theological, and literary features.

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Professor of Philosophy and GE
PH.D. Politices, Kyungnam University, 2016
M.A. Public Administration, Yonsei University, 1985
B.A. English, Kyunghee University, 1981

Student Achievement

Caroline University

Student Retention Rate (2020-2023)

Program	2022-2023	2021-2022	2020-2021	Average
Bachelor	N/A	N/A	N/A	
Graduate	87.6	90%	89.7%	89.1%

*Retention rates are fall-to-fall based on first-time, full-time status.

Student Graduation Rates (2020-2023)

Program	2022-2023	2021-2022	2020-2021	Average
Bachelor	N/A	N/A	N/A	N/A
Graduate	87.3	87%	92.3%	88.8%

**The graduation rates are within 100% and 150% of degree program length. For Graduate Program, Master degree program is expected to complete their degree in two years. Therefore, 150% of the expected time is three years. Doctoral degree program is expected to complete their degree in four years. Therefore, 150% of the expected time is six years.

Course Completion Rates (2020-2023)

Program	2022-2023	2021-2022	2020-2021	Average
Bachelor	N/A	N/A	N/A	N/A
Graduate	89.6%	89.1%	89.7%	89.4%

*Course completion rates are within 100% and 150% of degree program length

Job Placement Rates (2020-2023)

Program	2022-2023	2021-2022	2020-2021	Average
Bachelor	N/A	N/A	N/A	N/A
Graduate	85.1%	87.5%	84.6%	85.7%

*Upon graduation and within one year of graduation