

# **SOUTHERN CALIFORNIA STATE UNIVERSITY**



## **CATALOG**

(January 1st, 2024 - December 31st, 2024)

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## **THE UNIVERSITY**

### **Mission Statement**

Southern California State University prepares students through biblical education to serve the church, communities, and organizations, globally, with the ultimate goal of impacting the world for Christ and His glory.

### **Institutional Objectives**

To achieve the mission, Southern California State University has developed the following institutional objectives.

*At the end of the degree program, students will be able:*

1. Knowledge of the Bible and Christian history.
2. Awareness and life-long commitment to personal and academic development
3. The attitude of service and leadership in their discipline and community
4. Biblical and Ethical Standards in Personal Lifestyle and Career

### **Philosophy of Education**

Southern California State University is a school founded on Christian principles. SCSU is set to prepare students with Biblical and academic knowledge. Here at SCSU, we believe that through knowledge of scripture and application of it in the real world, true spiritual growth will emerge. By doing so, SCSU is committed to preparing its students for a strong relationship with God. SCSU will provide its students with the necessary scriptural instruction and practical skills to work well in their private lives and ministerial positions.

### **Ethical Conduct**

Southern California State University is a school founded on Christian principles. SCSU expects all employees, faculty, administrators, staff, and students to maintain the highest standards of ethical conduct, recognizing that basic principles of ethical conduct require individuals to:

- Be honest, ethical, and truthful.
- Act with integrity and professionalism.
- Respect differences and honor the rights of all individuals to feel safe and welcome in our community.
- Follow University policies and procedures.

### **Disclaimer**

The information contained in this catalog was accurate at the time of publication. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives, and career opportunities for graduates of the program. Southern California State University does not offer Job Placement.

### **Exceptions to Policies**

Any exceptions to the policies in this Catalog must be addressed to the proper administrator: student services issues to the Administrative Manager, financial issues to the Chief Financial Officer, and academic issues to the Chief Academic Officer.

## **Statement of Faith**

Southern California State University subscribes to the historic creeds of the Church, including The Apostle's Creed, and stands firmly in the confessional tradition of Protestant Evangelicalism.

1. We believe the Bible is the inspired Word of God and the only standard for faith, life, and academic discipline. (2 Peter 1:21; Isaiah 1:20; 2 Thessalonians 2:15; John 9; 1 Timothy 6:20; 2 Timothy 1:14)
2. We believe in the Holy Trinity: the Father, the Son, and the Holy Spirit. (Matthew 28:19; John 10:30; 14:9; 1 John 5:7; 2 Peter 1:2; 2 Corinthians 13:14)
3. We believe in the creation of the Universe as presented in Scripture, in the reality of Heaven and Hell, and in the literal existence of the Devil. (Hebrews 1:10; 11:3; Revelation 3:14; Romans 4:17; John 1:3; 1 Corinthians 8:6; 2 Peter 2:4; Jude 6; Acts 5:3; Luke 22:3; Matthew 13:24-30; 1 Corinthians 7:5; 2 Timothy 2:26)
4. We believe God created in His image and likeness. By the disobedience of Adam and Eve, all humankind was alienated from God and lost. (Hosea 9:15; Jeremiah 12:8; Psalms 5:5; 11:5; Romans 1:18; John 3:36)
5. We believe that Jesus of Nazareth is the Messiah, the Son of God, born of the Virgin Mary, died on the cross, was physically resurrected from the dead, ascended into Heaven, and would one day return in His glory to reign upon the Earth (Mark 1:1; Matthew 1:25; Luke 1:26-28; Matthew 27:35; 1 Peter 1:3; Matthew 24:30,64; Mark 13:26; Luke 21:27; John 14:3; 1 Thessalonians 4:15-16)
6. We believe the Gospels are the salvation through the cross. Those who put their faith in Jesus will be saved. (John 1:12; 3:16; Ephesians 2:8-9; Acts 10:43)
7. We believe that the Church is the body of Christ. The people of God are called to the mission, education, and service. (Matthew 28:19-20; Luke 4:18-19; Acts 1:8; Ephesians 4:12; 1 Corinthians 9:14, 16)

## **Full Doctrinal Statement**

### ***Article I—The Scriptures***

We believe that “all Scripture is given by inspiration of God,” by which we understand the whole Bible is inspired in the sense that holy men of God “were moved by the Holy Spirit” to write the very words of Scripture. We believe that this divine inspiration extends equally and fully to all parts of the writings—historical, poetical, doctrinal, and prophetic—as appeared in the original manuscripts. Therefore, we believe that the Bible in the originals is without error. We believe that all the Scriptures center on the Lord Jesus

Christ in His person and work in His first and second coming, and hence that no portion, even of the Old Testament, is properly read or understood until it leads to Him. We also believe that all the Scriptures were designed for our practical instruction (Mark 12:26, 36; 13:11; Luke 24:27, 44; John 5:39; Acts 1:16; 17:2-3; 18:28; 26:22-23; 28:23; Rom. 15:4; 1 Cor. 2:13; 10:11; 2 Tim. 3:16; 2 Pet. 1:21).

### ***Article II—The Godhead***

We believe that the Godhead eternally exists in three persons—the Father, the Son, and the Holy Spirit—and that these three are one God, having precisely the same nature, attributes, and perfections, and worthy of precisely the same homage, confidence, and obedience (Matt. 28:18-19; Mark 12:29; John 1:14; Acts 5:3-4; 2 Cor. 13:14; Heb. 1:1-3; Rev. 1:4-6).

### ***Article III—Angels, Fallen and Unfallen***

We believe that God created an innumerable company of sinless, spiritual beings known as angels; that one, “Lucifer, son of the morning”—the highest in rank—sinned through pride, thereby becoming Satan; that a great company of the angels followed him in his moral fall, some of whom



became demons and are active as his agents and associates in the prosecution of his unholy purposes, while others who fell are “reserved in everlasting chains under darkness unto the judgment of the great day” (Isa. 14:12–17; Ezek. 28:11–19; 1 Tim. 3:6; 2 Pet. 2:4; Jude 6).

We believe that Satan is the originator of sin and that, under the permission of God, he, through subtlety, led our first parents into transgression, thereby accomplishing their moral fall and subjecting them and their posterity to his own power; that he is the enemy of God and the people of God, opposing and exalting himself above all that is called God or that is worshiped; and that he who in the beginning said, “I will be like the most High,” in his warfare appears as an angel of light, even counterfeiting the works of God by fostering religious movements and systems of doctrine, which systems in every case are characterized by a denial of the efficacy of the blood of Christ and of salvation by grace alone (Gen. 3:1–19; Rom. 5:12–14; 2 Cor. 4:3–4; 11:13–15; Eph. 6:10–12; 2 Thess. 2:4; 1 Tim. 4:1–3). We believe that Satan was judged at the Cross, though not then executed, and that he, a usurper, now rules as the “god of this world”; that, at the second coming of Christ, Satan will be bound and cast into the abyss for a thousand years, and after the thousand years, he will be loosed for a little season and then “cast into the lake of fire and brimstone,” where he “shall be tormented day and night forever and ever” (Col. 2:15; Rev. 20:1–3, 10). We believe that a great company of angels kept their holy estate and are before the throne of God, from whence they are sent forth as ministering spirits to minister for them who shall be heirs of salvation (Luke 15:10; Eph. 1:21; Heb. 1:14; Rev. 7:12). We believe that man was made lower than the angels; and that, in His incarnation, Christ took for a little time this lower place that He might lift the believer to His own sphere above the angels (Heb. 2:6–10).

#### ***Article IV—Man, Created and Fallen***

We believe that man was originally created in the image and after the likeness of God and that he fell through sin and, as a consequence of his sin, lost his spiritual life, becoming dead in trespasses and sins, and that he became subject to the power of the devil. We also believe that this spiritual death, or total depravity of human nature, has been transmitted to the entire human race of man, the Man Christ Jesus alone being excepted; and hence that every child of Adam is born into the world with a nature which not only possesses no spark of divine life but is essentially and unchangeably bad apart from divine grace (Gen. 1:26; 2:17; 6:5; Pss. 14:1–3; 51:5; Jer. 17:9; John 3:6; 5:40; 6:35; Rom. 3:10–19; 8:6–7; Eph. 2:1–3; 1 Tim. 5:6; 1 John 3:8).

#### ***Article V—The Dispensations***

We believe that the dispensations are stewardships by which God administers His purpose on the earth through man under varying responsibilities. We believe that the changes in the dispensational dealings of God with man depend on changed conditions or situations in which man is successively found in relation to God and that these changes are the result of the failures of man and the judgments of God. We believe that different administrative responsibilities of this character are manifest in the biblical record, that they span the entire history of mankind, and that each ends in the failure of man under the respective test and in an ensuing judgment from God. We believe that three of these dispensations or rules of life are the subject of extended revelation in the Scriptures, viz., the dispensation of the Mosaic Law, the present dispensation of grace, and the future dispensation of the millennial kingdom. We believe that these are distinct and are not to be intermingled or confused, as they are chronologically successive.

We believe that the dispensations are not ways of salvation nor different methods of administering the so-called Covenant of Grace. They are not in themselves dependent on covenant relationships but are ways of life and responsibility to God, which test the submission of man to His revealed will during a particular time. We believe that if the man does trust in his own efforts to gain the favor of God or salvation under any dispensational test because of inherent sin, his failure to satisfy fully the just requirements of God is inevitable and his condemnation sure.

We believe that according to the “eternal purpose” of God (Eph. 3:11), salvation in the divine reckoning is always “by grace through faith” and rests upon the basis of the shed blood of Christ. We believe that God has always been gracious, regardless of the ruling dispensation, but that man has not at all times been under an administration or stewardship of grace as is true in the present dispensation (1 Cor. 9:17; Eph. 3:2; 3:9, ASV; Col. 1:25; 1 Tim. 1:4, ASV).

We believe that it has always been true that “without faith, it is impossible to please” God (Heb. 11:6), and that the principle of faith was prevalent in the lives of all the Old Testament saints. However, we believe that it was historically impossible that they should have had as the conscious object of their faith the incarnate, crucified Son, the Lamb of God (John 1:29), and that it is evident that they did not comprehend as we do that the sacrifices depicted the person and work of Christ. We also believe that they did not understand the redemptive significance of the prophecies or types concerning the sufferings of Christ (1 Pet. 1:10–12); therefore, we believe that their faith toward God was manifested in other ways as is shown by the long record in Hebrews 11:1–40. We believe further that their faith thus manifested was counted unto them for righteousness (cf. Rom. 4:3 with Gen. 15:6; Rom. 4:5–8; Heb. 11:7).

#### ***Article VI—The First Advent***

We believe that, as provided and purposed by God and as preannounced in the prophecies of the Scriptures, the eternal Son of God came into this world that He might manifest God to men, fulfill prophecy, and become the Redeemer of a lost world. To this end, He was born of the virgin and received a human body and a sinless human nature (Luke 1:30–35; John 1:18; 3:16; Heb. 4:15).

We believe that, on the human side, He became and remained a perfect man, but sinless throughout His life; yet He retained His absolute deity, being at the same time very God and very man, and that His earth-life sometimes functioned within the sphere of that which was human and sometimes within the sphere of that which was divine (Luke 2:40; John 1:1–2; Phil. 2:5–8).

We believe that in fulfillment of prophecy, He came first to Israel as her Messiah-King, and that, being rejected by that nation, He, according to the eternal counsels of God, gave His life as a ransom for all (John 1:11; Acts 2:22–24; 1 Tim. 2:6).

We believe that, in infinite love for the lost, He voluntarily accepted His Father’s will and became the divinely provided sacrificial Lamb and took away the sin of the world, bearing the holy judgments against sin which the righteousness of God must impose. His death was therefore substitutionary in the most absolute sense—the just for the unjust—and by His death, He became the Savior of the lost (John 1:29; Rom. 3:25–26; 2 Cor. 5:14; Heb. 10:5–14; 1 Pet. 3:18).

We believe that, according to the Scriptures, He arose from the dead in the same body, though glorified, in which He had lived and died, and that His resurrection body is the pattern of that body which ultimately will be given to all believers (John 20:20; Phil. 3:20–21).

We believe that, on departing from the earth, He was accepted by His Father and that His acceptance is a final assurance to us that His redeeming work was perfectly accomplished (Heb. 1:3).

We believe that He became Head over all things to the church which is His body, and in this ministry, He ceases not to intercede and advocate for the saved (Eph. 1:22–23; Heb. 7:25; 1 John 2:1).

#### ***Article VII—Salvation Only Through Christ***

We believe that owing to universal death through sin, no one can enter the kingdom of God unless born again; and that no degree of reformation however great, no attainments in morality however

high, no culture however attractive, no baptism or other ordinance however administered, can help the sinner to take even one step toward heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word, is absolutely essential to salvation, and only those thus saved are sons of God. We believe, also, that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin and was made a curse for us, dying in our room and stead, and that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church, nor all the churches that have existed since the days of the Apostles can add in the very least degree to the value of the blood, or to the merit of the finished work wrought for us by Him who united in His person true and proper deity with perfect and sinless humanity (Lev. 17:11; Isa. 64:6; Matt. 26:28; John 3:7–18; Rom. 5:6–9; 2 Cor. 5:21; Gal. 3:13; 6:15; Eph. 1:7; Phil. 3:4–9; Titus 3:5; James 1:18; 1 Pet. 1:18–19, 23).

We believe that the new birth of the believer comes only through faith in Christ and that repentance is a vital part of believing and is in no way, in itself, a separate and independent condition of salvation; nor are any other acts, such as confession, baptism, prayer, or faithful service, to be added to believing as a condition of salvation (John 1:12; 3:16, 18, 36; 5:24; 6:29; Acts 13:39; 16:31; Rom. 1:16–17; 3:22, 26; 4:5; 10:4; Gal. 3:22).

#### ***Article VIII—The Extent of Salvation***

We believe that when an unregenerate person exercises that faith in Christ which is illustrated and described as such in the New Testament, he passes immediately out of spiritual death into spiritual life, and from the old creation into the new; being justified from all things, accepted before the Father according as Christ His Son is accepted, loved as Christ is loved, having his place and portion as linked to Him and one with Him forever. Though the saved one may have occasion to grow in the realization of his blessings and to know a fuller measure of divine power through the yielding of his life more fully to God, he is, as soon as he is saved, in possession of every spiritual blessing and absolutely complete in Christ, and is therefore in no way required by God to seek a so-called “second blessing,” or a “second work of grace” (John 5:24; 17:23; Acts 13:39; Rom. 5:1; 1 Cor. 3:21–23; Eph. 1:3; Col. 2:10; 1 John 4:17; 5:11–12).

#### ***Article IX—Sanctification***

We believe that sanctification, which is a setting apart unto God, is threefold: It is already complete for every saved person because his position toward God is the same as Christ’s position. Since the believer is in Christ, he is set apart unto God in the measure in which Christ is set apart unto God. We believe, however, that he retains his sinful nature, which cannot be eradicated in this life. Therefore, while the standing of the Christian in Christ is perfect, his present state is no more perfect than his experience in daily life. There is, therefore, a progressive sanctification wherein the Christian is to “grow in grace” and to “be changed” by the unhindered power of the Spirit. We also believe that the child of God will yet be fully sanctified in his state as he is now sanctified in his standing in Christ when he shall see his Lord and shall be “like Him” (John 17:17; 2 Cor. 3:18; 7:1; Eph. 4:24; 5:25–27; 1 Thess. 5:23; Heb. 10:10, 14; 12:10).

#### ***Article X—Eternal Security***

We believe that, because of the eternal purpose of God toward the objects of His love, because of His freedom to exercise grace toward the meritless on the ground of the propitiatory blood of Christ, because of the very nature of the divine gift of eternal life, because of the present and unending intercession and advocacy of Christ in heaven, because of the immutability of the unchangeable covenants of God, because of the regenerating, abiding presence of the Holy Spirit in the hearts of all who are saved, we and all true believers everywhere, once saved shall be kept saved forever. We believe, however, that God is a holy and righteous Father and that since He

cannot overlook the sin of His children, He will, when they persistently sin, chasten them and correct them in infinite love. Still, having undertaken to save them and keep them forever, apart from all human merit, He, who cannot fail, will, in the end, present every one of them faultless before the presence of His glory and conform to the image of His Son (John 5:24; 10:28; 13:1; 14:16–17; 17:11; Rom. 8:29; 1 Cor. 6:19; Heb. 7:25; 1 John 2:1–2; 5:13; Jude 24).

#### ***Article XI—Assurance***

We believe it is the privilege, not only of some, but of all who are born again by the Spirit through faith in Christ as revealed in the Scriptures, to be assured of their salvation from the very day they take Him to be their Savior and that this assurance is not founded upon any fancied discovery of their own worthiness or fitness, but wholly upon the testimony of God in His written Word, exciting within His children filial love, gratitude, and obedience (Luke 10:20; 22:32; 2 Cor. 5:1, 6–8; 2 Tim. 1:12; Heb. 10:22; 1 John 5:13).

#### ***Article XII—The Holy Spirit***

We believe that the Holy Spirit, the Third Person of the blessed Trinity, though omnipresent from all eternity, took up His abode in the world in a special sense on the day of Pentecost according to the divine promise, dwells in every believer, and by His baptism unites all to Christ in one body and that He, as the Indwelling One, is the source of all power and all acceptable worship and service. We believe that He never takes His departure from the church, nor from the feeblest of the saints, but is ever present to testify of Christ; seeking to occupy believers with Him and not with themselves nor with their experiences. We believe that His abode in the world in this special sense will cease when Christ comes to receive His own at the completion of the church (John 14:16–17; 16:7–15; 1 Cor. 6:19; Eph. 2:22; 2 Thess. 2:7).

We believe that, in this age, certain well-defined ministries are committed to the Holy Spirit, and that it is the duty of every Christian to understand them and to be adjusted to them in his own life and experience. These ministries are the restraining of evil in the world to the measure of the divine will; the convicting of the world respecting sin, righteousness, and judgment; the regenerating of all believers; the indwelling and anointing of all who are saved, thereby sealing them unto the day of redemption; the baptizing into the one body of Christ of all who are saved; and the continued filling for power, teaching, and service of those among the saved who are yielded to Him and who are subject to His will (John 3:6; 16:7–11; Rom. 8:9; 1 Cor. 12:13; Eph. 4:30; 5:18; 2 Thess. 2:7; 1 John 2:20–27).

We believe that some gifts of the Holy Spirit, such as speaking in tongues and miraculous healings, were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism nor of the filling of the Spirit and that the deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection (Acts 4:8, 31; Rom. 8:23; 1 Cor. 13:8).

#### ***Article XIII—The Church, A Unity of Believers***

We believe that all who are united to the risen and ascended Son of God are members of the church which is the body and bride of Christ, which began at Pentecost and is completely distinct from Israel. Its members are constituted as such regardless of membership or nonmembership in the organized churches of earth. We believe that by the same Spirit, all believers in this age are baptized into, and thus become, one body that is Christ's, whether Jews or Gentiles, and having become members one of another, are under the solemn duty to keep the unity of the Spirit in the bond of peace, rising above all sectarian differences, and loving one another with a pure heart fervently (Matt. 16:16–18; Acts 2:42–47; Rom. 12:5; 1 Cor. 12:12–27; Eph. 1:20–23; 4:3–10; Col. 3:14–15).

#### ***Article XIV—The Sacrament or Ordinances***

We believe that water baptism and the Lord's Supper are the only sacraments and ordinances of the church and that they are a scriptural means of testimony for the church in this age (Matt. 28:19; Luke 22:19–20; Acts 10:47–48; 16:32–33; 18:7–8; 1 Cor. 11:26).

#### ***Article XV—The Christian Walk***

We believe that we are called with a holy calling, to walk not after the flesh, but after the Spirit, and so to live in the power of the indwelling Spirit that we will not fulfill the lust of the flesh. But the flesh with its fallen, Adamic nature, which in this life is never eradicated, being with us to the end of our earthly pilgrimage, needs to be kept by the Spirit constantly in subjection to Christ, or it will surely manifest its presence in our lives to the dishonor of our Lord (Rom. 6:11–13; 8:2, 4, 12–13; Gal. 5:16–23; Eph. 4:22–24; Col. 2:1–10; 1 Pet. 1:14–16; 1 John 1:4–7; 3:5–9).

#### ***Article XVI—The Christian's Service***

We believe that the Spirit bestows divine, enabling gifts for service upon all who are saved. While there is a diversity of gifts, each believer is energized by the same Spirit, and each is called to his own divinely appointed service as the Spirit may will. In the apostolic church, there were certain gifted men—apostles, prophets, evangelists, pastors, and teachers—who God appointed for the perfecting of the saints unto their ministry work. We also believe that today some men are especially called by God to be evangelists, pastors, and teachers and that it is to the fulfillment of His will and His eternal glory that these shall be sustained and encouraged in their service for God (Rom. 12:6; 1 Cor. 12:4–11; Eph. 4:11).

We believe that, wholly apart from salvation benefits which are bestowed equally upon all who believe, rewards are promised according to the faithfulness of each believer in his service for his Lord, and that these rewards will be bestowed at the judgment seat of Christ after He comes to receive His own to Himself (1 Cor. 3:9–15; 9:18–27; 2 Cor. 5:10).

#### ***Article XVII—The Great Commission***

We believe that it is the explicit message of our Lord Jesus Christ to those whom He has saved that they are sent forth by Him into the world even as He was sent forth of His Father into the world. We believe that, after they are saved, they are divinely reckoned to be related to this world as strangers and pilgrims, ambassadors and witnesses, and that their primary purpose in life should be to make Christ known to the whole world (Matt. 28:18–19; Mark 16:15; John 17:18; Acts 1:8; 2 Cor. 5:18–20; 1 Pet. 1:17; 2:11).

#### ***Article XVIII—The Blessed Hope***

We believe that, according to the Word of God, the next great event in the fulfillment of prophecy will be the coming of the Lord in the air to receive to Himself into heaven both His own who are alive and remain unto His coming, and also all who have fallen asleep in Jesus, and that this event is the blessed hope set before us in the Scripture, and for this, we should be constantly looking (John 14:1–3; 1 Cor. 15:51–52; Phil. 3:20; 1 Thess. 4:13–18; Titus 2:11–14).

#### ***Article XIX—The Tribulation***

We believe that the translation of the church will be followed by the fulfillment of Israel's seventieth week (Dan. 9:27; Rev. 6:1–19:21), during which the church, the body of Christ, will be in heaven. The whole period of Israel's seventieth week will be a time of judgment on the whole earth, at the end of which the times of the Gentiles will be brought to a close. The latter half of this period will be the time of Jacob's trouble (Jer. 30:7), which our Lord called the great tribulation (Matt. 24:15–21). We believe that universal righteousness will not be realized previous to the second coming of Christ but that the world is day by day ripening for judgment and that the age will end with a fearful apostasy.

***Article XX—The Second Coming of Christ***

We believe that the period of great tribulation on the earth will be climaxed by the return of the Lord Jesus Christ to the earth as He went, in person on the clouds of heaven, and with power and great glory to introduce the millennial age, to bind Satan and place him in the abyss, to lift the curse which now rests upon the whole creation, to restore Israel to her own land and to give her the realization of God's covenant promises, and to bring the whole world to the knowledge of God (Deut. 30:1–10; Isa. 11:9; Ezek. 37:21–28; Matt. 24:15–25:46; Acts 15:16–17; Rom. 8:19–23; 11:25–27; 1 Tim. 4:1–3; 2 Tim. 3:1–5; Rev. 20:1–3).

***Article XXI—The Eternal State***

We believe that at death, the spirits and souls of those who have trusted in the Lord Jesus Christ for salvation pass immediately into His presence and there remain in conscious bliss until the resurrection of the glorified body when Christ comes for His own, whereupon soul and body reunited shall be associated with Him forever in glory; but the spirits and souls of the unbelieving remain after death conscious of condemnation and in misery until the final judgment of the great white throne at the close of the millennium, when soul and body reunited shall be cast into the lake of fire, not to be annihilated, but to be punished with everlasting destruction from the presence of the Lord, and from the glory of His power (Luke 16:19–26; 23:42; 2 Cor. 5:8; Phil. 1:23; 2 Thess. 1:7–9; Jude 6–7; Rev. 20:11–15).

## ADMISSION POLICIES

Southern California State University's academic programs are open to all students who meet the standard requirements for admissions. SCSU admits only qualified students and persons who are committed to Christ-like characters. The requirements for application documents are as follows.

**High School Graduation:** Applicants for undergraduate degree programs must have graduated from high school or have an equivalent General Education Certificate (GED) offered by the State Department of Education. If this requirement is not met, a student may be allowed to enroll as a Special Student upon approval from the Administration.

**Pre-College Tests:** All incoming freshmen are expected to submit ACT or SAT scores to the Registrar. Though there is no set minimum score for admission, an applicant's score must indicate the ability to perform satisfactorily at the college level. Information concerning the SAT may be obtained from a high school counselor or [www.collegeboard.com](http://www.collegeboard.com). Information concerning the ACT may be obtained from a high school counselor or [www.act.org](http://www.act.org). Applicants who do not submit either an ACT or SAT score are subject to being placed on academic probation.

**Graduate School:** Applicants for master's degree programs must have graduated with a bachelor's degree or have an equivalent. If this requirement is not met, a student may be allowed to enroll as a Special Student upon approval from the Administration.

### Admission Procedures

1. The application form and other materials can be obtained from the Admissions Office. A prospective student may be requested by phone, mail, email, or downloaded via the Internet. The mailing address and phone/fax numbers are:  
Southern California State University  
3470 Wilshire Blvd., Suite 380, Los Angeles, CA 90010  
Phone (213) 382 – 5300 Fax (213) 403-5636  
Email: [info@scsuniversity.edu](mailto:info@scsuniversity.edu)
2. Submit an application to continue the process.
3. Paying the application fee (\$150.00 non-refundable)
4. Complete the following documents as below:
  - a. Academic Information\*
  - b. Background Information\*
  - c. Transcript\*\*
  - d. Spiritual Information\*
  - e. Signed Statement of Faith\*
  - f. SAT/ACT Scores\*\*\*

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.

For international students: Proof of proficiency in the English language. To be considered for admission to Southern California State University, students must submit TOEFL, IELTS, Duolingo scores or take the University's English exam. No English proficiency requirement for Certificate programs.

## Academic English

Academic English is part of our curriculum and programs to achieve academic success. First-time applicants from overseas are required to enroll in an Academic English program. This targeted course provides students with the essential skills and knowledge required for academic success. Students will develop their proficiency in reading, writing, speaking, and listening, with a particular focus on their ability to analyze complex texts, construct persuasive arguments, and articulate their ideas clearly in a formal setting. By mastering these core academic English skills, students will be able to navigate their studies with confidence and fully engage in classroom discussions, ensuring a smooth transition into their desired program.

See each program's minimum requirement in the University Program section.

*\* These must be received by the office before a student can be accepted as a student and admitted to class. All other items must be submitted in an expedient manner and are required for continued enrollment.*

*\*\* If this requirement is not met, a student may be allowed to enroll.*

*\*\*\* If an ACT or SAT score is not received, a student with less than a 2.0 High School GPA will be put on Academic Probation for the first year.*

5. Once the student submits the application and the supporting documents, the Admissions Office reviews the documents and confirms the completion of each applicant's file. The application and records are submitted to the admissions office for evaluation based on the following criteria:
  - a. Active participation in the community
  - b. Evaluation of prior academic performance and the ability to successfully complete the academic program
  - c. Recommendations
6. Applicants will be officially notified, and the admitted students will receive orientation information.

## **Transfer Students**

Students wishing to transfer from other colleges or universities must have all transcripts sent directly to Southern California State University. It is expected that transfer students will be in good standing with the school they last attended. Transcripts will be inspected by the Registrar, and a credit will be given where appropriate. No credit will be given for transfer courses in which a grade lower than a "C" was earned.

## **E-Learning Requirement**

Only California residents are allowed to take online programs offered by Southern California State University.

## **Course Substitution**

Any course substitution between programs will be determined by the Registrar and/or CAO.

## **Credit by Examination**

High school students may receive credit through the College Level Examination Program (CLEP) and the Advanced Placement Examination (provided the grade is 3 or better). Interested students should contact their high school principal or the Registrar for details.



## **Credit for Life Experience**

Southern California State University does not award credit for students' prior experiential learning and professional certificates.

## **Ability-to-Benefit (ATB) Students**

The University currently does not accept any provisions or processes allowing for the admission of ATB students.

## **International Students and Visas**

Southern California State University is authorized by the U.S. Government to issue the I-20 form for Visas from foreign countries. Once the foreign applicant is accepted, SCSU will send various documents, including the I-20 form. Foreign students must enroll as full-time students, which means a graduate student must take 8 or more quarter units per quarter, and an undergraduate student must take at least 12 quarter units. Please direct other questions relating to foreign students to the Administrator.

## **Personal Interview**

Each new student will have an opportunity for a personal interview with the president or designated person during the admission procedure. For the student, this is an opportunity to meet the president or a designated person of the University and to be encouraged as the student embarks on postsecondary education.

## **Academic Residency Requirement**

There are academic residency requirements to fulfill for a student to qualify as full-time. For undergraduate degrees, the requirement is 12 credits and for master's degrees, the requirement is 8 credits.

## **Non-discriminatory Policy**

Southern California State University seeks a diverse student body. Everyone has equal opportunity and access to SCSU's educational programs and activities. The school does not discriminate on the basis of race, color, age, sex, physical condition, or national origin. Non-discriminatory policies apply to the admissions policy, educational programs, employment, and all other activities that SCSU provides. SCSU complies with the provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

## **Conduct Policy**

Southern California State University prides itself in conserving a safe learning atmosphere for students, faculty, and staff. Students, faculty, and staff should strive to engage in behaviors that add to this goal. SCSU expects students to engage in respectable behaviors that transmit civility to each member of the campus community. Student behavior that is not consistent with the Code of Conduct includes but is not limited to, plagiarizing, disruption of teaching, theft or damage of property, conduct that threatens the wellbeing of others, and possession of illegal drugs.

## **BPPE**

Southern California State University is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (Bureau for Private Postsecondary Education). Approval to operate means compliance with state standards as set forth in the California Private

Postsecondary Education Act of 2009. An institution may not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards.

## Accreditation - TRACS

Southern California State 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 Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 12, 2021. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of Christian Colleges and Schools 15935 Forest Road Forest, VA 24551  
Phone: 434-525-9539 tracs.org.

## ACADEMIC POLICIES

### Grading

Southern California State University utilizes letter grades. Grades are reported to students in writing from the Registrar's Office. Grades are designated as follows:

Grade	GPA	Numeric Description
A	4.0	90-100
B+	3.5	86-89
B	3.0	80-85
C+	2.5	76-79
C	2.0	70-75
D+	1.5	66-69
D	1.0	60-65
F	0.0	0-59

I	Incomplete*
CR	Credit**
NC	No Credit
H	Hold
P	Pass
NP	No Pass

\* A grade of "I" can be raised to a grade of "B+" by the end of the next quarter when all course requirements have been satisfied.

\*\* A grade of "CR" will not be included in the computation of grade point averages.

### Repeated Courses

If a student receives a failing grade, the student may retake the course. If the course is retaken, the new grade will be calculated into the student's grade-point average (G.P.A), replacing the

previous failing grade. The credits are counted only once. All grades become a permanent part of the student's academic history. Students must pay the current tuition to retake the course.

## **Incomplete**

Sometimes a student discovers that they are unable to finish their requirements for a course or courses during a quarter. Sometimes, life presents us with problems that we have no way of foreseeing or planning for. In these situations, a student may need extra time to complete their course requirements. If a student needs extra time to complete their coursework, SCSU has devised a way to help individual students work through these problems. Please be sure to follow the procedures correctly: First, students need to obtain permission for an incomplete from the Dean of Academics. Then, students must obtain approval from the instructor. Students should not assume that he/she will be given an incomplete for a course just because he/she chooses not to complete the assignments, tests, or quizzes. Instructors will assign grades based on submitted work if students have not been granted an official incomplete from the Academic office. Students who have been given an incomplete will not receive credit for the course before work is completed.

## **Definition of a Credit Hour**

Credit hours used in the context of all degree programs are defined in quarter units and hours of instruction per week. One credit hour equals one-quarter unit and requires one hour of class instruction. An undergraduate student is considered full-time when he or she enrolls in 12 quarter units. A graduate student is considered full-time when he or she enrolls in 8 quarter units.

## **Transfer of Credits**

Academic credits received from regionally and nationally accredited institutions are usually transferable to Southern California State University, provided they satisfy the requirements for the particular program in which the student is enrolled. Grades of C or higher are acceptable for transfer. SCSU credit will be given only after the receipt of an official transcript from the school attended at the request of the student. Only approved courses on this form are eligible for transfer. No credit will be given without approval. By signing the form, the student acknowledges and accepts these policies. If the institution or the courses have been disapproved for credit, no further processing is possible. Transfer credits are not computed in a student's qualitative grade point average. Transfer credits are counted as credits attempted and earned for the purposes of calculating a student's progress in the program.

- **Undergraduate**

- Any undergraduate student who takes courses at a college or university other than Southern California State University must inform the Registrar about the transfer of credit. After its evaluation, SCSU gives results to students prior to enrollment. Courses taken without this approval may not be counted toward the degree.
- Approved undergraduate courses with a grade of C (2.0) or higher may be counted for SCSU credit. Credit will not be accepted for courses which:
  - Are taken at non-accredited colleges, trade schools, extension programs, correspondence programs, or have been identified as being remedial or in other ways as being non-transferable.
  - Are taken on a CR/NC or Pass/Fail basis where the CR or Pass grade is not equivalent to a grade of C or higher.
  - Are identified as duplicates to course work already completed (excludes courses that may be taken multiple times for degree credit).
- For the undergraduate degree, students must complete at least 50% of courses through Southern California State University.

- **Graduate**

- At the time of admission to a program, and if approved by the university, a student may transfer from an accredited institution for work completed no more than five years ago.
- A course credit may be transferred when the grade received was at least a “B” (3.0) and if taken on a CR/NC or Pass/Fail basis, where the CR or Pass grade is equivalent to a grade of B (3.0) or higher.
- If a course was used to satisfy a degree requirement, it usually cannot be used for transfer credit, with the exception of core or prerequisite requirements.
- For the Graduate degree, students must complete 75% of courses through Southern California State University.

## **Notice Concerning Transferability of Credits and Credentials Earned at SCSU**

The transferability of credits you earn at Southern California State University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree or certificate that you earn at this institution is 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 Southern California State University to determine if your degree or certificate will transfer.

## **Articulation Agreements**

Southern California State University does not currently have articulation or transfer agreements with other institutions.

## **Class Attendance**

Regular classroom attendance is crucial. All students (Online and On-campus) are expected to attend all classes. Absences exceeding 1/5 of the total scheduled class periods will result in an automatic failing grade. The student who has been absent due to illness or a family crisis must explain the absence directly to the Professor.

## **Registration**

To begin studying, all students must submit registration forms each quarter that have been approved by the student's academic advisor. Student information, the title and number of the course, the academic advisor's signature, and the student's signature regarding the financial policy are required.

## **Time Limits for Completion of Degree**

Students are usually expected to complete each program within the following time frame: the associate degree in 2 years, the bachelor's degree in 4 years, and the master's degree in 2 years. The maximum time frame allowed for students to complete a program is 150% of all program's length. An extension may be granted for special circumstances.

## **Requirements for Graduation**

In addition to the regulations outlined under the sections dealing with degree requirements in this catalog, a grade point average of 2.0 or above is required for graduation with the

undergraduate degree, and a grade point average of 3.0 is required for graduation with a master's degree. Students must fulfill all financial obligations to SCSU and file a petition to graduate.

### **Application for Graduation**

Students must file their applications and pay their graduation fee at the time of enrollment for their last quarter of study. All financial accounts, documents, and files are to be in satisfactory order before a student is permitted to graduate. Students are expected to be present for graduation. Graduation in absentia will be permitted only by special approval of the Chief Academic Officer in response to a written request that cites acceptable reasons.

### **Add, Drop, and Withdrawal**

A student should consult with the University before adding or dropping a course, except where the add/drop consists merely of a change of section within the same course. Courses may not be added after the second week of classes or, in some cases, after the first week of classes. In some cases, adding a course requires the permission of the University. A standard course (one that is offered for an entire quarter) dropped during the first five weeks of classes will not appear on the student's permanent record. A standard course dropped after the first five weeks of classes will appear on the student's record as "F". Students wishing to withdraw from the school must complete a Petition to Withdraw, secure the necessary signatures, and submit it to the registrar's office. Courses must be officially dropped, or a grade of "F" will be entered on the permanent record. Failure to withdraw properly will result in the student not being allowed to re-enroll in the future or to receive proper refunds. There is no fee for withdrawal.

### **Contract, Cancellation, and Dismissal**

Registration can be canceled anytime by students without hindrance. The contract and cancellation forms are available in the admissions office.

Students who do not register consecutively for more than two quarters without written notification will be dismissed automatically for academic reasons. Dismissed students desiring to be readmitted must submit a readmission application.

### **Right to Review the Academic Record**

Students have the right to review their own academic records and files. To review them, a request form must be filed with the Registrar. Any errors will be corrected.

### **Satisfactory Academic Progress (SAP)**

The Satisfactory Academic Progress Policy is applied consistently to all students:

Satisfactory Academic Progress is measured in two ways:

- **Qualitatively:** The Average Grade is reviewed to ensure that the student is meeting the minimum GPA of 2.0 for the Undergraduate program and 3.0 for the Graduate program.
- **Quantitatively:** The student must earn at least 80 percent of the scheduled clock hours for the evaluation period.

A student **must meet** these standards to be considered as meeting Satisfactory Academic. **When there is evidence of a lack of satisfactory progress toward meeting graduation requirements, Southern California State University may place students on academic probation or disqualify them from attending at SCSU.**

## **Academic Good Standing**

Students are considered to be in Academic Good Standing; undergraduate students must have a GPA of at least 2.0, and graduate students must have a GPA of at least 3.0. Additionally, **all students must maintain at least 80% of attendance and must not have F grades in all subjects. Students who fail to meet these criteria will not be eligible for vacation, OPT requests, and graduation.** SCSU monitors the progress of each student at the end of every quarter to ensure they are in good standing.

## **Academic Probation**

To remain in Satisfactory Academic Progress, a student must maintain a qualitatively minimum GPA of 2.0 for the Undergraduate program and 3.0 for the Graduate Program and quantitatively for a minimum of 80% attendance each quarter. The university will notify in writing when the student fails below Satisfactory Academic Progress and place the student on academic probation. Academic probation will be recorded on the student's permanent academic record.

## **Academic Dismissal**

If the student remains on probation for two consecutive quarters, the student will be dismissed from SCSU.

## **Probation Removed**

If the student raises their cumulative GPA above the minimum requirement during the probation period, he/she will be removed from probation, and it will be recorded on the student's academic record.

## **Appeals**

If a student fails to meet academic standards, the student may petition the Southern California State University. The petition may have additional fees.

## **Academic Integrity Commitment**

The maintenance of academic integrity and quality education is the responsibility of each student at SCSU. Cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less severe disciplinary action. Academic dishonesty is a serious offense that diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. Academic dishonesty includes:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
  - a. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.
  - b. Students may not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
  - c. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.
2. Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.
3. Facilitation of academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. Plagiarism: Intentionally or knowingly representing the works, ideas, or work of another as one's own in any academic exercise.

## **Family Educational Rights and Privacy Act (FERPA) of 1994**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

- 1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The Institution 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 the Institution 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 an amendment of the student's education records that the student believes are inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution 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 to the student when notified of the right to a hearing.
- 3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution 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, the Institution discloses education records without consent to officials of another institution 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 Southern California State 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, SW Washington,  
D. C. 20202-4605**

## FACULTY

### **Dr. Enrico Beltramini**

- Ph.D., Business, Manchester Business School, University of Manchester, Manchester (UK), 2005
- M.B.A. Department of Business, University of Stirling, Stirling (UK), 1995
- M.Phil. Department of Religious Studies, University of Stirling, Stirling (UK), 2010

### **Dr. Augusto Rodriguez**

- Ph.D., Intercultural Studies, Fuller Theological Seminary, 2003
- M.A., Intercultural Studies (Church Growth), Fuller Theological Seminary, 1999
- M.A., Theology (New Testament Studies), Fuller Theological Seminary, 1998

### **Dr. Samila Amanyraoufpoor**

- D.B.A., Alliant University, San Diego, CA (2012)
- M.B.A, University of Phoenix, Foothill Ranch Campus, CA, (2005)
- B.A., Business Management, Tehran Azad University, (1996)
- B.A., Tehran Azad University, German Literature, (1995)

### **Dr. Hae Kyung Hwang**

- UCLA –DMA, 1997
- UCLA- MFA (Master of Fine Arts), 1993
- ·Yonsei University (BA), 1990
- Former Faculty Member of Santa Monica College

- Former Faculty Member of University of La Verne

### **Marieta Tadevosyan**

- M.A., Humanities, California State University Northridge, 2013
- B.A., English, California State University of Northridge, 2005
- B.A., Chemistry, College of Polytechnics, 1998

### **Tim Trieu**

- MBA, Business Administration, University of Phoenix, 2008
- B.A., Business Management, University of Phoenix, 2005

### **Jan Masek**

- Masters Strategic Foresight, Regent University, 2011
- Bachelor of Business Administration, Thomas Edison State University

### **Emelyn Duarte**

- B.S., Business Administration, 1997
- Former Faculty Member of Chase College
- Former Faculty Member of American College of Business
- Former Faculty Member of Intercoast College

### **Peter Hurtgen**

- Bachelor of Arts in English, Creative Writing, University of Central Florida, 2022
- CELTA, 2015
- CBEST, 2015



## **UNIVERSITY PROGRAMS:**

### **GENERAL EDUCATION COURSES**

#### **A. Communications**

1. Freshman Composition I  
ENG 110
2. Freshman Composition II  
ENG 111
3. Oral Communication  
THE 120
4. Logic/Critical Reasoning  
PHI 120

#### **B. Humanities/Fine Arts**

1. HUM 200 and HUM 300
2. Letters Courses  
PHI 101, PHI 102, SPA 150
3. Art Courses  
ART 101, MUS 101, MUS 106, MUS 300

#### **C. Behavioral/Social Sciences**

1. Perspectives on Individuals, Groups & Society  
PSY 101, SOC 101, SOC 102
2. Perspectives on U.S. History  
HIS 101, HIS 102, HIS 130, POL 101
3. Global and Historical Perspectives  
HIS 120, HIS 121

#### **D. Natural Sciences/Math**

1. Life Science  
AET 102, ANT 101, BIO 101, SCI 111
2. Physical Sciences  
EAR 101, GEO 101, PHY 101, PHY 108
3. Quantitative Reasoning  
FNM 118, MAT 100, MAT 120, MAT 150

#### **E. The Whole Person**

HEA 100 and UNI 101

#### **F. Biblical and Theological Studies**

1. Biblical Interpretation & Spiritual Formation  
BST 101
2. Biblical History & Literature  
BST 109 and BST 110
3. Theology  
BST 111, BST 112, PHI 116

## **Course Description**

### **A. Communication**

#### ***ENG 110: Freshman Composition I - 3 units***

Refine students' writing skills with a primary focus on exposition and textual analysis. Students will master the art of crafting clear and compelling prose. Explore techniques for conveying ideas coherently while developing a deeper understanding of textual interpretation. This course is a foundational step in the students' writing journey and provides essential tools to communicate ideas through writing.

#### ***ENG 111: Freshman Composition II - 3 units***

Elevate students' writing capabilities with an emphasis on persuasion and argumentation. Students will delve into constructing persuasive arguments and strengthening claims with well-documented evidence. The culmination of this course is the creation of a documented essay, equipping you with the skills to assemble, organize, and effectively support a thesis. The course is designed to hone students' persuasive writing abilities and prepare them for more complex writing tasks.

#### ***THE 120: Oral Communication - 3 units***

Introduction to the fundamental principles of effective speech communication. Students will delve into crafting and delivering impactful speeches, focusing on speech organization, compelling evidence, and integrating research and performance techniques. Students will develop the skills to create and deliver persuasive speeches across various topics and situations through engaging assignments and practical exercises.

#### ***PHI 120: Logic/Critical Reasoning - 3 units***

This course introduces critical thinking methodologies, encompassing the core principles of logical reasoning. Students will engage with argument structure, formal and informal fallacies, and deductive and inductive reasoning. Students will gain a robust toolkit for critically analyzing arguments, fostering a deep understanding of logical principles.

### **B. Humanities/Fine Arts**

#### ***ART 101: Looking at Art - 3 units***

Explore the world of visual art to foster a profound appreciation for the richness and aesthetics of art. Delve into various styles of art through historical epochs. The course seeks to cultivate an understanding of creative techniques and instill in students the ability to recognize and truly appreciate arts with diverse perspectives, ideas, and emotions.

#### ***MUS 101: Introduction to Music - 3 units***

This course offers a comprehensive initiation into the fundamental elements of music, serving as a gateway to the rich and diverse realm of musical expression. Students will explore music theory and genre, and trace their evolution. Students will gain an understanding of the profound role of music in shaping culture, evoking emotion, and fueling creativity.

#### ***MUS 106: World Music - 3 units***

Students will immerse in the rhythms, melodies, and cultural significance of music that extends far beyond the Western canon. A strong emphasis will be on understanding cultural context, students will acquire a deep appreciation for the profound interconnectedness of music and human societies.

***MUS 300: Hip hop Music: History and Culture - 3 units***

This course provides a comprehensive introduction to the evolution of rap music and the multifaceted hip-hop culture. Students will strongly emphasize musical and lyrical aspects and delve into the philosophical and political ideologies shaping this genre. The course also explores the representation of gender in hip-hop and its influential role in cinema and popular culture.

***HUM 200: Introduction to Humanities - 3 units***

Exploration of art, literature, music, and philosophy, unraveling the rich tapestry of human expression and creativity. Throughout the course, students will explore the interconnectedness of these disciplines and their collective impact on Western culture. By examining pivotal periods, from the Renaissance to the 20th Century, students will gain a comprehensive understanding of the evolution of the humanities.

***HUM 300: Key Movements - 3 units***

Students will traverse significant historical eras and transformative events, ranging from the Renaissance and the Enlightenment to the Industrial Revolution and the Civil Rights Movement. Delve into the profound influence of these movements on society, culture, and the trajectory of human civilization.

***PHI 101: Values and Society - 3 units***

This course delves into the intricate role of values as both motivating forces and ultimate goals in our lives, shaping our individual and societal narratives. Students will gain a comprehensive understanding of the foundations of values and their profound influence on personal and collective levels. The course challenges students to construct thoughtful solutions to complex value-related dilemmas, such as questions of justice.

***PHI 102: Humanity, Nature, and God - 3 units***

This course offers a comprehensive exploration of perennial philosophical questions that have profoundly shaped human thought, encompassing inquiries into the nature of philosophy itself, the existence of God, the complexities of free will, and the elusive nature of truth. Drawing from a diverse array of Western and non-Western perspectives, students will engage in a critical examination of these timeless philosophical issues.

***SPA 150: Introduction to Hispanic Culture - 3 units***

This course provides a holistic introduction to the multifaceted Hispanic heritage. Through in-depth discussions, cultural insights, and immersive experiences, students will develop a profound appreciation for the languages, customs, art, and history that define Hispanic identity. This course will help students cultivate cultural competence and a broadened understanding of the dynamic and interconnected nature of the Hispanic world, fostering a greater awareness and connection to this global community.

**C. Behavioral/Social Sciences**

***HIS 101: History of the United States I - 3 units***

This course provides students with a comprehensive understanding of the early development of the United States and the forces that have shaped the nation. Beginning with the pre-colonial and colonial periods, students will journey through the Revolutionary Period, delve into the complexities of westward expansion, and confront the challenges of the Civil War. The course also addresses the dynamic transformation of cities and the influence of immigration, the profound impact of the Great Depression, and the historical significance of the Vietnam War.

***HIS 102: History of the United States II - 3 units***

In this course, students will thoroughly study the ideals, creeds, institutions, and behaviors that have defined the people of the United States. The exploration extends to various historical regimes, including the intricacies of the seventies, the era of bipartisan consensus under Carter, Reagan, and Bush, the emerging challenges and revolts of the guards, the Clinton presidency, the contentious 2000 election, and the impact of the war on terrorism.

***HIS 120: World History I - 3 units***

This course comprehensively surveys world history from the earliest civilizations to the Age of Exploration. Students will explore the rise and fall of empires, the development of major religions, and the impact of cultural interactions on human history.

***HIS 121: World History II - 3 units***

This course continues the survey of world history from the Age of Revolution to today. Students will examine the impact of industrialization, imperialism, and globalization on the world's political, social, and economic landscape.

***HIS 130: History of Christianity - 3 units***

Analyze the emergence and development of the Christian faith, particularly significant historical events, influential movements, outstanding figures, and theological trends that have shaped Christian testimony over the centuries. Students will gain a profound understanding of its diverse branches, doctrinal developments, and impact on religious and secular aspects of human civilization.

***POL 101: American Institutions - 3 units***

This course provides a comprehensive exploration of contemporary political institutions, focusing on the American political system's philosophy, structure, and behavior. Students will explore the political philosophy that has shaped the United States and the mechanisms by which it operates at both the federal and state levels.

***PSY 101: Introduction to Psychology - 3 units***

This course offers a comprehensive exploration of psychology, delving into individuals' personal, cognitive, and social development and functioning. It examines the intricate interplay between physiological and social factors in shaping human behavior and cognition.

***SOC 101: Introduction to Sociology - 3 units***

This course serves as an introduction to the fascinating field of sociology, exploring the study of the self, socialization, and various forms of social interaction. Students will delve into the intricacies of interpersonal relationships, the structure of social roles, and the concepts of deviance and normality in everyday life.

***SOC 102: Understanding Social Relationships in a Global Context - 3 units***

Explore the fundamental concepts of social interaction, examining how individuals and groups connect, communicate, and form bonds within diverse cultural and societal contexts. Students will delve into the influence of globalization on social relationships, analyzing how technology, migration, and economic factors have transformed how we connect and interact across borders.

**D. Natural Science/Math**

***AET 102: Scientific Technology and Public Policy - 3 units***

In this course, students will explore the dynamic relationship between scientific and technological advancements and public policy. Through case studies spanning various fields, students will analyze the profound impact of science and technology on our lives. Students will also delve into the ethical implications of scientific research and technological development, the role of public policy in shaping the future of science and technology, and the potential challenges and opportunities.

***ANT 101: Introduction to Biological Anthropology - 3 units***

The course explores the intersections between biology, culture, and behavior, shedding light on the origins and development of our species. Students will delve into topics such as human evolution, primatology, forensic anthropology, and the impact of biology on contemporary human societies.

***BIO 101: Introduction to General Biology - 3 units***

In this course, students will explore the fundamental concepts of life, from the molecular and cellular levels to the complexities of ecosystems. The course delves into the intricate web of biological processes, including genetics, evolution, ecology, and physiology, offering insights into the diversity of life on Earth.

***SCI 111: Environmental Conservation - 3 units***

This course examines global and local environmental issues using an interdisciplinary approach, including scientific, political, social, economic, and ethical perspectives. Students consider humans' role within the natural environment while studying topics including the scientific method, ecological systems, energy, population, pollution, climate change, sustainability, and environmental equity and justice.

***EAR 101: Physical Geology - 3 units***

This course explores the Earth's dynamic geological processes and features. Students will journey through the intricate world of geology, delving into the Earth's composition, structure, and the forces that have shaped its landscapes over millions of years. The course covers topics such as plate tectonics, the rock cycle, mineral identification, and the formation of landforms.

***GEO 101: Physical Geography - 3 units***

This course offers a comprehensive journey to understand the Earth's dynamic systems, including climate, weather, landforms, ecosystems, and their interconnectedness. The course delves into the complexities of Earth's physical geography, covering climatology, geomorphology, biogeography, and environmental science.

***PHY 101: Patterns in Nature - 3 units***

This course will explore how natural patterns, from biological systems to ecological processes, can provide valuable insights for problem-solving, sustainability, and creative thinking. The course delves into the intersections of science and business, examining case studies and real-world applications of nature-inspired solutions. Students will be well-prepared to identify and leverage the wisdom of nature's patterns to address challenges, foster innovation, and make informed decisions.

***PHY 108: Descriptive Astronomy - 3 units***

This course introduces astronomy and physics from ancient times to the present day. Students will learn about the birth of the universe, the stars, planets, galaxies, and constellations; the possibility of life on other heavenly bodies; and radiation, magnetism, nuclear reactions, and other aspects of physics.

***FNM 118: Intermediate Algebra - 3 units***

Real numbers, polynomials, rational expressions, algebraic expressions, linear equations and inequalities in one variable, absolute value equations and inequalities, linear equations in two variables, graphs of lines, systems of linear equations in two variables, quadratic equations in one variable, problem-solving. An on-campus, in-person departmental final exam is required, with no calculators allowed.

***MAT 100: Finite Mathematics - 3 units***

This course provides students with a foundational understanding of mathematical concepts essential for decision-making and problem-solving. It focuses on linear equations, matrices, linear programming, and their practical applications in business scenarios. Through real-world examples and exercises, students will develop quantitative skills to analyze data, make informed business decisions, and enhance their overall mathematical literacy.

***MAT 120: Elementary Statistics and Probability - 3 units***

The course covers descriptive statistics, probability distributions, hypothesis testing, and regression analysis to equip students with the skills to interpret data, make informed predictions, and understand the inherent uncertainty in various scenarios. With practical applications in everyday life and diverse fields, the course is designed to be relevant and engaging for students across disciplines.

***MAT 150: Introductory Data Analysis - 3 units***

Introduction to statistical thinking. Visual presentation of data, summarizing of data, probability, sampling, and simulation. Evaluation of inferences drawn from various statistical materials and generation of reports summarizing and communicating statistical results.

**E. The Whole Person*****HEA 100: Health and Lifestyles - 3 units***

This course explores the dynamic interplay between individual health and lifestyle choices, aiming to cultivate a holistic understanding of well-being. Students will delve into nutrition, physical activity, stress management, and mental health, gaining insights into the factors contributing to a balanced and fulfilling life. The course emphasizes the interconnected nature of lifestyle decisions and their profound effects on physical, mental, and emotional health, fostering a proactive approach to wellness.

***UNI 101: Personal, Social, and Intellectual Development - 3 units***

This course will explore various facets of self-awareness, interpersonal relationships, and cognitive development. Students will explore emotional intelligence, effective communication, critical thinking, and ethical decision-making. Students will enhance their personal development, cultivate meaningful connections with others, and refine their intellectual abilities.

**F. Bible/Theology*****BST 101: Biblical Interpretation and Spiritual Formation - 3 units***

This course intertwines the exploration of biblical texts with nurturing spiritual growth, providing students with a comprehensive journey into the world of sacred scriptures and personal faith development. Students will delve into biblical narratives' historical, cultural, and literary dimensions through the lens of various interpretative. Simultaneously, the course will encourage spiritual introspection, guiding students on a transformative path toward a deeper understanding of their faith and its practical implications.

***BST 109: Biblical Literature I (Old Testament) - 3 units***

In this course, students will explore the Old Testament's literary styles, theological themes, and enduring relevance through engaging discussions, critical readings, and interpretative exercises. Students will engage with historical narratives, poetic wisdom, prophetic visions, and legal texts, discovering the enduring relevance of Old Testament teachings to contemporary business challenges.

***BST 110: Biblical Literature II (New Testament) - 3 units***

Uncover the comprehensive understanding of Christian scriptures, emphasizing the life and teachings of Jesus, the formation of early Christian communities, and the theological richness found in the epistles. Gain a deep appreciation for the enduring impact of the New Testament on faith, ethical business practices, and its influence on Western civilization.

***BST 111: Theology I - 3 units***

This course intertwines foundational theological concepts with practical applications in the business world specifically. Delve into the nature of God, the intricacies of divine-human relationships, and the ethical dimensions of business practices. Connect theological principles with real-world scenarios, addressing integrity, social responsibility, and ethical decision-making within the business context.

***BST 112: The Book of Acts - 3 units***

Students will explore the entrepreneurial spirit, leadership dynamics, and community building exemplified in the book. Uncover valuable insights into effective communication, ethical decision-making, and collaboration inspired by the Acts of the Apostles. This course fosters a deep understanding of how the foundational stories in Acts resonate with principles essential for success in modern business environments, emphasizing the significance of faith-driven leadership and social responsibility.

***PHI 116: World Religion East - 3 units***

Examines the origin and development of religions that undergird East, South, and Southeast Asian worldviews and societies, namely, Islam, Hinduism, Buddhism, Jainism and Sikhism, Confucianism and Taoism, Japanese Religions, and Shinto. This course will provide an overview of the world's major religions, including their emergence, core beliefs and practices, and understanding of the human predicament and salvation.

# ASSOCIATE OF ARTS IN ENGLISH COMMUNICATION MANAGEMENT

To be successful in English Communication Management, students must learn important skills which are communication and critical thinking to prepare for their careers in many aspects of the business world, including: Journalism, Entertainment, News Media, Health Care, Public Administration and many more. *This is a 2-year program.*

## Admission to the Program

Applicants must present:

- 1) An official High School Diploma or an official transcript from each college and university attended.
- 2) A completed Application for Admission form.
- 3) SAT/ACT Scores
- 4) For international students: Proof of proficiency in the English language. Students must show the results of a TOEFL/IELTS/TOEIC/Duolingo Exam.

## Objectives

The objectives of the Associate of Arts in English Communication Management are to:

- Apply theories of communication to various situations, including interpersonal, intercultural, and mass communication.
- Utilize effective written and oral communication skills to meet the needs of various audiences and contexts, with a special emphasis on scholarly concepts and conventions within the field of English studies.
- Analyze relevant texts in relation to genre, movement, national tradition, and themes.

## Learning Outcomes

Upon completion of the Associate of Arts in English Communication Management, students will be able to successfully:

- Develop a deep understanding of different audiences and hone the skills necessary to craft impactful arguments and deliver compelling oral presentations in a variety of settings.
- Effectively communicate in a range of contexts, from individual interactions to large group settings like public speaking, demonstrating adaptability and versatility in communication style.
- Demonstrate awareness of ethical and cultural considerations in professional communication and management contexts.
- Utilize basic business management principles and practices to analyze problems, make informed decisions, and contribute effectively to organizational goals and objectives.

## Job Opportunities

- 25-2057.00 [Special Education Teachers, Middle School](#)
- 25-2022.00 [Middle School Teachers, Except Special and Career/Technical Education](#)
- 25-3041.00 [Tutors](#)
- 25-3021.00 [Self-Enrichment Teachers](#)
- 27-3091.00 [Interpreters and Translators](#)
- 25-9049.00 [Teaching Assistants, All Other](#)
- 11-9161.00 [Emergency Management Directors](#)
- 25-9021.00 [Farm and Home Management Educators](#)



## Requirement for the Associate of Arts in English Communication Management Degree (90 Quarter units)

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below.
- 2) Maintain a 2.0 grade point average on a 4.0 scale

All students are required to take a total of 90 quarter units of the courses as follows:

<b>General Education Course Units</b>	<b>39</b>
<b>Program Core Course Units</b>	<b>30</b>
<b>Elective Course Units</b>	<b>21</b>
<b>Total</b>	<b>90</b>

<b>Core Course Requirements:</b>			<b>Quarter Units</b>
BUS	401	Business Communications	3 units
COM	110	Public Speaking	3 units
COM	130	Interpersonal Communication	3 units
ENG	226	Creative Writing	3 units
ICS	320	Speech Skills and Techniques	3 units
ICS	332	English Language and Cultural Learning I	3 units
ICS	333	English Language and Cultural Learning II	3 units
MGT	310	Management Theory	3 units
MGT	350	Organizational Project Management	3 units
MGT	418	International Management	3 units

In addition to the required core courses, students must choose thirteen elective courses.

<b>Elective Courses:</b>			<b>Quarter Units</b>
CIS	270	Information Systems and Technology Fundamentals	3 units
ENG	107	Society and Mass Communication	3 units
ENG	114	Introduction to Speech Communication	3 units
ENG	117	Group and Team Communication	3 units
ENG	214	Communication Theory	3 units
HRM	313	Human Resources Management	3 units
ICS	380	Intercultural Business Communication	3 units
MGT	312	Organizational Behavior	3 units
MGT	416	Leadership	3 units
MGT	498	Strategic Management	3 units
MKT	350	Principles of Marketing	3 units
PSY	102	The Psychology of Communication	3 units

### General Education Requirements (39 units)

- A. Communications (9 units)
- B. Humanities/Fine Arts (12 units)
- C. Behavioral/Social Sciences (9 units)
- D. Natural Sciences/Math (6 units)
- F. Biblical and Theological Studies (3 units)

## Course Description

### **Core Courses:**

#### ***BUS 401: Business Communications - 3 units***

This course is designed to provide students with a comprehensive understanding of practical business communication skills and their direct relevance to achieving success in the workplace. It focuses on essential skills such as planning, organizing, composing, and revising business documents (including letters, memos, reports, and emails), honing presentation skills, fostering professional behavior in a workplace context, and exploring contemporary communication technologies.

#### ***COM 110: Public Speaking - 3 units***

This course centers on public speaking, preparing, and delivering effective speeches. Students will develop their communication skills to speak with the goals of informing, persuading, and entertaining audiences. Some course sections will delve into advanced aspects, emphasizing argumentation and debate.

#### ***COM 130: Interpersonal Communication - 3 units***

This course equips students with the theoretical knowledge and practical skills necessary to enhance communication competence in various contexts, including family life, social interactions, and professional careers. Students will delve into the study of human perception, nonverbal behavior, language, effective listening, relationship dynamics, and conflict management.

#### ***ENG 226: Creative Writing - 3 units***

This course strongly emphasizes fostering students' creativity and self-expression by producing original literary works encompassing genres such as fiction, poetry, memoir, and dramatic writing. Students will engage in extensive reading and develop the critical vocabulary necessary for thoughtful analysis of these genres from a writer's perspective. Developing the skills will be facilitated through various activities and peer evaluation.

#### ***ICS 320: Speech Skills and Techniques - 3 units***

This course provides a comprehensive foundation in fundamental public speaking techniques, covering everything from speech preparation to effective delivery. Students will learn to use visual aids to address and manage performance anxiety and overcome common vocal challenges that hinder speech delivery.

#### ***ICS 332: English Language and Cultural Learning I - 3 units***

This course introduces students to the fundamental concepts of English language and culture. Students will develop their English language skills in grammar, vocabulary, reading, writing, listening, and speaking. They will also explore the diverse aspects of American culture, including its history, art, music, literature, and social norms.

#### ***ICS 333: English Language and Cultural Learning II - 3 units***

This course builds upon the foundation established in English Language and Cultural Learning I by providing students with a more in-depth understanding of English language and culture. Students will further refine their English language skills by focusing on more complex grammar structures, idiomatic expressions, and academic writing. Students will also delve deeper into American culture, examining its values, beliefs, and traditions through various forms of media, such as films, documentaries, and literature.

***MGT 310: Management Theory - 3 units***

The course focuses on the management processes of planning, organizing, leading, and controlling. It includes discussions of social and ethical issues in business, case studies, and written reports. Students will delve into various aspects of contemporary management, including discussions of social and ethical issues in business.

***MGT 350: Organizational Project Management - 3 units***

This course will equip students with a comprehensive understanding of project management principles and their application within complex organizational contexts. Students will explore the various phases and methodologies essential for optimizing organizational processes. The course evaluates communication, leadership, financial management, and operational practices, which are pivotal in supporting and executing strategic business initiatives.

***MGT 418: International Management - 3 units***

This course offers a comprehensive examination of management processes in international business environments. Students will delve into fundamental aspects such as planning, organizing, staffing, directing, and controlling, all adapted to the unique conditions and challenges present in global markets. The countries studied in this course may vary yearly, allowing students to explore diverse international business landscapes.

***Elective Courses:***

***CIS 270: Information Systems and Technology Fundamentals - 3 units***

This course explores modern computer technology for communication, collaboration, problem-solving, decision-making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheets, presentations, database management software, collaboration and networking software, the Internet of Things, and ethical issues related to technology.

***ENG 107: Society and Mass Communication - 3 units***

This course analyzes mass media, where students will examine the media's impact on the individual and society, emphasizing how changes in technology and culture have altered the role and forms of mass media. Students will study the history, theories, and terms relevant to the primary mass media forms and ethical and legal issues about them.

***ENG 114: Introduction to Speech Communication - 3 units***

This course introduces communication studies, emphasizing communication theory and skills development in nonverbal communication, listening, interviewing, small group communication, and public presentations.

***ENG 117: Group and Team Communication - 3 units***

This course provides students with theory and skills for working in groups and teams. In this highly interactive and project-based course, students will explore how people think and behave in groups, how groups make decisions, how to lead effective and efficient groups, and how to influence positive interaction and productivity.

***ENG 214: Communication Theory - 3 units***

In this course, students will learn the foundation of the dominant theories and approaches to research in communication studies, focusing on specific areas, including interpersonal communication, group communication, public communication, and mass media. Emphasis is placed on significant communication theories from across the various branches of the field and the associated quantitative and qualitative research methods used to study them.

***HRM 313: Human Resources Management - 3 units***

Students will explore the theory and practice of human resources management in contemporary organizational settings. Delve into critical HR functions, including job analysis, recruiting, selection, training and development, compensation, performance evaluation, and addressing current quality of work-life issues and job redesign challenges.

***ICS 380: Intercultural Business Communication - 3 units***

This course equips students with the essential skills needed to navigate the complexities of communication in global business environments. Students will explore cultural influences on business practices, negotiation styles, and leadership communication. Emphasis is placed on developing strategies for effective cross-cultural collaboration, understanding global workplace dynamics, and enhancing communication proficiency in international business settings.

***MGT 312: Organizational Behavior - 3 units***

This course gives students a comprehensive understanding of the causes and consequences of individual and group behavior in business and organizations. Students will explore organizational communication, interpersonal relations, and conflict resolution topics. The course incorporates case studies and role-playing exercises to immerse students in real-world scenarios, allowing them to apply and develop their knowledge and skills in organizational behavior.

***MGT 416: Leadership - 3 units***

This course thoroughly examines leadership theories and their practical application. It prepares students to excel as leaders in diverse contexts and provides students with a comprehensive understanding of leadership skills, styles, and behaviors across a spectrum of managerial roles.

***MGT 498: Strategic Management - 3 units***

This course allows students to integrate management concepts and practices into contemporary business strategies while discussing strategic management theories. This course will improve management decision-making and problem-solving skills, focusing on business ethics, sustainability, innovation, and the legal environment.

***MKT 350: Principles of Marketing - 3 units***

In this course, students will explore the marketing environment and the identification of target markets, which form the basis of effective marketing strategies. The approach significantly emphasizes marketing strategy, focusing on the marketing mix, encompassing product, price, place, and promotion. The course also will address marketing professionals' social and ethical responsibilities globally, fostering an understanding of the ethical dimensions of marketing decisions.

***PSY 102: The Psychology of Communication - 3 units***

Study the art of interpreting verbal and non-verbal cues while building crucial skills in communication research, active listening, conflict resolution, and feedback. Delve into barriers that hinder effective communication and learn to clarify messages. The course will use experiential exercises like role-playing and group interactions to enhance your communication style. Navigate the complexities of gender, cross-cultural communication, and conflict resolution, emphasizing fostering meaningful interactions in culturally diverse environments.

# BACHELOR OF ARTS IN INTERCULTURAL STUDIES

The ability to identify and navigate cultural differences and similarities is an important skill to foster, especially as today's world becomes increasingly globalized. Whether you are drawn to international development, education, or any other fields, Southern California State University's Intercultural Studies major is designed to equip students with the necessary tools and training that are central to succeeding in various cross-cultural contexts. *This is a 4-year program.*

## Admission to the Program

Applicants must present:

- 1) An official High School Diploma or an official transcript from each college and university attended.
- 2) A completed Application for Admission form.
- 3) SAT/ACT Scores
- 4) For international students: Proof of proficiency in the English language. Students must produce results of a TOEFL score of at least 500 on a paper-based test or 60 on the internet-based test or pass the University's English exam.

## Objectives

The objectives of the Bachelor of Arts in Intercultural Studies are to:

- Prepare students to comprehensively understand a vast array of cultures and contexts in which they may serve.
- Prepare students to positively contribute to the well-being of those with whom they may interact and serve.
- Prepare students to make disciples of Jesus Christ among all nations.

## Learning Outcomes

Upon completion of the Bachelor of Arts in Intercultural Studies, students will be able to successfully:

- Demonstrate integrative knowledge and skill across contributing fountains of history, linguistics, social science, and theology to work and function in various settings.
- Demonstrate integration in order to develop Biblically-centered responses toward cross-cultural problems.
- Demonstrate the ability to use critical thinking skills to analyze and solve issues that may arise.
- Articulate and practice the important mandate given by Christ to make disciples of all nations.

## Job Opportunities

Students who graduate are prepared to seek employment in the following fields:

- 19-3099.00 [Social Scientists and Related Workers, All Other](#)
- 19-3099.01 [Transportation Planners](#)
- 25-1062.00 [Area, Ethnic, and Cultural Studies Teachers, Postsecondary](#)

## Requirement for the Bachelor of Arts in Intercultural Studies Degree (180 Quarter units)

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below.
- 2) Maintain a 2.0 grade point average on a 4.0 scale

All students are required to take a total of 180 quarter units of the courses as follows:

<b>General Education Course Units</b>	<b>69</b>
<b>Program Core Course Units</b>	<b>75</b>
<b>Elective Course Units</b>	<b>36</b>
<b>Total</b>	<b>180</b>

**Core Course Requirements:** **Quarter Units**

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ICS	130	Introduction to Human Communication	3 units
ICS	205	Introduction to Linguistics	3 units
ICS	230	Communication Strategies in Conflict Management	3 units
ICS	275	Interpersonal Communication	3 units
ICS	278	Problem Solving through Group Discussion	3 units
ICS	301	General Cultural Anthropology	3 units
ICS	310	Foundations for Global Studies	3 units
ICS	311	General Linguistics	3 units
ICS	320	Speech Skills and Techniques	3 units
ICS	321	Interpersonal and Intercultural Adjustment	3 units
ICS	325	Peoples of the World I	3 units
ICS	326	Peoples of the World II	3 units
ICS	332	English Language and Cultural Learning I	3 units
ICS	333	English Language and Cultural Learning II	3 units
ICS	361	Race, Racism, and Human Variation	3 units
ICS	370	Intercultural Communication I	3 units
ICS	371	Intercultural Communication II	3 units
ICS	380	Intercultural Business Communication	3 units
ICS	390	Cross Cultural Management	3 units
ICS	395	Organizational Communication	3 units
ICS	400	Language and Communication Behavior	3 units
ICS	405	Intercultural Adjustment	3 units
ICS	407	Social Justice and Human Rights	3 units
ICS	410	National Identity, Race, and Popular Culture	3 units
ICS	412	Serving Diverse Communities	3 units
ICS	475	Multicultural Education	3 units

In addition to the required core courses, students must choose thirteen elective courses.

**Elective Courses:** **Quarter Units**

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BUS	214	Business Ethics	3 units
CIS	270	Information Systems and Technology Fundamentals	3 units
CIS	275	Internet Literacy	3 units
CIS	370	Information Systems Theory and Practice	3 units
ICS	300	Applied Writing in Communication Studies	3 units
ICS	321	Interpersonal and Intercultural Adjustment	3 units
ICS	345	Introduction to International Development	3 units
ICS	347	Micro Issues in Relief Development	3 units
ICS	351	Business Entrepreneurship	3 units
ICS	406	Latino Communities in the U.S. Society	3 units
ICS	411	Achieving Intercultural Proficiency in Urban Communities	3 units
ICS	421	Communication and Diversity	3 units

ICS	433	Community Development Models and Strategy	3 units
ICS	435	Management and Organizational Behavior	3 units
MGT	416	Leadership	3 units
NUR	310	Issue in Cultural Health	3 units

## **General Education Requirements (69 units)**

- A. Communications (12 units)
- B. Humanities/Fine Arts (15 units)
- C. Behavioral/Social Sciences (18 units)
- D. Natural Sciences/Math (9 units)
- E. The Whole Person (6 units)
- F. Biblical and Theological Studies (9 units)

## **Course Description**

### **Core Courses:**

#### ***ICS 130: Introduction to Human Communication - 3 units***

The course provides students with the knowledge and practical skills required to identify and apply effective methods in human communication. Topics covered include verbal and non-verbal communication, listening skills, and the cultural nuances that impact intercultural communication. Students will gain the tools to foster successful interactions and bridge cultural divides.

#### ***ICS 205: Introduction to Linguistics - 3 units***

This course explores how language reflects a nation's culture, psyche, and cognitive patterns. Students will embark on a descriptive and historical journey through linguistics, addressing the intricacies of language's evolution and structure. Key topics include data collection methods and techniques for linguistic analysis, the structural elements of language, language classification, the diverse language families around the globe, and the sociocultural context in which language thrives.

#### ***ICS 230: Communication Strategies in Conflict Management - 3 units***

This course delves into the communication theories and strategies underpinning conflict dynamics in today's society. Students will explore the art of defining and mastering crucial conversations, harnessing the power of dialogue, and creating an environment where discussing even the most challenging topics is safe. The course will equip students with the skills to navigate and manage conflicts in various contexts effectively.

#### ***ICS 275: Interpersonal Communication - 3 units***

This course will explore how individuals exchange information verbally and nonverbally during face-to-face interactions. Students will delve into the roles of message senders and receivers and gain insights into interpersonal perception and adaptation. Moreover, the investigation of the common barriers that can impede effective interpersonal communication will be discussed.

#### ***ICS 278: Problem-Solving through Group Discussion - 3 units***

This course will take students on a journey to understand Group Discussion as a dynamic system, revealing how individual choices profoundly impact the collective. Discover the art of making effective choices when leading group discussions, creating a constructive and harmonious climate, and mastering the skill of conflict management.

***ICS 301: General Cultural Anthropology - 3 units***

Delve into the fascinating nature of humanity within diverse cultures, exploring worldviews, perceptions, and the intricacies of cultural change. Uncover the inner workings of cultural subsystems, from social organization to religion and language, as you journey through the tapestry of human societies. The course also presents the opportunity to apply anthropological insights to global challenges such as AISS, human rights, and the ongoing impact of the COVID-19 pandemic, offering a dynamic and relevant perspective on contemporary issues.

***ICS 310: Foundations for Global Studies - 3 units***

This course gives students a comprehensive introduction to global perspectives, intercultural competence, and the historical foundations that shape our interconnected world. Students will develop the necessary thinking skills, cultural sensitivity, and the ability to navigate complex intercultural dynamics by exploring critical international institutions, cross-cultural communication strategies, and ethical considerations.

***ICS 311: General Linguistics - 3 units***

Students will explore fundamental concepts and delve into the major areas of linguistic analysis. This course covers many sub-areas within the field, including the intriguing study of language in society, with materials drawn from English and a diverse range of languages to gain a comprehensive and global perspective on the richness of linguistic exploration.

***ICS 320: Speech Skills and Techniques - 3 units***

This course provides a comprehensive foundation in fundamental public speaking techniques, covering everything from speech preparation to effective delivery. Students will learn to use visual aids to address and manage performance anxiety and overcome common vocal challenges that hinder speech delivery.

***ICS 321: Interpersonal & Intercultural Adjustment - 3 units***

This course highlights the art of healthy adjustment when stepping into a new culture as a sojourner. Students will explore the vital aspects of self-compassion and extending grace to others as students navigate cultural nuances. Delve into the intricacies of discerning cultural values, understanding conflict styles, navigating social stratification, and celebrating the diversity of human experience.

***ICS 325: Peoples of the World I - 3 units***

This course provides a dynamic survey of diverse societies, examining their histories, traditions, and contemporary expressions. Students will develop a foundational understanding of global peoples, fostering cultural sensitivity and preparing for deeper explorations in intercultural studies. Gain insights into the multifaceted aspects of global diversity, setting the stage for a nuanced appreciation of our interconnected world.

***ICS 326: Peoples of the World II - 3 units***

This course delves into advanced explorations of diverse cultures, examining their socio-political structures, belief systems, and contemporary challenges. Students will explore the dynamic interplay between globalization and cultural identities, fostering a deeper understanding of the complex interactions shaping our interconnected world.

***ICS 332: English Language and Cultural Learning I - 3 units***

This course is a foundational exploration of essential writing skills with a strong focus on grammar and the art of using precise and concrete language in written communication. Students will develop a foundation for effective communication in multicultural contexts through interactive activities, immersive language experiences, and cross-cultural scenarios.



***ICS 333: English Language and Cultural Learning II - 3 units***

This course continues to refine language proficiency and cross-cultural communication skills. Students deepen their understanding of the interplay between language and culture through advanced language exercises, real-world applications, and cultural immersion experiences. Students will utilize the tools to navigate complex communication challenges in diverse settings, preparing them for effective intercultural engagement.

***ICS 361: Race, Racism, and Human Variation - 3 units***

This course delves into the complex web of cultural and environmental factors that shape the composition and distribution of human populations. Students will explore the genetic foundations of human variation and critically assess the biological underpinnings of the concept of race. The emphasis will be on the intricacies of human diversity, race, and the impact of cultural and environmental influences.

***ICS 370: Intercultural Communication I - 3 units***

This course will discuss the principles and processes of communicating between cultures. The study will focus on different perceptions, ways of thinking, values, non-verbal expression, language expression, and subgroups within a culture as they relate to the media and the message.

***ICS 371: Intercultural Communication II - 3 units***

This course delves deeper into the complexities of effective communication across cultural boundaries. Students will refine their abilities to navigate cultural nuances, manage conflict, and foster mutual understanding. Emphasis is placed on advanced intercultural competencies, including non-verbal communication, negotiation strategies, and the impact of technology on cross-cultural interactions.

***ICS 380: Intercultural Business Communication - 3 units***

This course equips students with the essential skills needed to navigate the complexities of communication in global business environments. Students will explore cultural influences on business practices, negotiation styles, and leadership communication. Emphasis is placed on developing strategies for effective cross-cultural collaboration, understanding global workplace dynamics, and enhancing communication proficiency in international business settings.

***ICS 390: Cross-Cultural Management - 3 units***

In this course, students will learn the intricacies of leading and operating within a globalized business landscape. This course focuses on developing strategic management skills tailored to diverse cultural contexts. Students will explore topics such as cultural intelligence, global leadership styles, and the impact of cultural diversity on organizational dynamics.

***ICS 395: Organizational Communication - 3 units***

In this course, students dive into the nuanced language of appreciation within the workplace. Students will gain a foundational understanding of the significance of encouraging and empowering individuals in the organizational context. Learn how cultivating a culture of appreciation becomes a good investment and a transformative force for organizational success.

***ICS 400: Language and Communication Behavior - 3 units***

This course will explore the role of language in shaping cultural identities, interpersonal dynamics, and societal structures. Students will delve into the nuances of cross-cultural communication, emphasizing the impact of linguistic choices on intercultural interactions. Students also will understand how language shapes communication behaviors, provide them with the tools to navigate complex cultural landscapes and foster effective intercultural communication strategies.

***ICS 405: Intercultural Adjustment - 3 units***

Exploration of the cross-cultural transition process, focusing on healthy adjustment as a sojourner in a new culture. Attention is given to understanding and applying grace to oneself and others, discerning cultural values, conflict styles, social stratification, and celebration.

***ICS 407: Social Justice and Human Rights - 3 units***

This course explores the prominent themes and issues within the anthropological study of social justice and human rights. Additionally, the course will equip students with various tools for engaging in social activism, advocating for the oppressed, and participating in social justice and human rights interventions.

***ICS 410: National Identity, Race, and Popular Culture - 3 units***

This course takes an interdisciplinary approach to dissect the intricate process of national identity formation. Students will closely examine the dynamic relationships between race, national identity, and popular culture, using various mediums such as fiction, film, music, consumerism, and cultural institutions like written media, schools, and museums.

***ICS 412: Serving Diverse Communities - 3 units***

This course provides hands-on experience working with nonprofit or governmental service agencies in multicultural settings. It centers on a service-learning approach that encourages students to actively engage with and reflect on their practicum experiences, ultimately enhancing their grasp of theoretical concepts.

***ICS 475: Multicultural Education - 3 units***

This course delves into the essential techniques for effectively teaching diverse and multicultural student populations, particularly those in urban school settings. Explore the dynamic landscape of multicultural education and learn how to create inclusive and culturally responsive learning environments.

***Elective Courses:***

***BUS 214: Business Ethics - 3 units***

The course aims to provide students with a solid foundation in ethical theory and practical tools for addressing ethical challenges in the business world. It focuses on the role of religion and spirituality in ethical formation, frameworks, and decision-making. Students will explore and apply these ethical concepts to contemporary business ethics case studies and real-time news stories.

***CIS 270: Information Systems and Technology Fundamentals - 3 units***

This course explores modern computer technology for communication, collaboration, problem-solving, decision-making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheets, presentations, database management software, collaboration and networking software, the Internet of Things, and ethical issues related to technology.

***CIS 275: Internet Literacy - 3 units***

The course equips students with the essential digital skills and knowledge required for success in the Internet era, whether as a student, professional, or lifelong learner. This course explores key concepts related to Internet technology and applications, emphasizing their implications for humanity's relationships with the social and physical environment. Students will develop practical skills in using and developing Internet applications in their everyday lives.

***CIS 370: Information Systems Theory and Practice - 3 units***

Provides a study of organizational systems, planning, decision processes, and how information is used for decision support in an organization. Covers the concepts of information systems for competitive advantage, data as a resource, quality control and reengineering, management and development of systems, and end-user computing.

***ICS 300: Applied Writing in Communication Studies - 3 units***

This course provides hands-on writing practice within the context of historical, critical, and social scientific approaches to communication studies. It strongly emphasizes honing language usage and writing skills as they are applied in the field of Communication scholarship.

***ICS 321: Interpersonal & Intercultural Adjustment - 3 units***

This course highlights the art of healthy adjustment when stepping into a new culture as a sojourner. Students will explore the vital aspects of self-compassion and extending grace to others as students navigate cultural nuances. Delve into the intricacies of discerning cultural values, understanding conflict styles, navigating social stratification, and celebrating the diversity of human experience.

***ICS 345: Introduction to International Development - 3 units***

The course covers critical theories, models, macro concerns in development, and a historical overview of the practice of relief and development. Exploration of poverty, gender, human rights, debt, nationalism and economic development, globalization, and transformational/holistic development will be reviewed. The course also broadly surveys development concepts, trends, and challenges.

***ICS 347: Micro Issues in Relief Development - 3 units***

This course delves into the intricate micro-level challenges within relief and development, addressing topics including sustainable agriculture, health issues like HIV/AIDS, literacy, environmental concerns, food security, micro-enterprise development, gender dynamics, migration issues, the plight of internally displaced persons (IDPs), refugee response strategies, and the pivotal roles played by NGOs and faith-based organizations/agencies in addressing complex humanitarian emergencies.

***ICS 351: Business Entrepreneurship - 3 units***

This course delves into the dynamic convergence of missions and entrepreneurship, a powerful force shaping the 21st century. Students will explore the vibrant realms of Business as Mission, Marketplace Ministries, Social Entrepreneurship, and Enterprise Development.

***ICS 406: Latino Communities in U.S. Society - 3 units***

This course offers an in-depth study of the Chicano experience, examining it in a comparative context alongside other Latin American communities in the United States, such as Cubans, Puerto Ricans, and Central and South Americans. Students will explore the rich tapestry of these diverse communities, analyzing their historical, cultural, and social dynamics in the context of U.S. society.

***ICS 411: Achieving Intercultural Proficiency in Urban Communities - 3 units***

This course will explore intercultural proficiency within the unique context of urban communities and the dynamics present in urban settings. Students will develop a nuanced understanding of intercultural challenges and opportunities in urban environments. Emphasis is placed on fostering cultural competency, addressing social justice issues, and developing strategies for effective collaboration in multicultural urban spaces.

***ICS 421: Communication and Diversity - 3 units***

This course delves into the study and analysis of intercultural communication and the intricate dynamics of identity, all within the diverse and ever-evolving context of the United States. Students will examine the complexities of communication across cultures and this nation's rich tapestry of identities.

***ICS 433: Community Development Models and Strategy - 3 units***

This course exposes students to various development models and strategies, exploring participatory learning and action approaches. Delve into the multifaceted role of expatriates in community development and dissect the complexities of community participation. Additionally, Students will examine the pivotal role of transformational development practitioners in promoting sustainable economic development and effective community organizing.

***ICS 435: Management and Organizational Behavior - 3 units***

This course offers a comprehensive analysis of the management process, emphasizing the interplay between management, the business environment, and organizational behavior. Students will explore the intricacies of corporate relationships, decision-making, leadership, and the development of effective business processes.

***MGT 416: Leadership - 3 units***

This course thoroughly examines leadership theories and their practical application. It prepares students to excel as leaders in diverse contexts and provides students with a comprehensive understanding of leadership skills, styles, and behaviors across a spectrum of managerial roles.

***NUR 310: Issue in Cultural Health - 3 units***

In this course, students delve into the dynamic world of cultural competency in public health, offering analytical insights and practical strategies. Explore fundamental concepts, models, frameworks, and communication dynamics that come into play in cross-cultural health situations. Furthermore, students will apply these concepts to real-world interventions and programs, equipping students with the knowledge and skills to address cultural health issues effectively.

# BACHELOR OF BUSINESS ADMINISTRATION

Our Bachelor of Business Administration program prepares students to thrive in today's competitive global marketplace. While at Southern California State University, you will learn to communicate efficiently in professional environments, learn and understand cultural differences, navigate ethical dilemmas, and build a strong foundation in the theory and practice of business. This is perfect for those preparing for entry-level or middle-management positions. Students have the option of earning their degree either online or on campus. *This is a 4-years program.*

## Admission to program

- 1) An official High School Diploma or an official transcript from each college and university attended.
- 2) A completed Application for Admission form.
- 3) SAT/ACT Scores
- 4) For international students: Proof of proficiency in the English language. Students must produce results of a TOEFL score of at least 500 on the paper-based test or 60 on the internet-based test or pass the University's English exam.

## Objectives

This program exposes students to fundamental knowledge and skills utilized in entry-level business positions. This program integrated Biblically-centered teaching to equip and train business professionals' skills. Students are exposed to a variety of concepts in marketing, sales, accounting, communications, finance and management, and problem-solving.

## Learning Outcomes

Upon completion of the Bachelor of Business Administration, students will be able to successfully:

- Demonstrate integration in order to develop Biblically-centered responses toward business problems.
- Demonstrate ethical and legal principles related to business, management, accounting, marketing, etc.
- Demonstrate written and organizational presentation skills related to their field.
- Demonstrate a global business perspective.
- Achieve the planned goals and outcomes for the institution and the program.

## Job Opportunities

Students who graduate are prepared to seek employment in the following fields:

- 11-1011.00 [Chief Executives](#)
- 11-1011.03 [Chief Sustainability Officers](#)
- 11-1021.00 [General and Operations Managers](#)
- 11-2022.00 [Sales Managers](#)
- 11-3012.00 [Administrative Services Managers](#)
- 11-3013.00 [Facilities Managers](#)
- 11-3013.01 [Security Managers](#)
- 11-3051.00 [Industrial Production Managers](#)
- 11-3051.01 [Quality Control Systems Managers](#)
- 11-3051.02 [Geothermal Production Managers](#)
- 11-3051.03 [Biofuels Production Managers](#)
- 11-3051.04 [Biomass Power Plant Managers](#)
- 11-3051.06 [Hydroelectric Production Managers](#)
- 11-3071.00 [Transportation, Storage, and Distribution Managers](#)
- 11-3071.04 [Supply Chain Managers](#)

- 11-3111.00 [Compensation and Benefits Managers](#)
- 11-3121.00 [Human Resources Managers](#)
- 11-3131.00 [Training and Development Managers](#)
- 11-9021.00 [Construction Managers](#)
- 11-9072.00 [Entertainment and Recreation Managers, Except Gambling](#)
- 11-9151.00 [Social and Community Service Managers](#)
- 11-9179.00 [Personal Service Managers, All Other](#)
- 11-9179.01 [Fitness and Wellness Coordinators](#)
- 11-9179.02 [Spa Managers](#)
- 11-9199.00 [Managers, All Other](#)
- 11-9199.01 [Regulatory Affairs Managers](#)
- 11-9199.02 [Compliance Managers](#)
- 11-9199.08 [Loss Prevention Managers](#)
- 11-9199.09 [Wind Energy Operations Managers](#)
- 11-9199.10 [Wind Energy Development Managers](#)
- 11-9199.11 [Brownfield Redevelopment Specialists and Site Managers](#)
- 13-1051.00 [Cost Estimators](#)
- 13-1071.00 [Human Resources Specialists](#)
- 13-1081.00 [Logisticians](#)
- 13-1081.01 [Logistics Engineers](#)
- 13-1081.02 [Logistics Analysts](#)
- 13-1082.00 [Project Management Specialists](#)
- 13-1111.00 [Management Analysts](#)
- 13-1141.00 [Compensation, Benefits, and Job Analysis Specialists](#)
- 13-1199.00 [Business Operations Specialists, All Other](#)
- 13-1199.04 [Business Continuity Planners](#)
- 13-1199.05 [Sustainability Specialists](#)
- 13-1199.06 [Online Merchants](#)
- 13-1199.07 [Security Management Specialists](#)
- 25-1011.00 [Business Teachers, Postsecondary](#)

**Requirement for the Bachelor of Business Administration Degree (180 Quarter units)**

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below.
- 2) Maintain a 2.0 grade point average on a 4.0 scale

All students are required to take a total of 180 quarter units of the courses as follows:

<b>General Education Course Units</b>	<b>69</b>
<b>Program Core Course Units</b>	<b>75</b>
<b>Elective Course Units</b>	<b>36</b>
<b>Total</b>	<b>180</b>

**Core Course Requirements: Quarter Units**

ACC	230	Principle of Accounting I	3 units
ACC	231	Principle of Accounting II	3 units
BUS	101	Introduction to Business	3 units
BUS	482	Business Plan	3 units
CIS	270	Information Systems and Technology Fundamentals	3 units
CIS	340	Spreadsheet Fundamentals	3 units

CIS	370	Information Systems Theory and Practice	3 units
ECO	201	Principles of Economics I: Microeconomics	3 units
ECO	202	Principles of Economics II: Macroeconomics	3 units
FIN	360	Business Finance	3 units
HRM	313	Human Resources Management	3 units
LAW	240	Legal Environment of Business	3 units
MGT	300	Principle of Management	3 units
MGT	310	Management Theory	3 units
MGT	312	Organizational Behavior	3 units
MGT	412	Small Business Management	3 units
MGT	418	International Management	3 units
MGT	490	Strategic Management Seminar	3 units
MKT	350	Principles of Marketing	3 units
MKT	355	Consumer Behavior	3 units
MKT	358	International Marketing	3 units
MKT	454	Marketing Research	3 units
OMG	230	Introduction to Supply Chain Management	3 units
OMG	321	Business Statistics	3 units
OMG	322	Operations Management	3 units

In addition to the required core courses, students must choose seven elective courses.

**Elective Courses:** **Quarter Units**

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ACC	330	Managerial Accounting	3 units
ACC	337	Cost Accounting	3 units
BUS	214	Business Ethics	3 units
CIS	272	Business Programming	3 units
CIS	275	Internet Literacy	3 units
FIN	485	Entrepreneurial Finance	3 units
HRM	318	Training and Development	3 units
ICS	205	Introduction to Linguistics	3 units
ICS	345	Introduction to International Development	3 units
ICS	347	Micro Issues in Relief Development	3 units
ENT	301	Business Entrepreneurship	3 units
ICS	380	Intercultural Business Communication	3 units
ICS	412	Serving Diverse Communities	3 units
ICS	421	Communication and Diversity	3 units
LAW	340	Law of Business Organizations	3 units
MGT	416	Leadership	3 units
OMG	428	Purchasing Management	3 units
OMG	430	ERP and SCM Cases	3 units
POL	335	International Politics	3 units

**General Education Requirements (69 units)**

- A. Communications (12 units)
- B. Humanities/Fine Arts (15 units)
- C. Behavioral/Social Sciences (18 units)
- D. Natural Sciences/Math (9 units)
- E. The Whole Person (6 units)
- F. Biblical and Theological Studies (9 units)

## **Course Description**

### **Core Courses:**

#### ***ACC 230: Principle of Accounting I - 3 units***

In this introductory course, students will survey the landscape of financial statements per the currently accepted accounting principles. Emphasize the underlying concepts, principles, and mechanics that render financial statements meaningful to their users.

#### ***ACC 231: Principle of Accounting II - 3 units***

##### ***Prerequisites: ACC 230***

This course delves into managerial accounting, focusing on planning and control. Topics include setting objectives, mastering terminology, understanding key concepts, analyzing product costing cost patterns, conducting cost-volume-profit analysis, exploring contribution margin, profit planning, standard costs, flexible budgets, decentralized operations, relevant costs, and using accounting data for informed managerial decision-making.

#### ***BUS 101: Introduction to Business - 3 units***

This course introduces fundamental concepts, principles, and practices essential for understanding the various functional areas within a business organization. Topics include business ethics, entrepreneurship, management, marketing, finance, and the global business environment. Students will develop a solid understanding of the fundamental principles that drive successful business operations.

#### ***BUS 482: Business Plan - 3 units***

This comprehensive course equips students with the essential knowledge and skills needed to transform a feasibility plan into a well-structured business plan for a new venture, ultimately preparing them for a stimulating business plan competition. Students will be guided through the intricacies of business plan development, utilizing a Business Plan Template provided in class specifically designed for effective business plan writing.

#### ***CIS 270: Information Systems and Technology Fundamentals - 3 units***

Provides an introduction to information technology, systems concepts, and application software. Covers system components and relationships, cost/value and quality of information, and package software solutions. Includes basic skills related to operating systems, word processing, spreadsheet software, and the Internet.

#### ***CIS 340: Spreadsheet Fundamentals - 3 units***

Students will learn hands-on experience and skills with an electronic worksheet and its use as a financial planning tool for business. Apply the various functions and commands of the electronic spreadsheet for applications such as sales forecasts, financial statements, cash flow analysis, stock market calculations, expense analysis, and control, budgets and plans, as well as other functions.

#### ***CIS 370: Information Systems Theory and Practice - 3 units***

Provides a study of organizational systems, planning, decision processes, and how information is used for decision support in an organization. Covers the concepts of information systems for competitive advantage, data as a resource, quality control and reengineering, management and development of systems, and end-user computing.



***ECO 201: Principles of Economics I: Microeconomics - 3 units***

This course introduces the fundamental principles of microeconomics, equipping students with essential concepts and analytical tools to understand how individual markets, firms, and consumers operate within the broader economic landscape. Key topics include determining prices and quantities in various market structures, the factors influencing wages and profits, and the impact of international trade and trade policies.

***ECO 202: Principles of Economics II: Macroeconomics - 3 units***

This course delves into the fundamental principles of macroeconomics, equipping students with essential concepts and analytical tools to comprehend the broader economic landscape. Key topics include studying aggregate economic analysis and exploring issues like inflation, unemployment, the balance of payments, and national income. Additionally, the course examines the determinants of the level of economic activity, the functioning of money and banking systems, and the role of government in shaping macroeconomic policies.

***FIN 360: Business Finance - 3 units***

This course offers a comprehensive survey of the decision-making framework for financial management in business. Students will explore key topics, including financial forecasting and planning, major investment and financing decisions, and the management of financial resources within the context of capital markets. The course equips students with the skills and knowledge to make informed financial decisions that drive business success.

***HRM 313: Human Resources Management - 3 units***

Students will explore the theory and practice of human resources management in contemporary organizational settings. Delve into critical HR functions, including job analysis, recruiting, selection, training and development, compensation, performance evaluation, and addressing current quality of work-life issues and job redesign challenges.

***LAW 240: Legal Environment of Business - 3 units***

This course comprehensively analyzes the legal framework within which businesses operate. Students will explore the legal process, functions, and operations within a federal system. Key areas of focus include contract law, sales transactions, tort liability, and the impact of these legal aspects on business operations. The course also delves into the government's role in regulating business activities.

***MGT 300: Principle of Management - 3 units***

This course offers a comprehensive introduction to management principles, specifically emphasizing the intricacies of international business. Students will explore the risks, uncertainties, and challenges of conducting business across national boundaries. The course covers various areas, including financial management, strategic management, legal considerations, accounting practices, and international marketing strategies.

***MGT 310: Management Theory - 3 units***

The course focuses on the management processes of planning, organizing, leading, and controlling. It includes discussions of social and ethical issues in business, case studies, and written reports. Students will delve into various aspects of contemporary management, including discussions of social and ethical issues in business.

***MGT 312: Organizational Behavior - 3 units***

This course gives students a comprehensive understanding of the causes and consequences of individual and group behavior in business and organizations. Students will explore organizational communication, interpersonal relations, and conflict resolution topics. The course incorporates

case studies and role-playing exercises to immerse students in real-world scenarios, allowing them to apply and develop their knowledge and skills in organizational behavior.

***MGT 412: Small Business Management - 3 units***

This course explores the role of small businesses in America and offers a hands-on approach to small business management. Students will engage in project-oriented activities that encompass establishing, financing, and operating independent businesses. The course is designed to develop entrepreneurial skills and provide insights into the effective management of small businesses.

***MGT 418: International Management - 3 units***

This course offers a comprehensive examination of management processes in international business environments. Students will delve into fundamental aspects such as planning, organizing, staffing, directing, and controlling, all adapted to the unique conditions and challenges present in global markets. The countries studied in this course may vary yearly, allowing students to explore diverse international business landscapes.

***MGT 490: Strategic Management Seminar - 3 units***

The Strategic Management Seminar is an integrated course addressing complex business management problems and challenges. This seminar focuses on the practical application of strategic management principles and decision-making. Students will engage in in-depth analyses of real business cases, allowing them to synthesize their knowledge and skills to make informed strategic decisions.

***MKT 350: Principles of Marketing - 3 units***

In this course, students will explore the marketing environment and the identification of target markets, which form the basis of effective marketing strategies. The approach significantly emphasizes marketing strategy, focusing on the marketing mix, encompassing product, price, place, and promotion. The course also will address marketing professionals' social and ethical responsibilities globally, fostering an understanding of the ethical dimensions of marketing decisions.

***MKT 355: Consumer Behavior - 3 units***

This course deepens into consumer behavior, unraveling the intricate web of buying patterns, motivation, and search behavior. It comprehensively explores the consumer decision-making process, drawing insights from diverse fields, such as economics, sociology, psychology, cultural anthropology, and mass communications.

***MKT 358: International Marketing - 3 units***

In this course, students will comprehensively analyze international marketing challenges. This includes the examination of economic, social, cultural, technological, political, geographic, and competitive forces that impact global marketing strategies. The course emphasizes case studies and practical projects as learning tools.

***MKT 454: Marketing Research - 3 units***

It is a comprehensive exploration of the marketing research process, emphasizing the cost versus the value of information for informed decision-making. Students will delve into critical components of the marketing research process, including problem formulation, research design, data sources, measurement techniques, data collection, sampling, data analysis, interpretation, and reporting. The course culminates in term research projects that allow students to apply their knowledge in real-world scenarios.

***OMG 230: Introduction to Supply Chain Management - 3 units***

This course provides an overview of the supply chain and its key elements. It covers basic concepts and terminology used in demand planning, inventory planning, material planning, distribution planning, fulfillment planning, and related supply chain components.

***OMG 321: Business Statistics - 3 units***

The course will discuss inferential statistics, analysis of variance, multiple regression, time series forecasting, and their application in business decision-making. Excel and/or statistical software will be used throughout the course.

***OMG 322: Operations Management - 3 units***

The course is a comprehensive analysis of the management function within the production area of organizations. The emphasis will be on the application of computer technologies and practical problem-solving techniques in the context of operations management. It also includes a consideration of international developments that influence the field.

***Elective Courses:***

***ACC 330: Managerial Accounting - 3 units***

This course cultivates the managerial skills required for prudent financial management. Examine financial data interpretation, cost analysis, budgeting, and performance evaluation to equip students with the tools to make informed financial decisions in organizational settings. Students also will learn to assess an organization's fiscal health, prepare budgets, and analyze costs effectively. Ethical considerations are woven throughout the curriculum, promoting responsible resource allocation.

***ACC 337: Cost Accounting - 3 units***

It is a comprehensive study of organizations' nature, objectives, and cost accounting and control procedures. This course covers essential topics, including job costing and process costing, joint product costing, standard costs, theories of cost allocation and absorption, and the utilization of cost accounting data for making informed management decisions.

***BUS 214: Business Ethics - 3 units***

The course aims to provide students with a solid foundation in ethical theory and practical tools for addressing ethical challenges in the business world. It focuses on the role of religion and spirituality in ethical formation, frameworks, and decision-making. Students will explore and apply these ethical concepts to contemporary business ethics case studies and real-time news stories.

***CIS 272: Business Programming - 3 units***

Provides an understanding of algorithm development, programming, computer concepts, and the design and application of data and file structure. Topics include file processing, data analysis, form design, and report generation.

***CIS 275: Internet Literacy - 3 units***

The course equips students with the essential digital skills and knowledge required for success in the Internet era, whether as a student, professional, or lifelong learner. This course explores key concepts related to Internet technology and applications, emphasizing their implications for humanity's relationships with the social and physical environment. Students will develop practical skills in using and developing Internet applications in their everyday lives.

***FIN 485: Entrepreneurial Finance - 3 units***

This course focuses on the unique financing issues of starting and managing a new or small business venture. The course covers topics such as sources of capital for start-ups, financial planning for growing businesses, venture capital, and Initial Public Offerings.

***HRM 318: Training and Development - 3 units***

The course will equip students with the practical skills to design and facilitate effective organizational training programs. This highly interactive course is centered on strategies for assessing, planning, and implementing training and development efforts that significantly enhance the performance of individuals and workgroups.

***ICS 205: Introduction to Linguistics - 3 units***

This course explores how language reflects a nation's culture, psyche, and cognitive patterns. Students will embark on a descriptive and historical journey through linguistics, addressing the intricacies of language's evolution and structure. Key topics include data collection methods and techniques for linguistic analysis, the structural elements of language, language classification, the diverse language families around the globe, and the sociocultural context in which language thrives.

***ICS 345: Introduction to International Development - 3 units***

The course covers critical theories, models, macro concerns in development, and a historical overview of the practice of relief and development. Exploration of poverty, gender, human rights, debt, nationalism and economic development, globalization, and transformational/holistic development will be reviewed. The course also broadly surveys development concepts, trends, and challenges.

***ICS 347: Micro Issues in Relief Development - 3 units***

This course delves into the intricate micro-level challenges within relief and development, addressing topics including sustainable agriculture, health issues like HIV/AIDS, literacy, environmental concerns, food security, micro-enterprise development, gender dynamics, migration issues, the plight of internally displaced persons (IDPs), refugee response strategies, and the pivotal roles played by NGOs and faith-based organizations/agencies in addressing complex humanitarian emergencies.

***ENT 301: Business Entrepreneurship - 3 units***

Students will learn skills needed for creating and growing business ventures. Additionally, Students will explore the burgeoning field of Business, Marketplace, Social Entrepreneurship, Enterprise Development and Global Marketing. Students can expect a self-paced learning environment that offers in-demand business expertise combined with hands-on training.

***ICS 380: Intercultural Business Communication - 3 units***

This course equips students with the essential skills needed to navigate the complexities of communication in global business environments. Students will explore cultural influences on business practices, negotiation styles, and leadership communication. Emphasis is placed on developing strategies for effective cross-cultural collaboration, understanding global workplace dynamics, and enhancing communication proficiency in international business settings.

***ICS 412: Serving Diverse Communities***

This course offers hands-on experience within nonprofit or governmental service agencies in a multicultural setting. It emphasizes service learning, providing opportunities for students to engage in real-world experiences and reflect on their practicum encounters, enhancing their understanding of relevant theory.

***ICS 421: Communication and Diversity - 3 units***

This course delves into the study and analysis of intercultural communication and the intricate dynamics of identity, all within the diverse and ever-evolving context of the United States. Students will examine the complexities of communication across cultures and this nation's rich tapestry of identities.

***LAW 340: Law of Business Organizations - 3 units***

Explore the intricate legal landscape of business organizations and understand the legal consequences of selecting one form of business organization over another. This course delves into the nuanced laws governing corporations, partnerships, and agencies, offering students a profound insight into the legal framework that shapes these entities. Throughout the course, students will examine the foundational principles and the contemporary issues and challenges business organizations face in today's dynamic environment.

***MGT 416: Leadership - 3 units***

This course thoroughly examines leadership theories and their practical application. It prepares students to excel as leaders in diverse contexts and provides students with a comprehensive understanding of leadership skills, styles, and behaviors across a spectrum of managerial roles.

***OMG 428: Purchasing Management - 3 units***

This course delves into the critical activities involved in acquiring materials, supplies, equipment, and services essential for the seamless and efficient operation of businesses. It also addresses the planning and policy considerations that underpin effective purchasing management.

***OMG 430: ERP and SCM Cases - 3 units***

The course is dedicated to introducing fundamental concepts of supply chain management (SCM) and real-world SCM cases, helping students interpret the happenings in the world from a supply chain perspective. This course will provide students with hands-on experience with the SAP ERP solution used by major corporations to manage and improve the efficiency of their supply chains.

***POL 335: International Politics - 3 units***

This course delves into the foundational theories, principles, and real-world practices of international politics. Topics include the analysis of international system characteristics, foreign policy decision-making, the dynamics of nationalism, security and defense, the significance of alliances, the role of international law and organizations, and the complex realities of warfare.

# MASTER OF BUSINESS ADMINISTRATION

The Southern California State University's Master of Business Administration program is dedicated to helping students sharpen their business acumen, enhance their analytical skills, discover their professional strengths, and become successful leaders in their respective fields. By the end of your Master of Business Administration experience, you will be prepared to engage and face all the challenges presented in a business environment. Our flexible program offers students the option of earning their degree either online or on campus. Whether you are looking to expand your business knowledge or advance your career, Southern California State University is the perfect place to accomplish your professional aspirations. *This is a 2-year program.*

## Admission to the Program

Applicants must present:

- 1) An official transcript from each college and university attended.
- 2) A baccalaureate degree from a college or university.
- 3) A completed Application for Admission form.
- 4) For international students: Proof of proficiency in the English language. Students must produce results of a TOEFL score of at least 520 paper-based (190 computerized) (68 internet-based) or pass the University's English exam.

## Objectives

The objectives of the Master of Business Administration are to:

- Provide advanced business study
- Integrate Biblically-centered teaching to equip and train business professionals
- Develop character, faith, and an entrepreneurial spirit in students
- Produce Christ-centered men and women who will impact the marketplace

## Learning Outcomes

Upon Completion of the Master of Business Administration, students will be able to successfully:

- Demonstrate advanced knowledge of the evolving nature of the corporation
- Demonstrate a thorough knowledge of managerial leadership and organizational change
- Measure the organization's intellectual assets, product, development, and entrepreneurship
- Practice enhanced management skills and interpersonal relationships and demonstrate the ability to manage and administer a business with a clear embodiment of Christian ethics.
- Achieve the planned goals and outcomes for the institution and the program

## Job Opportunities

Students who graduate are prepared to seek employment in the following fields:

- 11-1011.00 [Chief Executives](#)
- 11-1011.03 [Chief Sustainability Officers](#)
- 11-1021.00 [General and Operations Managers](#)
- 11-2022.00 [Sales Managers](#)
- 11-3012.00 [Administrative Services Managers](#)
- 11-3013.00 [Facilities Managers](#)
- 11-3013.01 [Security Managers](#)
- 11-3051.00 [Industrial Production Managers](#)
- 11-3051.01 [Quality Control Systems Managers](#)
- 11-3051.02 [Geothermal Production Managers](#)

- 11-3051.03 [Biofuels Production Managers](#)
- 11-3051.04 [Biomass Power Plant Managers](#)
- 11-3051.06 [Hydroelectric Production Managers](#)
- 11-3071.00 [Transportation, Storage, and Distribution Managers](#)
- 11-3071.04 [Supply Chain Managers](#)
- 11-3111.00 [Compensation and Benefits Managers](#)
- 11-3121.00 [Human Resources Managers](#)
- 11-3131.00 [Training and Development Managers](#)
- 11-9021.00 [Construction Managers](#)
- 11-9072.00 [Entertainment and Recreation Managers, Except Gambling](#)
- 11-9151.00 [Social and Community Service Managers](#)
- 11-9179.00 [Personal Service Managers, All Other](#)
- 11-9179.01 [Fitness and Wellness Coordinators](#)
- 11-9179.02 [Spa Managers](#)
- 11-9199.00 [Managers, All Other](#)
- 11-9199.01 [Regulatory Affairs Managers](#)
- 11-9199.02 [Compliance Managers](#)
- 11-9199.08 [Loss Prevention Managers](#)
- 11-9199.09 [Wind Energy Operations Managers](#)
- 11-9199.10 [Wind Energy Development Managers](#)
- 11-9199.11 [Brownfield Redevelopment Specialists and Site Managers](#)
- 13-1051.00 [Cost Estimators](#)
- 13-1071.00 [Human Resources Specialists](#)
- 13-1081.00 [Logisticians](#)
- 13-1081.01 [Logistics Engineers](#)
- 13-1081.02 [Logistics Analysts](#)
- 13-1082.00 [Project Management Specialists](#)
- 13-1111.00 [Management Analysts](#)
- 13-1141.00 [Compensation, Benefits, and Job Analysis Specialists](#)
- 13-1199.00 [Business Operations Specialists, All Other](#)
- 13-1199.04 [Business Continuity Planners](#)
- 13-1199.05 [Sustainability Specialists](#)
- 13-1199.06 [Online Merchants](#)
- 13-1199.07 [Security Management Specialists](#)
- 25-1011.00 [Business Teachers, Postsecondary](#)

**Requirement for the Master of Business Administration Degree (64 Quarter units)**

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below.
- 2) Maintain a 3.0 grade point average on a 4.0 scale

All students are required to take the total of 64 quarter units of the courses as follows:

<b>Program Core Course Units Required</b>	<b>40</b>
<b>Elective Course Units</b>	<b>24</b>
<b>Total</b>	<b>64</b>

**Core Course Requirements: Quarter Units**

MBA	501	Management Information Systems	4 units
MBA	504	Financial Reporting, Control, Management, and Markets	4 units
MBA	506	Business Economics for The World Market	4 units

MBA 507	Managerial Skills and Cross-Cultural Management	4 units
MBA 508	Marketing Management in a Global Environment	4 units
MBA 510	Human Resource Management	4 units
MBA 514	Accounting Management	4 units
MBA 524	Marketing Strategy	4 units
MBA 536	Operations Management	4 units
MBA 705	Capstone	4 units

In addition to the required core courses, students must choose six elective courses.

<b>Elective Courses:</b>	<b>Quarter Units</b>
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MBA 515	Accounting for Managers	4 units
MBA 520	International Business	4 units
MBA 521	Leadership	4 units
MBA 525	Business Communication	4 units
MBA 528	Entrepreneurship	4 units
MBA 530	Global Economics for Managers	4 units
MBA 532	Managing Human Capital	4 units
MBA 534	Management Communication	4 units
MBA 537	Project Management	4 units
MBA 538	Marketing Research and Business Analytics	4 units
MBA 661	Real Estate Finance and Investment Analysis	4 units
MBA 633	Managing Change and Organization Development	4 units

### Course Description

#### **Core Courses:**

#### ***MBA 501: Management Information Systems - 4 units***

This advanced-level course is designed to equip students with the knowledge and skills required to excel in the ever-evolving landscape of information technology within contemporary businesses. Topics will encompass a broad spectrum, including advanced software applications, networking, the Internet, and the essential realm of business communications.

#### ***MBA 504: Financial Reporting, Control, Management, and Markets - 4 units***

The course covers financial and managerial accounting concepts applied for analysis, problem-solving, and corporate decision-making. Topics include financial statement analysis, project and product analysis, internal control, accounting ethics, corporate governance, and tax and data security issues.

#### ***MBA 506: Business Economics for The World Market - 4 units***

This course is intended to deepen understanding of the major contemporary issues in the world economy. The focus is on the "big picture" of global economic developments and the evolution of economic thought over the last one hundred years.

#### ***MBA 507: Managerial Skills and Cross-Cultural Management - 4 units***

Develops the managerial skills needed for effective individual and group performance in dynamic organizational, societal, and global environments. Topics include organizational culture, ethics, social responsibility, and human resource management. Managerial communication, leadership, motivation, teamwork, negotiation, and intercultural communication skills are emphasized.



***MBA 508: Marketing Management in a Global Environment - 4 units***

Integrates concepts and tools in the marketing discipline so students can apply them to dynamic marketing systems. Topics include analyzing global marketing opportunities, designing strategies, managing, implementing, and evaluating marketing programs.

***MBA 510: Human Resource Management - 4 units***

Focuses on best practices in essential areas of human resource management: job analysis, recruiting, selection, training, and development. Students learn how to develop effective HR selection practices, as well as training programs and career paths that motivate employees.

***MBA 514: Accounting Management - 4 units***

Application of functional accounting in contemporary business. Decision-making through the integrated use of financial accounting (reporting to outside interests) and managerial accounting (accounting information for internal decision-making), including relevant income tax consequences. Case analysis oral/written presentation and computer usage required.

***MBA 524: Marketing Strategy - 4 units***

This course provides students with an analytical framework to conduct marketing planning and strategy, market definition and measurement, and the management and control of marketing programs. Students will learn how to apply economic principles to strategic decision-making, such as pricing and outsourcing, using business-related tenets of economics.

***MBA 536: Operations Management - 4 units***

This course focuses on the strategic importance of operations management to overall performance. This course also emphasizes supply chain management principles relevant to various business operations, from manufacturing goods to retail services. Students will examine the various planning, control, and decision-making tools and techniques of the operations function.

***MBA 705: Capstone - 4 units***

As the final stop in students' journeys toward earning their degree, this capstone course integrates previous coursework and practical experience with a focus on authentic demonstration of competencies outlined by the program. Rather than introducing new concepts, students will synthesize and integrate prior learning to design or develop a capstone project as a culmination of their studies.

***Elective Courses:***

***MBA 515: Accounting for Managers - 4 units***

Fundamentals of financial and managerial accounting. Topics include accounting conceptual framework, preparation and analysis of financial statements, current topics in financial reporting, ethical and legal responsibilities in financial reporting, cost-volume-profit analysis, tactical decision-making, budgeting, and accounting for management control.

***MBA 520: International Business - 4 units***

A comprehensive overview of the multifaceted environment, key concepts, and fundamental differences that define international business. Topics include various forms of foreign participation, international trade theory, the impact of government on trade and strategy, the role of international organizations, the dynamics of multinational corporations, strategic human resource management, and the intricacies of global marketing.

***MBA 521: Leadership - 4 units***

This advanced course offers an in-depth analysis of leadership theories and their practical application. Designed for students who seek to excel as leaders in complex and ever-evolving contexts, this course provides a comprehensive understanding of leadership skills, styles, and behaviors across a spectrum of high-level managerial roles. This course will be a transformative journey into the art and science of advanced leadership to gain the expertise needed to lead effectively in a dynamic and challenging world.

***MBA 525: Business Communication - 4 units***

Business Communication will provide students with communication principles, concepts, and techniques for effective organizational behavior in oral and written communication situations. Communication strategies utilizing principles of psychology and appropriate methodology will be emphasized.

***MBA 528: Entrepreneurship - 4 units***

Students will explore the dynamic convergence of missions and entrepreneurship, a transformative movement shaping the 21st century, and delve into the vibrant realms of Business as Mission, Marketplace Ministries, Social Entrepreneurship, and Enterprise Development. Emphasis is placed on the intricate processes of new venture planning and the establishment of new firms, with a distinctive focus on enterprise creation.

***MBA 530: Global Economics for Managers - 4 units***

This course examines how economic tools, techniques, and indicators can solve organizational problems related to competitiveness, productivity, and growth. Students will explore the management implications of various economic concepts and practical strategies to make decisions within a global context.

***MBA 532: Managing Human Capital - 4 units***

This course focuses on managers' strategies and tools to maximize employee contribution and create organizational excellence. You will learn talent management strategies to motivate and develop employees, as well as best practices to manage performance for added value.

***MBA 534: Management Communication - 4 units***

This course prepares students for the communication challenges in organizations. Topics examined include theories and strategies of communication, persuasion, conflict management, and ethics that enhance communication to various audiences.

***MBA 537: Project Management - 4 units***

This course examines activities related to project planning and estimating project scope and schedule. It also looks at processes for managing project resources. Upon completion of this course, students are expected to be able to do the following: Plan and estimate project scope, resources, and schedule.

***MBA 538: Marketing Research and Business Analytics - 4 units***

Through this course, students will explore how businesses use marketing research as a management tool to understand and influence consumer decision-making. The course will emphasize decision-making based on results obtained through research and analysis, which make businesses profitable.

***MBA 661: Real Estate Finance and Investment Analysis - 4 units***

This course delves into the fundamental concepts and analytical methods for making informed investment and financing decisions in commercial and residential real estate. The study will

revolve around the intricate real estate valuation process, beginning with a basic model and gradually incorporating real-world complexities over the semester. Students will explore investments in "stabilized" (fully operational) and development projects, drawing from modern corporate finance and investment curriculum principles.

***MBA 633: Managing Change and Organization Development - 4 units***

This course provides students with a conceptual framework addressing the strategic importance of managing change and organization development (OD) in various agencies, human service organizations, community organizations, and other settings. Uncertainty, complexity, and rapidly changing organizational environments create the necessity for organizations to respond to and effectively deal with turbulence and instability will be studied.

# MASTER OF BUSINESS ADMINISTRATION CONCENTRATION IN BUSINESS STATISTICS

The Master of Business Administration concentration in Business Statistics will prepare students for modern business runs on data. The goal is to learn to use statistical tools, along with problem-solving and communication skills, to analyze data and make business decisions. *This is a 2-year program.*

## Admission to the Program

Applicants must present:

- 1) An official transcript from each college and university attended.
- 2) A baccalaureate degree from a college or university.
- 3) A completed Application for Admission form.
- 4) For international students: Proof of proficiency in the English language. Students must produce results of a TOEFL score of at least 520 paper-based (190 computerized) (68 internet-based) or pass the University's English exam.

## Objectives

The objectives of the Master of Business Administration concentration in Business Statistics are to:

- To apply discrete and continuous probability distributions to various business problems. Create viable solutions to decision-making problems
- To Identify, model, and solve decision problems in different settings
- Integrate Biblically-centered teaching to equip and train business professionals
- Interpret results/solutions and identify appropriate courses of action for a given managerial situation, whether a problem or an opportunity

## Learning Outcomes

Upon Completion of the Master of Business Administration concentration in Business Statistics, students will be able to successfully:

- Determine the correct procedures to use in a given situation
- Calculate and use probability in solving business
- Compute descriptive statistics, construct graphs for data analysis, and interpret
- Describe, interpret, and apply discrete and continuous probability
- Calculate, evaluate, and interpret simple linear correlation/regression.
- Use statistical software to graph, compute, and analyze statistical data.

## Job Opportunities

- 15-2041.00 [Statisticians](#)
- 15-2041.01 [Biostatisticians](#)
- 15-2051.00 [Data Scientists](#)
- 15-2051.01 [Business Intelligence Analysts](#)
- 15-2051.02 [Clinical Data Managers](#)
- 19-3022.00 [Survey Researchers](#)
- 25-1011.00 [Business Teachers, Postsecondary](#)
- 25-1022.00 [Mathematical Science Teachers, Postsecondary](#)

## Requirement for the Master of Business Administration concentration in Business Statistics (Quarter units)

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below.

- 2) Maintain a 3.0 grade point average on a 4.0 scale

All students are required to take a total of 64 quarter units of the courses as follows:

<b>Program Core Course Units Required</b>	<b>40</b>
<b>Program Concentration Unit Required</b>	<b>16</b>
<b>Elective Course Units</b>	<b>8</b>
<b>Total</b>	<b>64</b>

**Core Course Requirements:** \_\_\_\_\_ **Quarter Units**

MBA 501	Management Information Systems	4 units
MBA 507	Managerial Skills and Cross-Cultural Management	4 units
MBA 504	Financial Reporting, Control, and Management	4 units
MBA 506	Business Economics for The World Market	4 units
MBA 508	Marketing Management in a Global Environment	4 units
MBA 510	Human Resource Management	4 units
MBA 514	Accounting Management	4 units
MBA 524	Marketing Strategy	4 units
MBA 536	Operations Management	4 units
MBA 705	Capstone	4 units

**Concentration Course Requirements:** \_\_\_\_\_ **Quarter Units**

MBA 601	Data Analysis and Statistical Computing	4 units
MBA 610	Forecasting Methods for Management	4 units
MBA 615	Predictive Analytics for Business	4 units
MBA 620	Modern Data Mining	4 units

In addition to the required Core and Concentration courses, students must choose elective courses.

**Elective Courses:** \_\_\_\_\_ **Quarter Units**

MBA 525	Business Communication	4 units
MBA 528	Entrepreneurship	4 units
MBA 530	Global Economics for Managers	4 units
MBA 538	Marketing Research and Business Analytics	4 units
MBA 540	Business Strategy	4 units
MBA 622	Applied Probability Models in Marketing	4 units
MBA 633	Managing Change and Organization Development	4 units
MBA 661	Real Estate Finance and Investment Analysis	4 units
MBA 636	Behavioral and Management Theory and Analysis	4 units

**Course Description**

**Core Courses:**

***MBA 601: Data Analysis and Statistical Computing - 4 units***

This advanced course is tailored to equip practicing managers with essential skills in research design, data analysis, and statistical computing. Students will receive a comprehensive study of research methodologies, learn how to generate and utilize basic graphical and numerical

descriptive methods and interpret fundamental estimation and testing procedures. Additionally, students will develop the ability to translate and effectively communicate the results of statistical analyses to organizational managers.

***MBA 610: Forecasting Methods for Management - 4 units***

Students will explore the technical and managerial aspects of business forecasting, diving into the implications and practical applications of forecasting concepts and technologies. The learning experience combines engaging lectures with hands-on laboratory exercises to provide students with real-world exposure to these vital skills. Students will also cover how the forecasting process is deconstructed, from data selection to applying appropriate mathematical and statistical methods, culminating in reporting and visualizing the obtained forecast.

***MBA 615: Predictive Analytics for Business - 4 units***

The course serves to advance and refine expertise in theories, approaches, tools, and techniques related to prediction and forecasting in business. Students will gain practical experience analyzing business analytics cases and scenarios using industry-standard tools and platforms. It will prepare students to help organizations make more effective business decisions based on the gathering and analysis of data. The design and delivery of the course enable an engaged learning environment.

***MBA 620: Modern Data Mining - 4 units***

Students will delve into modern data mining methodologies, strongly focusing on reasoning and application. Explore a comprehensive set of cutting-edge machine learning techniques, accompanied by hands-on data experiences using the R programming language throughout the semester. Students will gain expertise in the latest advancements in data mining and machine learning to be well-prepared for the complexities of modern data analysis.

***Elective Courses:***

***MBA 525: Business Communication - 4 units***

Business Communication will provide students with communication principles, concepts, and techniques for effective organizational behavior in oral and written communication situations. Communication strategies utilizing principles of psychology and appropriate methodology will be emphasized.

***MBA 528: Entrepreneurship - 4 units***

Students will explore the dynamic convergence of missions and entrepreneurship, a transformative movement shaping the 21st century, and delve into the vibrant realms of Business as Mission, Marketplace Ministries, Social Entrepreneurship, and Enterprise Development. Emphasis is placed on the intricate processes of new venture planning and the establishment of new firms, with a distinctive focus on enterprise creation.

***MBA 530: Global Economics for Managers - 4 units***

This course examines how economic tools, techniques, and indicators can solve organizational problems related to competitiveness, productivity, and growth. Students will explore the management implications of various economic concepts and practical strategies to make decisions within a global context.

***MBA 538: Marketing Research and Business Analytics - 4 units***

Through this course, students will explore how businesses use marketing research as a management tool to understand and influence consumer decision-making. The course will

emphasize decision-making based on results obtained through research and analysis, which make businesses profitable.

***MBA 540: Business Strategy - 4 units***

A comprehensive analysis of the core elements that underpin organizational strategy. Students will evaluate the myriad influences that shape an organization's strategy, considering its unique characteristics and capabilities. Beyond this, emphasize integrating ethical thinking and applying personal faith principles in strategic decision-making. Additionally, students will critically examine the key issues that impact strategic planning in organizations, equipping them with the skills and knowledge needed to excel in the dynamic world of business strategy.

***MBA 622: Applied Probability Models in Marketing - 4 units***

This course is an intensive introduction to the fundamental ideas and techniques of stochastic modeling, emphasizing the applications. Students will gain the ability to explain and predict empirical patterns within many areas of business as well as think critically about statistical methods and managerial perspectives that are common in certain domains but not always the best ways to approach all data-oriented decision problems.

***MBA 633: Managing Change and Organization Development - 4 units***

This course provides students with a conceptual framework addressing the strategic importance of managing change and organization development (OD) in various agencies, human service organizations, community organizations, and other settings. Uncertainty, complexity, and rapidly changing organizational environments create the necessity for organizations to respond to and effectively deal with turbulence and instability will be studied.

***MBA 661: Real Estate Finance and Investment Analysis - 4 units***

This course delves into the fundamental concepts and analytical methods for making informed investment and financing decisions in commercial and residential real estate. The study will revolve around the intricate real estate valuation process, beginning with a basic model and gradually incorporating real-world complexities over the semester. Students will explore investments in "stabilized" (fully operational) and development projects, drawing from modern corporate finance and investment curriculum principles.

***MBA 636: Behavioral and Management Theory and Analysis - 4 units***

This course will increase the student's capacity for effectively utilizing human resources within various organizational frameworks. Essential concepts such as perception, motivation, communication, conflict, and change are discussed and applied to the manager's decision-making and action-taking roles.

# CERTIFICATE IN DIGITAL BUSINESS

Digital-driven changes and most transformations apply equally to all industries without exception. To become a player in the digital world, you will need to apply new technologies to business practices, products, and services. In this program, students will gain broad knowledge in core disciplines of the business field, as well as knowledge related to the role of digital technologies and the process of digitization. *This is a 1-year program.*

## Admission to the Program

Applicants must present:

- 1) An official High School Diploma or an official transcript from each college and university attended.
- 2) A completed Application for Admission form.
- 3) For international students: Proof of proficiency in the English language. Students must show the results of a TOEFL/IELTS/TOEIC/Duolingo Exam.

## Objectives

The objectives of the Certificate in Digital Business are to prepare students to leverage their learnings to become effective and masters in any business and help them to understand the essentials of digital business, strategies, and new technologies for digital platforms as well as fundamental knowledge about latest trends, building blocks of digital platforms and best practices of digital business models in different industry.

## Learning Outcomes

Upon Completion of the Certificate in Digital Business, students will be able to successfully:

- Adapt to changing business environments.
- Develop skills to formulate digital strategy for Digital Business.
- Apply new technologies to business operations.
- Implement strategic initiatives for digital platforms
- Develop a thorough understanding of Digital Business Applications, Digital Platforms, and Marketplace.

## Job opportunities

- 15-1299.06 [Digital Forensics Analysts](#)
- 15-1255.00 [Web and Digital Interface Designers](#)
- 15-1211.00 [Computer Systems Analysts](#)
- 11-2021.00 [Marketing Managers](#)
- 13-1199.04 [Business Continuity Planners](#)
- 13-1161.00 [Market Research Analysts and Marketing Specialists](#)
- 13-1161.01 [Search Marketing Strategists](#)
- 13-1011.00 [Agents and Business Managers of Artists, Performers, and Athletes](#)

## Requirement for the Certificate in Digital Business (48 Quarter units)

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below.
- 2) Maintain a 2.0 grade point average on a 4.0 scale

All students are required to take the total of 48 quarter units of the courses as follows:

<b>Program Core Course Units Required</b>	<b>27</b>
<b>Elective Course Units</b>	<b>21</b>



**Total**

**48**

**Core Course Requirements:**

**Quarter Units**

BUS	101	Introduction to Business	3 units
CIS	270	Information Systems and Technology Fundamentals	3 units
CIS	275	Internet Literacy	3 units
CIS	340	Spreadsheet Fundamentals	3 units
CIS	370	Information Systems Theory and Practice	3 units
MGT	300	Principle of Management	3 units
MKT	350	Principles of Marketing	3 units
ENG	110	Freshman Composition I	3 units
ICS	332	English Language and Cultural Learning I	3 units

In addition to the required core courses, students must choose seven elective courses.

**Elective Courses:**

**Quarter Units**

ACC	230	Principle of Accounting I	3 units
BUS	214	Business Ethics	3 units
BUS	482	Business Plan	3 units
CIS	272	Business Programming	3 units
ECO	201	Principles of Economics I: Microeconomics	3 units
ECO	202	Principles of Economics II: Macroeconomics	3 units
ENT	301	Business Entrepreneurship	3 units
FIN	360	Business Finance	3 units
FIN	485	Entrepreneurial Finance	3 units
HRM	313	Human Resources Management	3 units
HRM	318	Training and Development	3 units
ICS	205	Introduction to Linguistics	3 units
ICS	345	Introduction to International Development	3 units
LAW	340	Law of Business Organizations	3 units
MKT	355	Consumer Behavior	3 units
MKT	454	Marketing Research	3 units
OMG	230	Introduction to Supply Chain Management	3 units
OMG	321	Business Statistics	3 units
OMG	322	Operations Management	3 units
POL	335	International Politics	3 units
ENG	111	Freshman Composition II	3 units
ICS	333	English Language and Cultural Learning II	3 units

**Course Description**

**Core Courses:**

***BUS 101: Introduction to Business - 3 units***

This course introduces fundamental concepts, principles, and practices essential for understanding the various functional areas within a business organization. Topics include business ethics, entrepreneurship, management, marketing, finance, and the global business environment. Students will develop a solid understanding of the fundamental principles that drive successful business operations.

***CIS 270: Information Systems and Technology Fundamentals - 3 units***

This course explores modern computer technology for communication, collaboration, problem-solving, decision-making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheets, presentations, database management software, collaboration and networking software, the Internet of Things, and ethical issues related to technology.

***CIS 275: Internet Literacy - 3 units***

The course equips students with the essential digital skills and knowledge required for success in the Internet era, whether as a student, professional, or lifelong learner. This course explores key concepts related to Internet technology and applications, emphasizing their implications for humanity's relationships with the social and physical environment. Students will develop practical skills in using and developing Internet applications in their everyday lives.

***CIS 340: Spreadsheet Fundamentals - 3 units***

Students will learn hands-on experience and skills with an electronic worksheet and its use as a financial planning tool for business. Apply the various functions and commands of the electronic spreadsheet for applications such as sales forecasts, financial statements, cash flow analysis, stock market calculations, expense analysis, and control, budgets and plans, as well as other functions.

***CIS 370: Information Systems Theory and Practice***

Provides an introduction to organizational systems, planning, and decision process and how information is used for decision support in an organization. The course will cover information systems for competitive advantage, data as a resource, quality control and reengineering, management and development of systems, and end-user computing.

***MGT 300: Principle of Management - 3 units***

This course introduces management and organizational leadership principles. An exploration of key topics such as planning, organizing, leading, and controlling within domestic and international business will be covered. Students will delve into essential areas, including financial management, human resource management, legal aspects of management, accounting principles, and marketing strategies.

***MKT 350: Principles of Marketing - 3 units***

This course offers a comprehensive survey of the dynamic marketing function, exploring the multifaceted marketing environment and the art of identifying and targeting specific markets. With a strong emphasis on marketing strategy, students will dive deep into the marketing mix concept, uncovering the elements that drive successful campaigns. The social and ethical responsibilities underpin marketing, ensuring a well-rounded understanding of this essential business discipline will also be covered.

***ENG 110: Freshman Composition I - 3 units***

Refine students' writing skills with a primary focus on exposition and textual analysis. Students will master the art of crafting clear and compelling prose. Explore techniques for conveying ideas coherently while developing a deeper understanding of textual interpretation. This course is a foundational step in the students' writing journey and provides essential tools to communicate ideas through writing.

***ICS 332: English Language and Cultural Learning I - 3 units***

This course introduces students to the fundamental concepts of English language and culture. Students will develop their English language skills in grammar, vocabulary, reading, writing,

listening, and speaking. They will also explore the diverse aspects of American culture, including its history, art, music, literature, and social norms.

***Elective Courses:***

***ACC 230: Principle of Accounting I - 3 units***

In this introductory course, students will survey the landscape of financial statements per the currently accepted accounting principles. Emphasize the underlying concepts, principles, and mechanics that render financial statements meaningful to their users.

***BUS 214: Business Ethics - 3 units***

The course aims to provide students with a solid foundation in ethical theory and practical tools for addressing ethical challenges in the business world. It focuses on the role of religion and spirituality in ethical formation, frameworks, and decision-making. Students will explore and apply these ethical concepts to contemporary business ethics case studies and real-time news stories.

***BUS 482: Business Plan - 3 units***

This comprehensive course equips students with the essential knowledge and skills needed to transform a feasibility plan into a well-structured business plan for a new venture, ultimately preparing them for a stimulating business plan competition. Students will be guided through the intricacies of business plan development, utilizing a Business Plan Template provided in class specifically designed for effective business plan writing.

***CIS 272: Business Programming - 3 units***

Provides an understanding of algorithm development, programming, computer concepts, and the design and application of data and file structure. Topics include file processing, data analysis, form design, and report generation.

***ECO 201: Principles of Economics I: Microeconomics - 3 units***

This course introduces the fundamental principles of microeconomics, equipping students with essential concepts and analytical tools to understand how individual markets, firms, and consumers operate within the broader economic landscape. Key topics include determining prices and quantities in various market structures, the factors influencing wages and profits, and the impact of international trade and trade policies.

***ECO 202: Principles of Economics II: Macroeconomics - 3 units***

This course delves into the fundamental principles of macroeconomics, equipping students with essential concepts and analytical tools to comprehend the broader economic landscape. Key topics include studying aggregate economic analysis and exploring issues like inflation, unemployment, the balance of payments, and national income. Additionally, the course examines the determinants of the level of economic activity, the functioning of money and banking systems, and the role of government in shaping macroeconomic policies.

***ENT 301: Business Entrepreneurship - 3 units***

Students will learn skills needed for creating and growing business ventures. Additionally, Students will explore the burgeoning field of Business, Marketplace, Social Entrepreneurship, Enterprise Development and Global Marketing. Students can expect a self-paced learning environment that offers in-demand business expertise combined with hands-on training.

***FIN 360: Business Finance - 3 units***

This course offers a comprehensive survey of the decision-making framework for financial management in business. Students will explore key topics, including financial forecasting and planning, major investment and financing decisions, and the management of financial resources within the context of capital markets. The course equips students with the skills and knowledge to make informed financial decisions that drive business success.

***FIN 485: Entrepreneurial Finance - 3 units***

This course focuses on the unique financing issues of starting and managing a new or small business venture. The course covers topics such as sources of capital for start-ups, financial planning for growing businesses, venture capital, and Initial Public Offerings.

***HRM 313: Human Resources Management - 3 units***

Students will explore the theory and practice of human resources management in contemporary organizational settings. Delve into critical HR functions, including job analysis, recruiting, selection, training and development, compensation, performance evaluation, and addressing current quality of work-life issues and job redesign challenges.

***HRM 318: Training and Development - 3 units***

The course will equip students with the practical skills to design and facilitate effective organizational training programs. This highly interactive course is centered on strategies for assessing, planning, and implementing training and development efforts that significantly enhance the performance of individuals and workgroups.

***ICS 205: Introduction to Linguistics - 3 units***

This course explores how language reflects a nation's culture, psyche, and cognitive patterns. Students will embark on a descriptive and historical journey through linguistics, addressing the intricacies of language's evolution and structure. Key topics include data collection methods and techniques for linguistic analysis, the structural elements of language, language classification, the diverse language families around the globe, and the sociocultural context in which language thrives.

***ICS 345: Introduction to International Development - 3 units***

The course covers critical theories, models, macro concerns in development, and a historical overview of the practice of relief and development. Exploration of poverty, gender, human rights, debt, nationalism and economic development, globalization, and transformational/holistic development will be reviewed. The course also broadly surveys development concepts, trends, and challenges.

***LAW 340: Law of Business Organizations - 3 units***

Explore the intricate legal landscape of business organizations and understand the legal consequences of selecting one form of business organization over another. This course delves into the nuanced laws governing corporations, partnerships, and agencies, offering students a profound insight into the legal framework that shapes these entities. Throughout the course, students will examine the foundational principles and the contemporary issues and challenges business organizations face in today's dynamic environment.

***MKT 355: Consumer Behavior - 3 units***

This course deepens into consumer behavior, unraveling the intricate web of buying patterns, motivation, and search behavior. It comprehensively explores the consumer decision-making process, drawing insights from diverse fields, such as economics, sociology, psychology, cultural anthropology, and mass communications.

***MKT 454: Marketing Research - 3 units***

It is a comprehensive exploration of the marketing research process, emphasizing the cost versus the value of information for informed decision-making. Students will delve into critical components of the marketing research process, including problem formulation, research design, data sources, measurement techniques, data collection, sampling, data analysis, interpretation, and reporting. The course culminates in term research projects that allow students to apply their knowledge in real-world scenarios.

***OMG 230: Introduction to Supply Chain Management - 3 units***

This course provides an overview of the supply chain and its key elements. It covers basic concepts and terminology used in demand planning, inventory planning, material planning, distribution planning, fulfillment planning, and related supply chain components.

***OMG 321: Business Statistics - 3 units***

The course will discuss inferential statistics, analysis of variance, multiple regression, time series forecasting, and their application in business decision-making. Excel and/or statistical software will be used throughout the course.

***OMG 322: Operations Management - 3 units***

The course is a comprehensive analysis of the management function within the production area of organizations. The emphasis will be on the application of computer technologies and practical problem-solving techniques in the context of operations management. It also includes a consideration of international developments that influence the field.

***POL 335: International Politics - 3 units***

This course delves into the foundational theories, principles, and real-world practices of international politics. Topics include the analysis of international system characteristics, foreign policy decision-making, the dynamics of nationalism, security and defense, the significance of alliances, the role of international law and organizations, and the complex realities of warfare.

***ENG 111: Freshman Composition II - 3 units***

Elevate students' writing capabilities with an emphasis on persuasion and argumentation. Students will delve into constructing persuasive arguments and strengthening claims with well-documented evidence. The culmination of this course is the creation of a documented essay, equipping you with the skills to assemble, organize, and effectively support a thesis. The course is designed to hone students' persuasive writing abilities and prepare them for more complex writing tasks.

***ICS 333: English Language and Cultural Learning II - 3 units***

This course builds upon the foundation established in English Language and Cultural Learning I by providing students with a more in-depth understanding of English language and culture. Students will further refine their English language skills by focusing on more complex grammar structures, idiomatic expressions, and academic writing. Students will also delve deeper into American culture, examining its values, beliefs, and traditions through various forms of media, such as films, documentaries, and literature.

# CERTIFICATE IN ENGLISH COMMUNICATION AND MANAGEMENT

English Communication and Management provides language instruction and training in business and management situations, including business correspondence, negotiations, public speaking, networking, report and proposal writing, vocabulary for professional purposes, and reading for professional purposes as well as the fundamentals of management skills. *This is a 1-year program.*

## Admission to the Program

Applicants must present:

- 1) An official High School Diploma or an official transcript from each college and university attended.
- 2) A completed Application for Admission form.
- 3) For international students: Proof of proficiency in the English language. Students must show the results of a TOEFL/IELTS/TOEIC/Duolingo Exam.

## Objectives

The objectives of the Certificate in English Communication and Management are to:

- Apply theories of communication to various situations, including interpersonal, intercultural, and mass communication.
- Utilize effective written and oral communication skills to meet the needs of various audiences and contexts, with a special emphasis on scholarly concepts and conventions within the field of English studies.
- Analyze relevant texts in relation to genre, movement, national tradition, and themes.

## Learning Outcomes

Upon Completion of the Certificate in English Communication and Management, students will be able to successfully:

- Demonstrate the ability to access, read, interpret, analyze, and evaluate textual materials across traditions, genres, and media, with critical attention to both diversity and complexity.
- Develop both an awareness of different audiences and the persuasive skills needed to deliver effective arguments and verbal presentations.
- Communicate effectively in a variety of dynamics, from interpersonal to large group settings like public speaking.
- Apply ethical reasoning and critical thinking when evaluating current cases and trends in the industry.

## Job Opportunities

- 25-2057.00 [Special Education Teachers, Middle School](#)
- 25-2022.00 [Middle School Teachers, Except Special and Career/Technical Education](#)
- 25-3041.00 [Tutors](#)
- 25-3021.00 [Self-Enrichment Teachers](#)
- 27-3091.00 [Interpreters and Translators](#)
- 25-9049.00 [Teaching Assistants, All Other](#)
- 11-9161.00 [Emergency Management Directors](#)
- 25-9021.00 [Farm and Home Management Educators](#)

## Requirement for the English Communication and Management (48 Quarter units)

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below.
- 2) Maintain a 2.0 grade point average on a 4.0 scale

All students are required to take a total of 48 quarter units of the courses as follows:

<b>Program Core Course Units Required</b>	<b>27</b>	
<b><u>Elective Course Units</u></b>	<b><u>21</u></b>	
<b>Total</b>	<b>48</b>	
<b>Core Course Requirements:</b>		<b>Quarter Units</b>
BUS 401	Business Communications	3 units
COM 110	Public Speaking	3 units
COM 130	Interpersonal Communication	3 units
ENG 110	Freshman Composition I	3 units
ICS 332	English Language and Cultural Learning I	3 units
ICS 333	English Language and Cultural Learning II	3 units
MGT 310	Management Theory	3 units
MGT 418	International Management	3 units
ICS 320	Speech Skills and Techniques	3 units

In addition to the required core courses, students must choose seven elective courses.

<b>Elective Courses:</b>		<b>Quarter Units</b>
ENG 107	Society and Mass Communication	3 units
ENG 114	Introduction to Speech Communication	3 units
ENG 117	Group and Team Communication	3 units
ENG 214	Communication Theory	3 units
ENG 226	Creative Writing	3 units
HRM 313	Human Resources Management	3 units
ICS 380	Intercultural Business Communication	3 units
MGT 312	Organizational Behavior	3 units
MGT 350	Organizational Project Management	3 units
MGT 416	Leadership	3 units
MGT 498	Strategic Management	3 units
PHI 120	Logic/Critical Reasoning	3 units
PSY 102	The Psychology of Communication	3 units
ENG 111	Freshman Composition II	3 units

## Course Description

### Core Courses:

#### ***BUS 401: Business Communications - 3 units***

This course is designed to provide students with a comprehensive understanding of practical business communication skills and their direct relevance to achieving success in the workplace. It focuses on essential skills such as planning, organizing, composing, and revising business documents (including letters, memos, reports, and emails), honing presentation skills, fostering

professional behavior in a workplace context, and exploring contemporary communication technologies.

***COM 110: Public Speaking - 3 units***

This course centers on public speaking, preparing, and delivering effective speeches. Students will develop their communication skills to speak with the goals of informing, persuading, and entertaining audiences. Some course sections will delve into advanced aspects, emphasizing argumentation and debate.

***COM 130: Interpersonal Communication - 3 units***

This course equips students with the theoretical knowledge and practical skills necessary to enhance communication competence in various contexts, including family life, social interactions, and professional careers. Students will delve into the study of human perception, nonverbal behavior, language, effective listening, relationship dynamics, and conflict management.

***ENG 110: Freshman Composition I - 3 units***

Refine students' writing skills with a primary focus on exposition and textual analysis. Students will master the art of crafting clear and compelling prose. Explore techniques for conveying ideas coherently while developing a deeper understanding of textual interpretation. This course is a foundational step in the students' writing journey and provides essential tools to communicate ideas through writing.

***ICS 332: English Language and Cultural Learning I - 3 units***

This course introduces students to the fundamental concepts of English language and culture. Students will develop their English language skills in grammar, vocabulary, reading, writing, listening, and speaking. They will also explore the diverse aspects of American culture, including its history, art, music, literature, and social norms.

***ICS 333: English Language and Cultural Learning II - 3 units***

This course builds upon the foundation established in English Language and Cultural Learning I by providing students with a more in-depth understanding of English language and culture. Students will further refine their English language skills by focusing on more complex grammar structures, idiomatic expressions, and academic writing. Students will also delve deeper into American culture, examining its values, beliefs, and traditions through various forms of media, such as films, documentaries, and literature.

***MGT 310: Management Theory - 3 units***

The course focuses on the management processes of planning, organizing, leading, and controlling. It includes discussions of social and ethical issues in business, case studies, and written reports. Students will delve into various aspects of contemporary management, including discussions of social and ethical issues in business.

***MGT 418: International Management***

This course offers a comprehensive examination of management processes in international business environments. Students will delve into fundamental aspects such as planning, organizing, staffing, directing, and controlling, all adapted to the unique conditions and challenges present in global markets. The countries studied in this course may vary yearly, allowing students to explore diverse international business landscapes.

***ICS 320: Speech Skills and Techniques - 3 units***



This course provides a comprehensive foundation in fundamental public speaking techniques, covering everything from speech preparation to effective delivery. Students will learn to use visual aids to address and manage performance anxiety and overcome common vocal challenges that hinder speech delivery.

***Elective Courses:***

***ENG 107: Society and Mass Communication - 3 units***

This course analyzes mass media, where students will examine the media's impact on the individual and society, emphasizing how changes in technology and culture have altered the role and forms of mass media. Students will study the history, theories, and terms relevant to the primary mass media forms and ethical and legal issues about them.

***ENG 114: Introduction to Speech Communication - 3 units***

This course introduces communication studies, emphasizing communication theory and skills development in nonverbal communication, listening, interviewing, small group communication, and public presentations.

***ENG 117: Group and Team Communication - 3 units***

This course provides students with theory and skills for working in groups and teams. In this highly interactive and project-based course, students will explore how people think and behave in groups, how groups make decisions, how to lead effective and efficient groups, and how to influence positive interaction and productivity.

***ENG 214: Communication Theory - 3 units***

In this course, students will learn the foundation of the dominant theories and approaches to research in communication studies, focusing on specific areas, including interpersonal communication, group communication, public communication, and mass media. Emphasis is placed on significant communication theories from across the various branches of the field and the associated quantitative and qualitative research methods used to study them.

***ENG 226: Creative Writing - 3 units***

This course strongly emphasizes fostering students' creativity and self-expression by producing original literary works encompassing genres such as fiction, poetry, memoir, and dramatic writing. Students will engage in extensive reading and develop the critical vocabulary necessary for thoughtful analysis of these genres from a writer's perspective. Developing the skills will be facilitated through various activities and peer evaluation.

***HRM 313: Human Resources Management - 3 units***

Students will explore the theory and practice of human resources management in contemporary organizational settings. Delve into critical HR functions, including job analysis, recruiting, selection, training and development, compensation, performance evaluation, and addressing current quality of work-life issues and job redesign challenges.

***ICS 380: Intercultural Business Communication - 3 units***

This course equips students with the essential skills needed to navigate the complexities of communication in global business environments. Students will explore cultural influences on business practices, negotiation styles, and leadership communication. Emphasis is placed on developing strategies for effective cross-cultural collaboration, understanding global workplace dynamics, and enhancing communication proficiency in international business settings.

***MGT 312: Organizational Behavior - 3 units***

This course gives students a comprehensive understanding of the causes and consequences of individual and group behavior in business and organizations. Students will explore organizational communication, interpersonal relations, and conflict resolution topics. The course incorporates case studies and role-playing exercises to immerse students in real-world scenarios, allowing them to apply and develop their knowledge and skills in organizational behavior.

***MGT 350: Organizational Project Management - 3 units***

This course will equip students with a comprehensive understanding of project management principles and their application within complex organizational contexts. Students will explore the various phases and methodologies essential for optimizing organizational processes. The course evaluates communication, leadership, financial management, and operational practices, which are pivotal in supporting and executing strategic business initiatives.

***MGT 416: Leadership - 3 units***

This course thoroughly examines leadership theories and their practical application. It prepares students to excel as leaders in diverse contexts and provides students with a comprehensive understanding of leadership skills, styles, and behaviors across a spectrum of managerial roles.

***MGT 498: Strategic Management - 3 units***

This course allows students to integrate management concepts and practices into contemporary business strategies while discussing strategic management theories. This course will improve management decision-making and problem-solving skills, focusing on business ethics, sustainability, innovation, and the legal environment.

***PHI 120: Logic/Critical Reasoning - 3 units***

This course introduces critical thinking methodologies, encompassing the core principles of logical reasoning. Students will engage with argument structure, formal and informal fallacies, and deductive and inductive reasoning. Students will gain a robust toolkit for critically analyzing arguments, fostering a deep understanding of logical principles.

***PSY 102: The Psychology of Communication - 3 units***

Study the art of interpreting verbal and non-verbal cues while building crucial skills in communication research, active listening, conflict resolution, and feedback. Delve into barriers that hinder effective communication and learn to clarify messages. The course will use experiential exercises like role-playing and group interactions to enhance your communication style. Navigate the complexities of gender, cross-cultural communication, and conflict resolution, emphasizing fostering meaningful interactions in culturally diverse environments.

***ENG 111: Freshman Composition II - 3 units***

Elevate students' writing capabilities with an emphasis on persuasion and argumentation. Students will delve into constructing persuasive arguments and strengthening claims with well-documented evidence. The culmination of this course is the creation of a documented essay, equipping you with the skills to assemble, organize, and effectively support a thesis. The course is designed to hone students' persuasive writing abilities and prepare them for more complex writing tasks.



## **ENGLISH AS A SECOND LANGUAGE CERTIFICATE**

The English as a Second Language Certificate is designed to develop and expand upon students' abilities to comprehend and utilize the English language. The foci of the program are Grammar, Reading and Vocabulary, Listening and Speaking, Conversation and Writing. Each discipline is provided for Beginning, Intermediate, and Advanced levels. Upon completion of each level, students will be assessed in order to determine eligibility for advancement.

### **Admission to the Program**

Applicants must present:

- 1) An official High School Diploma or an official transcript from each college and university attended.
- 2) A completed Application for Admission form.

### **Objectives**

The objectives of the Certificate in English as a Second Language are to:

- To provide students with an opportunity to acquire language skills methodically using an integrated skills approach
- To integrate language and content area instruction which will enable students to acquire English proficiency and subject matter knowledge simultaneously
- To develop student awareness of cultural diversity and to encourage pride in multilingualism

### **Learning Outcomes**

Upon Completion of the Certificate in English as a Second Language, students will be able to successfully:

- Abstract significant ideas from a text, even when it contains complex language
- In speaking, ideas are generally well-developed and expressed coherently
- Understand many different ways that speakers use language for purposes other than to give information
- Heighten their awareness of the correct usage of English grammar
- Enlarge their vocabulary throughout a variety of reading passages.

### **Job opportunities**

- 25-3011.00 [Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors](#)

### **Requirement for English as a Second Language**

In order to complete a program, a student must:

- 1) Satisfactorily complete the required courses listed below
- 2) Maintain a 2.0 grade point average on a 4.0 scale

**All students are required to take the total of 1,080 clock hours of the courses.**

## **Course Description**

### **ESL Level - Beginning**

These courses cover the beginning level of reading and vocabulary, listening and speaking, and grammar and writing. Upon completion of these courses, students should be able to write introductory sentences and comprehend conversational sentences correctly. Class activities and assignments are geared towards expanding student knowledge and usage of English vocabulary and structure.

### **ESL Level - Intermediate**

These courses cover the intermediate level of reading and vocabulary, listening and speaking, and grammar and writing. At the beginning of class, students are expected to write simple sentences and cohesive paragraphs correctly. Class activities and assignments aim to expand student knowledge and usage of English vocabulary and structure. In addition, these courses will focus on transitioning from paragraph to essay. Furthermore, students will review reading strategies, study skills, and library and research activities. Finally, students will be writing both in and outside of the classroom.

### **ESL Level - Advanced**

These courses cover the advanced level of reading and vocabulary, listening and speaking, and grammar and writing. Upon completing these courses, students should be able to read and write college-level sentences and cohesive paragraphs. Also, students should be able to converse sufficiently and be prepared for college-level academic work. Class activities and assignments aim to expand student knowledge and usage of English vocabulary and structure.

## FINANCIAL INFORMATION

All tuition and fees are mandatory and are subject to change without prior notice.

### General Schedule

Tuition per units	\$175 \$225 \$159 \$117 \$200	Certificate in English Communication and Management Certificate in Digital Business Associate degree Bachelor's degree Master's degree
Tuition for ESL	\$2400	for 10 weeks
Academic English	\$1400	
Application Fee	\$150	Non-refundable Charge (One-time only)
Processing Fee	\$100	Non-refundable Charge
Technology Fee	\$100	(Each Quarter)
Graduation Fee	\$200	Graduates Levels
	\$150	Undergraduate Levels
	\$100	Certificate programs (Except English as a second language program)
STRF Fee	\$0	Effective <b>April 1, 2024</b> , the Student Tuition Recovery Fund (STRF) assessment rate will change to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120)
Shipping & Handling Fee	\$25	Domestic
	\$50	Expedite Domestic
	\$120	International
Student ID	\$20	
Late Fee	\$100	
Returned/Bounced Check	\$35	

Bank Wire Fee	\$50		
Official Transcript	\$50		
Official Tuition payment record	\$50		
Verification of Enrollment	\$50		
F-1 International Student related Fee	\$30	I-20 Reprint	
	\$200	Optional Practical Training processing fee*	*only apply to student who wants to submit OPT and/or RFE to USCIS
	\$300	Request for Evidence processing fee*	
Request to issue F2 I-20 per person	\$50		

## Total Charges

### TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

- \$2,650 (ESL)
- \$2,350 (Certificate in English Communication and Management)
- \$2,950 (Certificate in Digital Business)
- \$2,150 (Associate degree)
- \$1,650 (Bachelor's degree)
- \$1,850 (Master's degree)

### ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

- \$10,150 (ESL) *1 year completion*
- \$8,950 (Certificate in English Communication and Management) *1 year completion*
- \$11,350 (Certificate in Digital Business) *1 year completion*
- \$12,150 (Associate degree) *2 years completion*
- \$22,650 (Bachelor's degree) *4 years completion*
- \$13,750 (Master's degree) *2 years completion*

### TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:

- \$2,650 (ESL)
- \$2,350 (Certificate in English Communication and Management)
- \$2,950 (Certificate in Digital Business)
- \$2,150 (Associate degree)
- \$1,650 (Bachelor's degree)
- \$1,850 (Master's degree)

## **Outstanding Balances**

All institutional charges must be paid in full before graduation. An account is considered paid in full when all checks clear the bank. If a student account is not in good standing it may, among other things, result in:

- Cancellation of enrollment
- Denial of registration for future classes
- Denial of transcripts
- Denial of readmission
- Denial of graduation

## **Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf if 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.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.



6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period unless the period has been extended by another act of law.

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

## **Student's Right to Cancel**

The student has the right to cancel the Enrollment Agreement or withdraw from the institution and obtain a refund of charges paid for attendance through the first-class session or the seventh day after enrollment, whichever is later.

Cancellation or withdrawal from the institution shall occur when you give a Notice of Cancellation letter to the university. To cancel the Enrollment Agreement, you must complete Southern California State University's Cancellation form, as applicable, and return it to: **Southern California State University, 3470 Wilshire Blvd. Suite #380, Los Angeles, CA 90010.**

You can do this in person, by mail, email, special delivery, or fax; the cancellation notice cannot be accepted verbally (i.e., via telephone). The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however, it is effective if it shows that you no longer wish to be bound by enrollment agreement.

## **Refund Policy**

Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

Cancellation of the enrollment agreement or withdrawal from the institution may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who withdraw before 60% of a quarter is completed are eligible to receive a partial refund of tuition and fees paid. Students have a right to cancel their enrollment agreement and obtain a refund by submitting a Withdrawal Form to the Southern California State University prior to the withdrawal deadline. Only when the completed Withdrawal Form has been submitted to the Registrar's Office does the withdrawal become official. The effective date used to determine a refund of fees will be based on and computed from the last possible date of class attendance (regardless of whether the student attended).

Refunds will be made within 45 days of official withdrawal or within 45 days of the date of the last possible day of the student's attendance. The refund distribution will be handled as prescribed by federal and state law, as well as according to accrediting body regulations. The refund procedure is uniformly applied to all students, regardless of the form of their tuition payment. In case of conflicting laws and/or regulations, Federal and/or State regulations will take precedence in that order. A student may receive a refund check only when the refund amount exceeds the balance that he/she owes to the University. The basis for refunds is as follows:

Students who cancel their registration and withdraw from the university on or before the first day of a term are eligible for a full refund of all fees paid for that term (and any future terms that have been prepaid) less the non-refundable fees. For an example, please see below:

<b>Refund Amount</b> = All prepaid amounts – (non-refundable fees)
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Students who withdraw from the university after the first day of the term, but prior to completion of greater than 60% of the term currently enrolled in are entitled to a refund on a prorated basis, less the non-refundable fees.

## **Distance Education Policies**

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

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

(c) (1) An institution shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

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

## **Student Loans**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student

may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **Financial Aid**

Southern California State University does not participate in federal or state student financial aid programs. If a student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

## **Statement of Bankruptcy**

Southern California State University has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

## **Leave of Absence**

In the case of discontinuing coursework due to serious illness or other valid reasons, permission for a leave of absence may be granted by the Chief Academic Officer. The student must submit a Leave of Absence Form and, in certain cases, submit a petition with documentation (i.e., a note from a licensed doctor, etc.).

If a Leave of Absence is required, a student must submit the basis of the request, expected return date, describe reason for leave of absence, and the initial date of request with the student's signature in writing to the Administrative Staff. This request does not automatically reflect the approval. Students must submit all required documents for leave of absence in order to get considered by the institution. If the leave of absence is NOT approved, or the student does not return from an approved leave of absence, the student will be considered to have withdrawn from the institution. No additional charges are assessed for applying or taking a leave of absence.

## STUDENT LIFE AND SERVICES

You have come to a very unique place, a place dedicated to the glory of our Lord and Savior Jesus Christ. Everything you read in this Catalog appears here for this purpose.

There are six reasons why certain regulations are expected of students:

- ❖ ***Moral decency:*** Some of the rules are meant to prevent moral and social problems as well as to promote Christian morality. To break rules in this area indicates that one is succumbing to a spirit bent on evil.
- ❖ ***Spiritual growth:*** Some of the rules encourage good, Christian actions that should be characteristic of all believers. To break rules in this area indicates that one is becoming disloyal to Christian principles.
- ❖ ***Personal discipline and accountability:*** Some of the rules are meant to aid the student in developing personal habits of self-discipline as well as of accountability to authority and to personal responsibilities. To break rules in this area is for a student to cater to a self-seeking, self-centered will.
- ❖ ***Brotherly consideration:*** Some of the rules help the student enact love for one's brother more than for oneself. To break rules in this area is for a student to show blatant disregard for the feelings and needs of others.
- ❖ ***Academic excellence:*** Some of the rules are meant to encourage the student to place high regard on academic pursuits. To break rules in this area is for the student to disregard why God called him and to offer God second-best efforts.
- ❖ ***Institutional effectiveness:*** Some of the rules concern operational procedures necessary for a college to function efficiently and effectively. To break rules in this area indicates that the student is probably not appreciative of the institution's overall ministry.

We truly believe we have some of the finest students in the world, and we desire to see you molded into what God wants you to be. We long to see students with an undying commitment to be used for His glory. This will not come without you learning the importance of character, obedience, discipline, and integrity. This is why SCSU has structured the rules and regulations as laid out. Every rule stated can be attributed to one of, or a combination of, the six reasons listed above. Making the rules that govern the student life at SCSU is not an easy task, and it is done with the best interest of our students in mind.

SCSU is not about the rules and regulations; it is about you being molded into what God wants you to be. You may not agree with every rule, but you can observe these expectations with an acceptable understanding as to why they are necessary and perform them with a good attitude.

Someone has said, "Discipline will either benefit you or irritate you, and your attitude toward it will determine the outcome." It is our prayer that God helps all our students build character through a disciplined life.

We desire that you enjoy your time here, and we want to make student life exciting and enjoyable for every student. Your attitude will determine if this becomes a reality for you. Please understand that we love you and will always be ready to help you with any need you have. We must remember that our true loyalty is to be to the Lord Jesus Christ. We should all strive to glorify Him in all that we say and do. We should seek to bring our lives into conformity to that which will honor the Person of our Savior. This is not an easy task but one we can all strive for together! Thank you for your cooperation and for being a student at SCSU!

## **Notice of Student Rights and Responsibilities**

Southern California State University is dedicated to supporting and maintaining an academic environment with values that include civility, dignity, diversity, education, equality, honesty, and safety.

When students choose to accept admission to Southern California State University, they accept the rights and responsibilities of its student body and are expected to uphold its previously stated values by maintaining a high standard of conduct.

Southern California State University has developed policies and procedures that outline specific standards to be followed and measures taken when handling its state of affairs. The purpose of this Notice of Student Rights and Responsibilities is to inform students that they are endowed with certain rights and are expected to conduct themselves in an appropriate manner. It does not replace the afore-mentioned policies and procedures, nor does it constrain the procedures or guidelines outlined in those policies. As such, students are required to educate themselves on their rights and responsibilities by reading and confirming that they understand all student related policies and procedures.

### **Standards of Conduct**

It is assumed that each student who enrolls at SCSU will be in accord with the school's aims and will cooperate in furthering these purposes by adhering to the regulations governing student behavior (Philippians 3:17). SCSU expects all of its students and employees to abide by the highest standards of moral and ethical behavior in harmony with its Christian philosophy and purposes (I Peter 1:15-16). SCSU reserves the right to refuse admittance to or to suspend any person who violates these principles.

The Standards of Conduct attempt to stimulate not only intellectual growth but also spiritual, ethical, and emotional growth. The SCSU Standards of Conduct foster among students, faculty, and administrators a spirit of community. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail (Romans 12:10, I John 4:21, I Peter 2:17, Hebrews 13:16-17).

The Standards of Conduct emphasize the dignity of each individual in pursuing self-improvement and developing full personal potential (I Corinthians 10:24). It provides free competition and independent intellectual effort without tolerating dishonesty, cheating, or plagiarism in any form. Each member of the SCSU community is expected to adhere to and enforce the standards (Genesis 1:26-27, Romans 12:2, I Peter 1:15-16). It is the obligation of every student to be familiar with this standard.

Improper conduct for which students are subject to discipline includes dishonesty in any form. Furnishing false information to the school with prior knowledge, forgery, alterations, or misuse of any SCSU documents are violations of this principle.

### **Discipline**

A student violating any regulation of SCSU intentionally and continuously will be disciplined. Any student whose GPA is below 2.0 on the 4.0 scale will be placed on probation.

Southern California State University does not tolerate student misconduct of any nature and students may be disciplined or terminated for, but not limited to, any of the following types of misconduct:

- Academic dishonesty (e.g. cheating, fabrication or falsification, plagiarism, or forgery)
- Theft or damage or destruction of property
- Computer misuse (e.g. unauthorized entry, use, transfer, or tampering with the communications of others)
- Violation of any and/or all school policy
- Conduct that threatens health or safety of others
- Sexual assault and/or sexual misconduct
- Obstruction or disruption of teaching, research, administrative duties
- Failure to comply with directions of a school official or other public official acting in the performance of his/her duties while on school property
- Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol and/or controlled substances (including medicinal marijuana)
- Possession, use, storage, or manufacture of firearms or weapons capable of bodily injury, explosives, firebombs, or any other destructive devices
- Invasion of privacy by making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a private location without that person's knowledge and express consent

## **Reasonable Accommodation Policy**

Southern California State University catalog will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program or activity, or in undue financial or administrative burdens. Changes in teaching techniques occur continually as instructors discover new ways to aid handicapped students. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and visitors. Student requests for reasonable accommodation should be addressed to the office, which will contact the appropriate Administrator.

A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. Southern California State University will then assess the impact of the disability on the student's activities and performance and will ensure that appropriate accommodations will be approved. Individuals who have complaints alleging discrimination based upon a disability may file them with the Administrative Manager.

## **Sexual Harassment**

Southern California State University is committed to providing a safe learning and working environment. In keeping with this commitment, the school prohibits unlawful harassment including sexual harassment by any of its employees, students, staff, faculty, or anyone conducting business on University premises. Sexual harassment is defined as any unwelcome or unsolicited attention of a sexual nature, including but not limited to verbal, physical, or visual contact. Any person who observes or is subject to an act of sexual harassment should report it immediately to the nearest faculty or staff member, who will notify the Dean of Students. Confidentiality is required in order to protect all parties involved. Appropriate disciplinary action will be taken for students, faculty members, or staff members accused of sexual harassment.

## **Grievance and Complaint Procedures**

Students may submit written of any grievances that they might have with respect to academic affairs to the Head of Department. Other complaints may be submitted by writing to the Administrator. Upon receipt of the grievance, the Head will meet with the student. An effort will be made to resolve the grievance. If the grievance is not resolved satisfactorily, the student may

appeal the decision to the Academic Committee. The Head of Department forwards the grievance to the Academic Committee for resolution. The decisions of the Academic Committee are final and are non-appealable.

The following principles and procedures governing dismissal will be used if the reasons for dismissal are due to moral inconsistencies, significant neglect of duties, behavior, or attitudes that are not in harmony with SCSU's written policies, statements, standards, and ethical practices.

Dismissal of a student before graduation will be preceded by:

- a) discussions between the student and appropriate administrative officers looking toward a mutual agreement
- b) informal inquiry by an appointed faculty committee, which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the administration
- c) a statement of charges framed with reasonable particularity by the CAO and submitted to a committee of faculty and administrators (i.e., an ad hoc Grievance Committee consisting of Administrative Manager, CAO, one student selected by the CAO, and one student selected by the student who has a grievance). Pending a final decision by the committee, no overt action relative to the student's activity is to be taken.

If a student has a grievance or a challenge to disciplinary or dismissal actions that she/he wishes to pursue through special procedures, she/he should inform the CAO. The CAO will form the ad hoc Grievance Committee consisting of the Administrative Manager, one student selected by the CAO, one student selected by the student with a grievance, and the CAO himself or herself. The student with a grievance will write a report detailing his grievance and suggesting any desired changes. The committee will have a meeting to discuss the grievance reasons the school administration has been pursuing its present course and determine any more investigation that is needed. A second meeting will be scheduled which will allow the committee to ask questions of the professor and the administration. Proposals for recourse, change, or for dismissing the grievance without recourse or change will then be written and voted on by secret ballot. CAO will inform the committee of the vote tally. The vote of the committee will decide the matter unless the student asks the board to review the case (including minutes and vote tally). In case of a tie vote, the CAO will make the decision. Careful minutes of both meetings should be kept, including the results of the vote tally. The school securely maintains all information and records of complaints.

If any student feels he or she has been injured by a colleague, he should discuss the matter with the Head of Department. If the aggrieved student wishes to pursue the matter further, it will be the function of an appointed committee composed of the CAO, the Administrative Manager, and one student to examine matters carefully.

If a student has grievances which he or she cannot work out with the school, he or she may call or write to: TRACS Office, P.O. Box 328, Forest, Virginia 24551, (804) 525-9539 Fax (804) 525-9538.

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, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897, or (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Student's Records**

Southern California State University recognizes the need to maintain the confidentiality of student records. Thus, SCSU observes the Family Educational Rights and Privacy Act of 1974. No one except administrative personnel and faculty is given access to student records.

Southern California State University does not release educational records to non-school employees without the prior written consent of the student. With few exceptions, such as external references, which students may have waived their right to see, students may review their educational records upon request. Access is granted upon submission of a written request to the Registrar.

Students are entitled to copies of all records to which they have access. Students have the right, under established procedures, to challenge the factual accuracy of their records if they believe there are discrepancies. Such challenges should be presented to the CAO in writing.

Student's transcripts will be kept forever in the institution. When the school closes, the records will be kept in BPPE. Other documents and records will be kept for seven years in the institution. After the period, the records and documents will be destroyed. The school maintains both electronic records as well as paper files containing Student Records. Electronic Records backup will be performed regularly.

If an institution closes, Southern California State University is responsible for arranging at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

## **Student Orientation**

Southern California State University offers orientation each quarter for new and continuing students to provide information on school life, policies, regulations, faculty, administration, and the surrounding community for the upcoming quarter. Orientation is required of all new students.

## **Student Advising**

Student advising has several purposes:

- Academic advising regarding degree requirements
- Vocational guidance and career planning
- Personal and spiritual counsel as needed

The Chief Academic Officer is in charge of academic advising and career counseling. Students who are looking for academic advising may come to the administrative office to meet with and make an appointment with the Chief Academic Officer. Faculty may also serve as academic or vocational advisors.

## **Student Government Organization**

- There is an opportunity for students to participate in the Student Government



Organization.

- The Student Government Organization is under the direction of the Administrative Manager and meets regularly to discuss issues relating to student affairs.
- Student Government Organization officers are elected annually.
- Qualifications for officers are:
  - Christian character commensurate with the office
  - Maintaining a GPA required for their classification
  - Approval by the Administrative Manager

## Facilities and Equipment

SCSU has a physical facility located at 3470 Wilshire Blvd., Suite 380, Los Angeles, CA 90010. This facility offers a range of amenities to support students' academic and social needs. There are 2 large classrooms and 2 medium size classrooms. SCSU also has a laboratory/e-library. The facility also features projectors in classrooms, facilitating multimedia presentations and enhancing the learning experience. A student lounge is provided, offering a space for relaxation, socializing, and enjoying meals.

Inside the facility, there is a front desk area where students and visitors can seek assistance and find information. Students have access to a photocopier machine and printer for document reproduction and printing needs. Additionally, computer labs equipped with desktop computers and internet connectivity are available for students to complete their academic tasks.

Southern California State University provides a wide range of resources to ensure student success, including the following:

- **Computer lab:** Computer lab and assistance are provided to enhance students' research. Students can invest their free time in learning resources in the computer lab.
- **Projector:** Projectors enable professors to create bulleted PowerPoint presentations or other highly organized notes for the class. With the use of projectors in the classroom, students can take better notes with the ability to discern what information the professor displays is most useful to them.
- **Wi-Fi hotspots around the campus:** Wi-Fi is provided to students so they can quickly and easily share documents, edit presentations in real-time, store project files in the cloud, and improve their teamwork skills. Wi-Fi in education allows students to collaborate with peers from other colleges or universities.
- **Vending Machine:** A vending machine is located in the lounge for everyone to purchase snacks, drinks, and other necessities between classes or during study sessions.
- **First Aid kit for essential medicine:** First Aid kits containing essential medicines are provided for everyone, including students, professors, and staff, to ensure safety and well-being. In the event of an injury or illness, having immediate access to medical supplies can help alleviate pain, prevent infection, and even save lives.
- **Printing and copy available on campus (with additional fee):** This service allows students to retain hard copies of coursework and projects undertaken during a lesson and when students are required to turn in their assignments and projects.

*University Equipment* should be well taken care of by the student body. Abusing this equipment will not be tolerated and may carry a monetary fine and/or a disciplinary penalty for the offender.

- Any equipment owned and maintained by the University is not for public use.
- Students may use designated equipment only with permission from University staff.
- Regular office hours are 9:00 a.m. until 5:00 p.m. Use of office equipment and supplies in the offices are not for public or student use without the express permission of a staff member. Regular office hours may change without notice.

## **E-Library**

- **ERIC (Education Resources Information Center)** is an online library of education research and information sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. The website is a comprehensive, easy-to-use, searchable, Internet-based bibliographic and full-text database of education research and information. More Information can be found on the website: <https://eric.ed.gov>
- **ProQuest** is a leading provider of research resources and information. Their online library offers a wide range of materials, including academic journals, books, and dissertations, which can be easily searched and accessed through their comprehensive and user-friendly website: <https://www.proquest.com/>
- **LIRN (Library and Information Resource Network)** is a consortium of academic and research libraries that provides access to a broad range of scholarly resources.

Southern California State University also provides support for all in-residential and online students to get access to ERIC (Education Resources Information Center), ProQuest, and LIRN (Library and Information Resource Network), including general search assistance and a guide on how to use the website.

If you have any questions that you may have about E-library please contact Southern California State University Student Service at [info@scsuniversity.edu](mailto:info@scsuniversity.edu).

## **Health Insurance**

As part of our commitment to your well-being, we provided students with insurance companies and local hospital lists to ensure they access quality healthcare. Upon registering with the university, you are strongly advised to maintain valid health insurance coverage. For our international students, we recommend that all dependents accompanying you to the United States also be covered under an insurance plan.

## **Spiritual Environment**

Southern California State University has a close relationship with LA United Church, our neighbor church. SCSU students can enjoy the fruits of this friendship: they can attend chapel, partake in diverse church activities, and fellowship with the congregation. The pastor also comes and visits, giving speeches and advice to students.

## **Housing**

Southern California State University does not have a dormitory, but it does provide housing literature and other informational material regarding housing to students (e.g., flyers, brochures, web links, and a list of student housing organizations), it does not provide any assistance with housing arrangements; as such, Southern California State University does not

secure, assess or evaluate student housing locations. The decision to use or not use student housing is the sole responsibility of the student. However, there are many apartment buildings and housing available in the area, and the cost ranges from \$1200 - \$1700 for a studio or a one-bedroom apartment.

# **United States Citizenship and Immigration Service (USCIS) F-1 Regulations Policies and Procedures**

## **International Student Admission**

Southern California State University (SCSU) international students must adhere to the following admission requirements and those specific to their degree program.

- Submit all official high school records or higher education, including certificates, examination grades, degrees, or diplomas in the original language of the issue. They must also include official verification of completion.
- Official English translations of all academic records including certificates, degrees, or diplomas.
- Submit results of the Test of English as a Foreign Language (TOEFL) or an acceptable alternative.
- Pay the \$150 application fee at the time of submission (Non-refundable Charge). Applicants outside the U.S. are required to pay a Processing Fee (Non-refundable Charge).
- Submit a financial affidavit and bank statement.
- Include a copy of your passport photo page.

## **Maintaining Status**

While studying in the United States, it is crucial to adhere to regulations to maintain your status.

Maintaining your status means:

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

## **Arrival**

When arriving in the United States, F-1 students must:

- Enter the U.S. no more than 30 days before the program of study begins.
- Immediately contact Southern California State University (SCSU) when you enter the United States.
- Contact SCSU again in person no later than the program start date on your Form I-20.

## **Education**

While studying at Southern California State University (SCSU), F-1 students must:

- Maintain and keep a valid passport.
- Maintain a full-course/full-time study and meet SCSU Satisfactory Academic Progress, including attendance policy and program completion
- If your degree program is too difficult, speak with SCSU immediately.
- It is mandatory to communicate with SCSU if you are planning to travel outside the United States.

- Discuss with the SCSU about requesting a possible program extension if you do not think you will complete your program of study by the end date listed on your Form I-20. An extension must be requested before your program's end date.
- Report any change in address and/or telephone number to SCSU and USCIS within 10 days.

SCSU should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States.

The SCSU Administrative Manager actively monitors the real-time status of international students in SEVIS weekly. You will receive both verbal and written notifications if you fail to follow the regulations while studying at SCSU. Moreover, SCSU will initiate an automatic administrative withdrawal/termination process for a student who has been absent for a maximum of 30 consecutive calendar days (excluding scheduled breaks of the institution).

### **Concurrent Enrollment**

An F-1 student can be enrolled in two different SEVIS-approved F-1 schools simultaneously, provided enrollment in both schools amounts to a full-time course of study. The responsibility for ensuring the student's compliance with a full course of study lies with the school where the student is actively pursuing a specific program and is maintaining the student's Form I-20.

### **Annual Vacation For F-1 Students**

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

Please note that during an annual vacation, students can take as many, as few, or no courses as they want.

### **Work And Practical Training For F-1 Students**

An F-1 student may only work when authorized by a DSO in some cases. Southern California State University (SCSU) regularly has on-campus job openings for its students. As F-1 students, you need to limit engagement in any employment to 20 hours a week on campus. 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-1 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-1 students, visit the Homeland Security website and talk with SCSU.

## **Upon Program Completion**

F-1 students must take action to maintain legal status or depart the United States after completing their program of study.

Once you complete your program of study and any authorized period of practical training, F-1 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 to SCSU 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).

Failure to comply with any of the above-referenced rules can result in the loss of your F-1 immigration status and possibly the accrual of unlawful presence.

## **CAMPUS EMERGENCY PLAN**

In case of an emergency, it is important to remain calm and to listen for instructions from the personnel in charge, whether these are university personnel or an emergency response team.

For any emergency situation, dial 911. If it's a school-wide emergency during regular office hours, the administration will make the call. For personal emergencies or situations after office hours, like a medical crisis, you or a capable friend should call 911.

If you're not familiar with first aid, consider reviewing the first aid survival guide on the phone directory's white pages. It covers various medical crises and earthquake-related concerns. When calling 911, be ready to provide the following information to the operator:

1. The phone number from which you are calling.
2. The address (3470 Wilshire Blvd., Suite 380, Los Angeles, CA 90010 - if you are on campus).
3. Any special directions on how to find the victim.
4. Describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.).
5. Describe what happened, how many are injured, and what help is being given.
6. Give your name.
7. DO NOT HANG UP until the 911 operator tells you; they may have special questions.

### **Medical Emergency**

All students are encouraged to maintain a medical insurance policy for themselves (and their families, if they are head of household) while studying at Southern California State University.

A first aid kit is kept in the Registrar's office for minor medical care. Students are encouraged to provide their own first aid supplies as they know their potential medical needs better than anyone else. Students are encouraged to visit their own physicians as needed to prevent medical emergencies.

A partial list of local full-service hospitals and urgent care clinics is provided here. If a medical emergency is acute, phone 911 and request an ambulance or paramedics.

- Vermont Urgent Care & Multi Specialty Center  
1435 Vermont Ave #100, Los Angeles, CA 90006  
(213) 386-2511
- Hollywood Urgent Care  
5717 Melrose Ave, Los Angeles, CA 90038  
(323) 957-2273
- Kaiser Permanente Medical Center Urgent Care  
4700 Sunset Blvd, Los Angeles, CA 90027  
(800) 954-8000

### **Weather-Related and Emergency-Related Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt classroom activities. In such instances, the professor will decide on the closure and will provide the official notification to the CAO and CEO.

## **Fire**

In case of a fire or fire drill on the campus, all persons are to proceed quickly and calmly to the main square in front of the building. Faculty is responsible for ensuring that all students leave the classrooms immediately.

## **Earthquake**

In case of an earthquake: If inside, stay there and drop, cover and hold.

- DROP to the ground. (Do not rush for the doors and try to get in to a doorway)
- Take COVER by getting under a sturdy desk/table or crouching down close to a wall. Protect your head, neck, and face from falling objects.
- HOLD ON until the "shaking" stops (2 to 5 minutes).
- If outside, stay there and stay clear of falling objects.

## **Crime**

If you are the victim of a violent criminal act, or witness one, phone 911 immediately. Also, report any crime to the administration offices at the earliest possible time. Students should use caution after leaving campus at night.

## **Campus Intruder**

In the event of a campus intruder or shooter please follow all emergency policies and instructions by faculty and staff. If you notice strange or suspicious behavior, please contact staff OR call 911 to report the behavior.

## **Visitors**

All visitors to an office or facility maintained by the Southern California State University should be directed to the reception area and remain there until escorted to another area by a University representative.

## **Offices and Related Facilities**

You must never disable, disarm, obstruct, or tamper with any doors or fire exits; locks, alarms, or other security devices; smoke alarms, fire alarms, or security lights; fire extinguishers or sprinklers; or similar devices or equipment. For any security or concern about building related, students can call (213) 487-3770 Building office

## **Computer System Access**

Information Technology users are required to take reasonable measures to prevent unauthorized use of the computing resources made available to them.



# **IT BACKUP AND DISASTER RECOVERY POLICY**

## **Policy Statement**

The purpose of this policy is to set in place strategies to ensure the secure backup and recovery of important data that is stored at Southern California State University. The data to backup includes all management information systems data files, administration network user documents, staff documents, and other school documents.

The strategies in place will be robust enough to ensure the recovery of data in any circumstance, including fire, catastrophic hardware or software failure, deletion, or virus attack. Data can be destroyed by system malfunction or accidental or intentional means. Adequate backups will allow data to be readily recovered as necessary.

The ongoing availability of important data is critical to the operation of the school. In order to minimize any potential loss or corruption of this data, the IT staff responsible for providing and operating the school networking infrastructure ensure that data is adequately backed up by establishing and following an appropriate and industry-standard systems backup procedure.

## **Statement of Authority & Scope**

This document is intended to detail the accepted good practice policies in the backing up and restoring of data on networked computer systems. The IT Staff provides the framework, design, and implementation of backup strategies employed at Southern California State University. The IT staff is responsible for the operation of these strategies.

## **On-Site Backup**

Southern California State University uses a NAS drive to store backups on-site. A full server backup is carried out twice every month on Friday of the first week to the system using Backup software. These cartridges are then stored in a locked cupboard and fire-proof safe until required for rotation. All backups are verified and kept for a minimum of 6 months before being deleted to re-use the media for further backup requirements until the end of hardware life.

Additionally, incremental backup processes are carried out every week on Friday for system state only. A full backup contains system state, bare metal recovery, user documents, pupil documents, staff documents, and shared documents.

## **Off-Site Backup**

Southern California State University uses the recommended cloud backup system. The system uses Dropbox, Moodle Cloud, and QNAP software to perform overnight backups of staff document directories and shared documents only. The cloud allocation of 1TB is currently sufficient to perform the required backups and can be increased as needed. The following data will be backed up every Friday on-site.

## **Disaster Recovery - Overview**

In the event of a complete network failure, power cut, server breakdown, fire or any other eventuality where the network is unavailable, a disaster plan needs to be in place to ensure the continued smooth running of the school. This would include periods when the time taken to restore the network would take more than a day.

The following emergency procedures have been established:

- In the event of a catastrophic system failure, off-site backed up data will be made available to users within three (3) working days if the destroyed equipment has been replaced by that time.
- In the event of a non-catastrophic system failure or user error, on-site backed up data will be made available to users within one (1) working day.

Emergency procedures will take into consideration the following information:

- School operations, financial transactions and any other critical school management systems.
- Identify essential school management functions. Essential school functions are those functions that must take place in order to support an acceptable level of continuity for the school.
- Availability of alternate processing of data to use during a disaster. This would include keeping hard copies of certain data and documents.
- When the server and network have been restored any new information can then be transferred or entered back into the network system.

## **Server Backup and Restore**

Each server is backed up every week, this backup includes the server operating system, configuration files and includes network data such as usernames, policy and profile data and security information. In the event of complete server operating system failure, the server operating system would initially need to be re-installed then the server backup restored. In the event of server hardware failure, the server would first need to be repaired, then the server backup restored. Data Restoration Only the IT staff and authorized personnel will have access to the means to restore network data. The IT staff will determine if a successful restoration is possible. Any requests for restoration of user data will be made to the IT staff. In the event of complete server failure where a full restoration of school management software and data files is necessary. This backup policy is intended to provide information on backup procedures and disaster recovery only.

## **Student Identity Verification for Online Class Policy and Procedure**

### **Policy:**

Southern California State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and passcodes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus and other documents. SCSU reserves the right to request additional government issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or Suspension from the course, academic program or University, or expulsion from the University. SCSU has established and will periodically evaluate its process to confirm that a person who is enrolling in the University is the person who is completing enrollment forms, a student taking an examination is the student who is registered to take the examination, and the student who is registered for a distance education or correspondence course is the same student who participates in, completes, and receives credit for the course. To authenticate identity, SCSU will use a variety of the following methods for verification:

- A secure login and passcode
- Proctored examinations on campus
- New or other technologies and practices that are effective in verifying the identity of students

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information. Personal identifiable information collected by SCSU may be used as the basis for identity verification.

### **Procedures:**

- **Identity verification for new students:**

The institution collects biographical, demographic, and prior education information on the admissions application. The information includes but is not limited to full name, home and mailing address, date of birth, gender, ethnicity (optional), Social Security or Tax Identification Number (both optional), high school and colleges attended, and prior degrees received. All of this information is maintained in the SCSU student information system (BANNER) database. As supporting credentials, like high school transcripts, college transcripts and standardized test scores are received by the institution, the application information is verified prior to an admissions decision. Once admitted, students are issued a unique token which is used to create an SCSU account with a secure username and password. Students are advised to protect this password and required not to share it with anyone. Students log into their SCSU account to register for classes and submit forms directly to the campus office. Students use the same account to log into the campus Learning Management System.

- **Identity verification for course takers:**

The Office of Admissions and Records and their designees verify identities through the application as well as tuition classification processes. Once a record is created and identifying information is stored in the student database, the Office of Computing Services receives a direct feed from the student database system to create a unique token which is used to create an SCSU account with a secure username and password. The student then uses their university generated username and password to register in their courses.

- **Identity verification of exam takers:**

Students completing proctored exams are required to provide government issued photo identification cards at the time of their scheduled exam.

## **Academic Policy for the Online Course**

The Satisfactory Academic Progress Policy is applied consistently to all students (Online and On-campus).

Satisfactory Academic Progress is measured in two ways:

- **Qualitatively:** The Average Grade is reviewed to ensure that the student is meeting the minimum GPA of 2.0 for the undergraduate program and GPA of 3.0 for the graduate program.
- **Quantitatively:** The student must earn at least 80 percent of the scheduled clock hours for the evaluation period.

A student must meet these standards to be considered as meeting Satisfactory Academic

Additionally, success in the online course is dependent on the student's active participation and engagement throughout the course. As such, students are required to complete all assignments and assessments by the due date, and to actively participate in class discussions.

Online students must be able to:

- Log on to Interactive Distance Learning system to complete the assignments, assessments, discussions and/or other deliverables as directed by the instructor and outlined in the syllabus.
- Participate in the threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comments and questions from the instructor and/or other students.

Acceptable indications of attendance include completing assessments and/or performing tasks or activities on a given day. Students will not be marked present if they have not completed on the discussion forum and/or submitted assignments/essays and/or completed assessments.

### **Response Time for Distance Education Student's Lesson, Project and Course Work Reviews**

When students submit work for review and evaluation, the typical time required for the University to respond is one week for coursework essays, tests, and projects. After an examination is scored, the grade report will be emailed to the students.

## **BOARD OF DIRECTORS**

Ransook Kim  
Dr. Samuel Rhee  
Insook Jun  
Joyce Eui Kim  
Yongjae Jeon

## **ADMINISTRATION**

Chief Executive Officer: Dr. Samuel Rhee  
ACM- DMA, 1998  
UCLA- MM, 1997

Chief Academic Officer: Dr. Hae Kyung Hwang  
UCLA –DMA, 1997  
UCLA- MFA (Master of Fine Arts), 1993  
Yonsei University (BA), 1990

Learning Resources Director: Rapeepong Yamsuwan  
M.A., Library and Information Science, Thammasat University, 2021  
M.S., Information Technology, King Mongkut’s Institute of Technology, 2008  
B.S., Applied Mathematics, King Mongkut’s Institute of Technology, 2006

Administrative Manager and Chief Financial Officer: Sunpob Deeprasertwit  
B.B.A., Management, Stamford International University, 2012

Administrative staff: Munin Pangsriuthai  
Certificate of Achievement, Sales and Marketing, Santa Monica College, 2020  
B.A., Information Studies, Srinakharinwirot University, 2017

Administrative staff: Azusa Oshimoto  
A.A., Junior College, Uekusa Gakuen, 2006

## **LOCATION**

Southern California State University is situated in Koreatown next to Downtown Los Angeles in Los Angeles County.

Class sessions will be held at:  
3470 Wilshire Blvd., Suite 380, Los Angeles, CA 90010.  
Tel: 213-382-5300 Fax: 213-403-5636  
Website: [www.scsuniversity.edu](http://www.scsuniversity.edu)  
E-mail: [info@scsuniversity.edu](mailto:info@scsuniversity.edu)

## **APPENDIX**

### **2024 Calendar**

#### **Winter Quarter 2024**

January 02	Classes Begin Students Orientation
January 05	Last Day of Registration
January 15	Dr. Martin Luther King Jr. Day
January 29 - February 02	Midterm
February 19	Presidents' Day
March 04 - 08	Final Exams
March 08	Classes End
March 11 - April 05	Break

#### **Spring Quarter 2024**

April 08	Classes Begin
April 12	Last Day of Registration
May 06 - 10	Midterm
May 27	Memorial Day
June 10 - 14	Final Exams
June 14	Classes Ends
June 17 - June 28	Break

#### **Summer Quarter 2024**

July 01	Classes Begin
July 04	Independence Day
July 05	Last Day of Registration
July 29 - August 02	Midterm
September 02	Labor Day
September 03 - 06	Final Exams
September 06	Classes End

September 09 - October 04                      Break

**Fall Quarter 2024**

October 07	Classes Begin
October 11	Last Day of Registration
October 14	Columbus Day
November 04 - 08	Midterms
November 11	Veterans Day
November 28	Thanksgiving
December 09 - 13	Final Exams
December 13	Classes End
December 16 - January 03, 2025	Break