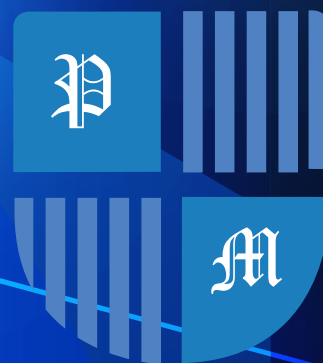


JULY 01, 2025 - JUNE 30, 2026
CATALOG



**PACIFIC MISSION
UNIVERSITY**

info@pmuniv.us

SCHOOL CATALOG

(July 1, 2025 – June 30, 2026)

Pacific Mission University

pmuniv.us

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WELCOME MESSAGE

Dear Students:

Pacific Mission University welcomes you to the changes of the various worlds. In the rapidly changing business and economic field, also there are needs for various attempts for great change and approach to the enthusiasm and spread of new trends.

In the coming century, the paradigm of business and economic activities requires that it is adaptive and complementary to the local situation. It is also impossible not only for newly activities but also for passion toward a community and the world. Our PMU is a university established to meet these requirements and educate future business and economics field with high-quality and faith-Integrated learning.

This school catalog contains important policies and programs which we hope could serve well for our students, faculty, and administrators. Should you have questions regarding any matter contained in this catalog, rest assured that our administrators and faculty would be able to answer them accordingly.

Thank you.

IL S. LEE, Ph.D.

President

CATALOG PREFACE

This school catalog, dated July 1, 2025 – June 30, 2026, is published to serve as reference to the school policies and regulations for prospective and continuing students. It does not constitute an unchangeable contract. The school reserves the right to modify its policies and regulations pursuant to its mission and educational objectives.

This catalog is updated every one (1) year. All changes made within the effective period of this catalog (July 1, 2025 – June 30, 2026) shall be attached as Catalog Addendum until a new print of the catalog is made.

Upon request, the school catalog will be provided by the Admissions Officer to the prospective student or general public.

On account of modifications in program and course requirements, it remains the policy of this school to clear each student for program completion and graduation insofar as possible under the program requirements so stated in the Catalog of Record, i.e., the catalog in effect when the student enrolled and under which the student maintained continuous residence.

The school maintains student records in accordance to the rules and regulations of the Bureau for Private Postsecondary Education in the State of California. The school registrar acts as the custodian of records and maintains student records, financial records, and transcripts. Student records are kept for an indefinite period of time while other files are purged after a minimum of five (5) years.

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:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833

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

Internet Website Address: www.bppe.ca.gov

Telephone Number: (916) 341-6959

Toll Free Number: (888)-370-7589

Fax Number: (916) 263-1897

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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888- 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web Site (www.bppe.ca.gov).

ACADEMIC CALENDAR (2025)

WINTER QUARTER 2025

Classes Begin	January 6, 2025
Classes End	March 14, 2025
Final Exams	March 17 – 21, 2025
Registration	December 23, 2024 – January 3, 2025
Last Day to Add & Drop	January 6 – 17, 2025
Academic Holiday	January 20, 2025 (Martin Luther King Jr. Day) February 17, 2025 (Presidents' Day)
Winter Recess	March 24 – April 4, 2025

SPRING QUARTER 2025

Classes Begin	April 7, 2025
Classes End	June 13, 2025
Final Exams	June 16 – 20, 2025
Registration	March 24 – April 4, 2025
Last Day to Add & Drop	April 7 – 18, 2025
Academic Holiday	May 26, 2025 (Memorial Day)
Spring Recess	June 23 – July 4, 2025

SUMMER QUARTER 2025

Classes Begin	July 7, 2025
Classes End	September 12, 2025
Final Exams	September 15 – 19, 2025
Registration	June 23 – July 4, 2025
Last Day to Add & Drop	June 7 – 18, 2025
Academic Holiday	September 1, 2025 (Labor Day)
Summer Recess	September 22 – October 3, 2025

FALL QUARTER 2025

Classes Begin	October 6, 2025
Classes End	December 12, 2025
Final Exams	December 15 – 19, 2025
Registration	September 22 – October 3, 2025
Last Day to Add & Drop	October 6 – 17, 2025
Academic Holiday	November 27, 2025 (Thanksgiving Day)
Fall Recess	December 22, 2025 – January 2, 2026

ACADEMIC CALENDAR (2026)

WINTER QUARTER 2026

Classes Begin	January 5, 2026
Classes End	March 13, 2026
Final Exams	March 16 – 20, 2026
Registration	December 22 – January 2, 2026
Last Day to Add & Drop	January 5 – 16, 2026
Academic Holiday	January 19, 2026 (Martin Luther King Jr. Day) February 16, 2026 (Presidents' Day)
Winter Recess	March 23 – April 3, 2026

SPRING QUARTER 2026

Classes Begin	April 6, 2026
Classes End	June 12, 2026
Final Exams	June 15 – 19, 2026
Registration	March 23 – April 3, 2026
Last Day to Add & Drop	April 6 – 17, 2026
Academic Holiday	May 25, 2026 (Memorial Day)
Spring Recess	June 22 – July 3, 2026

SUMMER QUARTER 2026

Classes Begin	July 6, 2026
Classes End	September 11, 2026
Final Exams	September 14 – 18, 2026
Registration	June 22 – July 3, 2026
Last Day to Add & Drop	July 6 – 17, 2026
Academic Holiday	September 7, 2026 (Labor Day)
Summer Recess	September 21 – October 2, 2026

FALL QUARTER 2026

Classes Begin	October 5, 2026
Classes End	December 11, 2026
Final Exams	December 14 – 18, 2026
Registration	September 21 – October 2, 2026
Last Day to Add & Drop	October 5 – 16, 2026
Academic Holiday	November 26, 2026 (Thanksgiving Day)
Fall Recess	December 21, 2026 – January 1, 2027

MISSION STATEMENT

The mission of Pacific Mission University (PMU) is to reflect the integration of faith, ethical principles, and professional excellence as the stronghold of Christian Education in a globally competitive world. We develop students as leaders who are not only competent in business and economics, but also committed to uphold Christian values in their careers and serve others in the community.

To fulfil this mission, PMU shall:

1. Promote academic excellence while integrating a biblical worldview.
2. Foster character development by encouraging virtues like integrity, compassion, and responsibility.
3. Prepare students for leadership and service in their careers, and communities.
4. Encourage lifelong learning and faith growth for a meaningful life aligned with Christian values.

VISION STATEMENT

Pacific Mission University (PMU) envisions a world where business and economic leaders lead with faith-driven purpose, transforming industries and communities through ethical practices and compassion.

This vision includes the following elements:

1. **Faith-Integrated Learning:** Teaching business and economics through Christian ethics, emphasizing stewardship, integrity, and servant leadership.
2. **Academic Excellence:** Providing high quality education in business especially in the fields of management, marketing, finance, and economics, with focus on critical thinking and real-world applications.
3. **Ethical Influence in the Marketplace:** Inspiring graduates to lead ethically and responsibly in a diverse, interconnected world; promoting justice, equity, and sustainability.
4. **Community Transformation:** Becoming a catalyst for positive change in local and global communities through business innovation, ethical economic practices, and a commitment to the common good.

ACADEMIC PROGRAMS

Pacific Mission University (PMU) offers language (not ESL program), Business and Economics program in undergraduate and graduate levels as follows:

UNDERGRADUATE PROGRAM

- Bachelor of Science in Business and Economics (BSBE)

GRADUATE PROGRAM

- Master of Science in Business and Economics (MSBE)

ENGLISH PROGRAM (Non-credit course)

- Intensive English Program (IEP)

INTENSIVE ENGLISH PROGRAM (IEP / Non-credit course)

The IEP program is a non-degree and non-credit academic program especially designed for students whose native language is not English. It aims to provide intensive English language learning and appreciation of the American life and culture. The IEP is also a program for students who are conditional, probationary, or developmental admits according to admission requirements about English ability.

Students are given English proficiency tests during the orientation to place them in appropriate class. The student who has satisfactorily completed this course requirements and obtain the minimum score (70 %) of English proficiency test is given an advance to a degree program.

The length of the program is operated the same as the degree course. After passing the passing exam in the last week, admission is allowed as a degree course. This course is allowed up to two (2) quarter courses. This program is also not an ESL program (English as a Second Language).

GRADUATION REQUIREMENTS

BACHELOR PROGRAM

The Bachelor of Science in Business and Economics (BSBE) program is a baccalaureate degree program with major concentration on business and economics.

It requires a total of 180 quarter units consisting of 64 quarter units (16 subjects) of general education courses, 116 quarter units (29 subjects) consists of 48 quarter units (12 subjects) of core major courses and 48 quarter units (12 subjects) of advanced major courses, and 20 quarter units (5 subjects) of elective courses.

Successful completion of this program effectively equips the students with essential knowledge and newly information pertinent to business and economics.

MASTER PROGRAM

The Master of Science in Business and Economics (MSBE) program is a graduate degree program with advanced major concentration on business and economics.

It requires a total of 58 quarter units (15 subjects) consisting of 32 quarter units (8 subjects) of core major courses and 16 quarter units (4 subjects) of elective courses, and submits Project courses of 10 units (3 subjects).

Successful completion of the program effectively reinforces the students with theoretical applications and knowledge in business and economics.

PROGRAM LENGTH

Pacific Mission University operates on a quarter system. One academic year is three (3) quarters.

BACHELOR PROGRAM

The normal program length of the Bachelor program is four (4) academic years, or fifteen (15) quarters.

The maximum program length of the Bachelor program is five (5) academic years, or nineteen (19) quarters.

The shortest possible program length of the Bachelor programs is eight (8) consecutive quarters or two (2) calendar years, based on maximum course loads of twenty-four (24) quarter units per quarter.

MASTER PROGRAM

The normal program length of the Master program is three (3) academic years, or twelve (12) quarters.

The maximum program length of the Master program is four (4) academic years, or thirteen (13) quarters.

The shortest possible program length of the Master program is seven (7) consecutive quarters or two (2) calendar years, based on maximum course loads of twelve (12) quarter units per quarter.

UNDERGRADUATE PROGRAM

Bachelor of Science in Business and Economics (BSBE)

Program Objectives

The Bachelor of Science in Business and Economics (BSBE) program focuses on developing knowledgeable, ethical, and service-oriented individuals who create positive impact in local and global communities, in keeping with the Word of God supreme over all things.

Towards this end, the following objectives shall be carried out accordingly:

1. Integrate Christian Faith and Ethical Principles

- Teach students to apply ethical decision-making in business and economics, rooted in Christian values.
- Encourage moral responsibility and integrity in personal and professional contexts.

2. Develop Foundational Knowledge in Business and Economics

- Equip students with a solid understanding of core business disciplines, such as management, finance, marketing, human resources, and accounting.
- Provide a comprehensive understanding of economic principles, including microeconomics, macroeconomics, and comparative economic systems.

3. Build Analytical and Problem-Solving Skills

- Develop critical thinking and quantitative analysis skills to address real-world business and economic challenges.
- Train students to interpret data and use tools like mathematics, statistics, and financial modeling for effective decision-making.

4. Prepare for Global and Cultural Competence

- Educate students on the global dimensions of business and economics, fostering an appreciation for cultural diversity.
- Cultivate leadership skills that emphasize collaboration, communication, and servant leadership.

5. Encourage Social Responsibility and Service

- Promote the importance of using business and economic skills to serve communities and address societal issues.
- Inspire students to engage in social entrepreneurship, sustainability efforts, and initiatives that enhance the common good.

Student Learning Outcomes

By the successful completion of the BSBE program, the students shall be expected to achieve the following learning outcomes:

1. Knowledge and Understanding

- Demonstrate a comprehensive understanding of fundamental business and economic concepts.
- Apply business and economic theories, financial concepts, and management strategies to real-world situations.

2. Quantitative and Analytical Skills

- Use statistical and mathematical tools for business and economic analysis.
- Apply quantitative methods to analyze business and economic problems.

3. Problem-Solving and Critical Thinking

- Analyze complex business and economic problems systematically.
- Use critical thinking to identify issues, collect information, evaluate evidence, and draw conclusions.

4. Communication and Collaboration

- Effectively communicate business and economic concepts through written, verbal, and digital formats.
- Work effectively within cross-functional teams.

5. Ethical and Social Responsibility

- Recognize ethical implications in business and economic decision-making.
- Understand corporate social responsibility and sustainability in business practices.

Program requirements summary

Bachelor of Science in Business and Economics (BSBE)

❖ 2018 Standard Occupational Classification Code: 21-2099

Students will be required to complete 180 quarter credit hours or units distributed as follows:

Classification		Quarter Credit Hours or Units required
General Education Courses		64 units (16 subjects)
Major	Core Courses	48 units (12 subjects)
	Advanced Courses	48 units (12 subjects)
Electives Courses		20 units (5 subjects out of 12 subjects)
Total Requirement		180 units (45 subjects)

✂ To maintain satisfactory academic progress, students must have a Grade Point Average (GPA) of 2.0 in any given quarter.

General Education: 64 units (16 subjects)

1. Faith-Based Courses (FBC): 16 units (4 subjects)

- | | | |
|------------|--------------------------------------|-----------|
| 1) FBC 110 | Introduction to Bible | (4 units) |
| 2) FBC 120 | Introduction to Religion | (4 units) |
| 3) FBC 210 | Introduction to Christian Leadership | (4 units) |
| 4) FBC 220 | Faith and Leadership in Business | (4 units) |

2. College English Courses (CEC): 16 units (4 subjects)

- | | | |
|------------|-----------------------------------|-----------|
| 1) CEC 110 | Interpersonal Communication | (4 units) |
| 2) CEC 120 | Public Speaking | (4 units) |
| 3) CEC 210 | Composition and Technical Writing | (4 units) |
| 4) CEC 220 | Advanced Reading | (4 units) |

3. Humanities and Social Science Courses (HSC): 16 units (4 subjects)

- | | | |
|------------|----------------------------|-----------|
| 1) HSC 110 | Fundamentals of Philosophy | (4 units) |
| 2) HSC 120 | Introduction to Sociology | (4 units) |
| 3) HSC 210 | General Psychology | (4 units) |
| 4) HSC 220 | History and World Cultures | (4 units) |

4. Mathematics and Analytical Skills Courses (MAC): 16 units (4 subjects)

- | | | |
|------------|---|-----------|
| 1) MAC 110 | College Algebra | (4 units) |
| 2) MAC 120 | Introduction to Statistics and Research | (4 units) |
| 3) MAC 210 | Fundamentals of Business | (4 units) |
| 4) MAC 220 | Introduction to Economics | (4 units) |

Major courses: 116 units (29 subjects)

1. Core Major Courses (CMB): 48 units (12 subjects)

1) CMB 310	Principles of Management	(4 units)
2) CMB 320	Principles of Accounting	(4 units)
3) CMB 330	Financial Management	(4 units)
4) CMB 340	Human Resources Management	(4 units)
5) CMB 350	Marketing Management	(4 units)
6) CMB 360	Management Sciences	(4 units)
7) CME 310	Principles of Economics	(4 units)
8) CME 320	Mathematics for Economics	(4 units)
9) CME 330	Introduction to Microeconomics	(4 units)
10) CME 340	Introduction to Macroeconomics	(4 units)
11) CME 350	Public Policy and Economics	(4 units)
12) CME 360	Comparative Economic Systems	(4 units)

2. Advanced Major Courses (AMC): 48 units (12 subjects)

1) AMB 410	Financial Accounting	(4 units, Prerequisite CMB 320)
2) AMB 420	Financial Statement Analysis	(4 units, Prerequisite CMB 330)
3) AMB 430	Organizational Behavior and Leadership	(4 units, Prerequisite CMB 340)
4) AMB 440	Consumer Behavior	(4 units, Prerequisite CMB 350)
5) AMB 450	Operations Management	(4 units, Prerequisite CMB 360)
6) AMB 460	Strategic Management	(4 units)
7) AME 410	Labor Economics and Human Resources	(4 units)

8)	AME 420	Statistics for Business and Economics	(4units, Prerequisite CME 320)
9)	AME 430	Intermediate Microeconomics	(4 units, Prerequisite CME 330)
10)	AME 440	Intermediate Macroeconomics	(4 units, Prerequisite CME 340)
11)	EME 430	Monetary Economics	(4 units)
12)	AME 460	International Economics and Trade	(4 units)

3. Elective Major Courses (EMF, EMB, EME): 20 units (Choose 5 Courses out of 12 subjects)

1)	EMF 410	Principles of Christian Ministry	(4 units)
2)	EMF 420	Comparative World Religions	(4 units, Prerequisite FBC 120)
3)	EMF 430	Integration of Faith, Work, and Economy	(4 units)
4)	EMF 440	Introduction to Missiology	(4 units)
5)	EMB 410	Financial Markets and Institutions	(4 units, Prerequisite CMB 330)
6)	EMB 420	Brand Management	(4 units)
7)	EMB 430	IT for Effective Management	(4 units)
8)	EMB 440	Business Valuation	(4 units)
9)	EME 410	Labor Economics	(4 units)
10)	EME 420	Behavioral Economics	(4 units)
11)	EME 430	Introductory Econometrics	(4 units, Prerequisite CME 320)
12)	EME 440	Economics of Strategy	(4 units)

GRADUATION PROGRAM

Master of Science in Business and Economics (MSBE)

Program Objectives

The Master of Science in Business and Economics (MSBE) program aims to foster students with advanced knowledge and analytical skills at the intersection of business and economics with a faith-based approach in their workplaces and communities.

The specific objectives of this program are as follows:

1. Advanced Economic and Business Knowledge

- Develop a deep understanding of business practices and economic theories, including accounting, strategic management, marketing theory, and advanced economic theory.

2. Analytical and Problem-Solving Skills

- Apply quantitative and qualitative analysis to solve complex business challenges and gain expertise in data analysis, statistical modeling, and econometrics to make informed business and economic decision-making.

3. Research and Independent Thinking

- Conduct original research using empirical data and theoretical models and also develop critical thinking skills to assess business and economic challenges and propose solutions.

4. Global Business and Economic Perspective

- Analyze global markets, international trade, and the impact of economic policies on businesses.

5. Practical and Professional Development

- Develop the knowledges to align with practical career goals in finance, marketing, operations, and economic decisions.

Student Learning Outcomes

By the successful completion of the Master of Science in Business and Economics (MSBE) program, students shall be expected to obtain the following knowledge, competencies and skills:

1. Advanced Economic and Business Knowledge

- Apply business and economic principles to analyze complex market structures and organizational behavior.

2. Quantitative and Analytical Skills

- Utilize statistical and econometric methods to interpret business and economic data.

3. Strategic Decision-Making

- Assess and formulate business strategies based on economic insights and market analysis.

4. Global Business and Market Awareness

- Understand international markets, trade policies, and globalization's impact on business and economic environments.

5. Practical Application and Research

- Apply theoretical knowledge to real-world business and economic challenges through research and project.

Program requirements summary

Master of Science in Business and Economics (MSBE)

❖ 2018 Standard Occupational Classification Code: 21-2099

Students will be required to complete 58 quarter credit hours or units distributed as follows:

Classification	Quarter Credit Hours or Units required
Core Major Courses	32 units (8 subjects)
Electives Major Courses	16 units (4 subjects out of 10 subjects)
Research and Design of Thesis or Project	2 units (1 subjects)
Preparation and Review of Thesis or Project	2 units (1 subjects)
Thesis or Project	6 units (1 subject)
Total Requirement	58 units (15 subjects)

✂ To maintain satisfactory academic progress, students must have a Grade Point Average (GPA) of 2.0 in any given quarter.

✂ When a student chooses a Project course, the student must pass the Comprehension Test presented by the Program Director.

✂ Prerequisites for Master Degree program: If the bachelor's degree is not related to Business or Economics, student must take three (3) subjects (12 units) among the following subjects before registering for a master's program.

- 1) CMB 310 Principles of Management (4 units)
- 2) CMB 320 Principles of Accounting (4 units)
- 3) CME 310 Principles of Economics (4 units)
- 4) CME 320 Mathematics for Economics (4 units)
- 5) AME 410 Statistics for Business and Economics (4 units)
- 6) AMB 460 Strategic Management (4 units)

1. Core Major Courses (CMC): 32 units (8 subjects)

1) CMC 510	Managerial Accounting and Finance	(4 units)
2) CMC 520	Marketing Management Theory	(4 units)
3) CMC 530	Human Resource Management	(4 units)
4) CMC 540	Operations Management Theory	(4 units)
5) CMC 610	Advanced Microeconomics	(4 units)
6) CMC 620	Advanced Macroeconomics	(4 units)
7) CMC 630	Quantitative Methods for Business & Economics	(4 units)
8) CMC 640	Strategic Decision Making	(4 units)

2. Electives Major Courses (EMC): 16 units (4 subjects out of 10 subjects)

1) EMC 510	Investments and Portfolio Management	(4 units, Prerequisite CMC 510)
2) EMC 520	Digital Marketing Strategies	(4 units, Prerequisite CMC 520)
3) EMC 530	Leadership & Organizational Behavior	(4 units, Prerequisite CMC 530)
4) EMC 540	Global and Development Economics	(4 units)
5) EMC 550	Information Technology Management	(4 units)
6) EMC 610	Advanced Management Science	(4 units, Prerequisite CMC 540)
7) EMC 620	Econometrics and Data Analysis	(4 units, Prerequisite CMC 630)
8) EMC 630	Managerial Economics and Strategy	(4 units)
9) EMC 640	Behavioral Economics and Decision-Making	(4 units)
10) EMC 650	Applied Economic Analysis	(4 units)

3. Thesis Major Courses (TMC): 10 units (3 subjects)

1) TMC 610	Research and Design of Thesis	(2 units)
2) TMC 620	Preparation and Review of Thesis	(2 units, Prerequisite TMC 610)
3) TMC 630	Thesis	(6 units, Prerequisite TMC 620)

4. Project Major Courses (PMC): 10 units (3 subjects)

- | | | |
|------------|-----------------------------------|---------------------------------|
| 1) PMC 610 | Research and Design of Project | (2 units) |
| 2) PMC 620 | Preparation and Review of Project | (2 units, Prerequisite PMC 610) |
| 3) PMC 630 | Project | (6 units, Prerequisite PMC 620) |

INSTITUTIONAL POLICIES

ADMISSIONS

General Policy

It shall be the policy of PMU to ensure the evident capability, commitment, and preparedness of all students admitted to the programs offered by the institution the standards of which pursuant to the requirements of governing federal, state, and accrediting agencies.

In qualifying admissibility to the programs offered, it shall also be the policy of this institution to consider students regardless of sex, national origin, race, creed, disability, or ethnic background.

Admission Requirements

Undergraduate Programs

All applicants to the bachelor degree program must have completed at least a high school education from a duly recognized educational institution. Applicants, whose high school education is not completed in the United States, or those who have less than two (2) years of high school or college education in the United States, must submit evidence of English proficiency such as TOEFL or IELTS.

In the absence of English proficiency documentation, the student may still pursue with the application provided that he or she will be required to take and pass the English proficiency tests to be conducted by PMU.

Applicants who did not obtain a passing score (70%) in this examination will be required to enroll in English remedial class in PMU prior to normal matriculation, until such time that adequate English proficiency is achieved. This course is allowed up to two (2) quarter courses.

Graduate Programs

An applicant to the graduate programs must have completed at least a bachelor's degree from approved or accredited institutions with a minimum of 120 semester units or 180 quarter units.

Applicants to the Master degree program must have completed at least a bachelor's degree in business and economics or major-related concentrations. In addition, applicants must submit one (1) written letter of recommendation.

Applicants, whose previous education is not completed in the United States, or those who have less than two (2) years of high school or college education in the United States, must submit evidence of English proficiency such as TOEFL or IELTS.

In the absence of English proficiency documentation, the student may still pursue with the application provided that he or she will be required to take and pass the English graduate entry level examination to be conducted by PMU.

Applicants who did not obtain a passing score (70 %) in this examination will be required to enroll in English remedial class in PMU prior to normal matriculation, until such time that adequate English proficiency is achieved. This course is allowed up to two (2) quarter courses.

Admission Procedures

Undergraduate Programs

In order to apply for admission, the student must observe the following procedures:

1. Fill-out and submit the PMU Admission Application Form together with the attachments mentioned below to the admissions office.
 - 1) Attach a copy of the high school diploma and/or evidence of completed high school education indicating academic records or certification of graduation. In lieu of high school diplomas, the student may submit official transcripts from colleges and universities previously attended, if applicable. Diplomas and/or documents evidencing completion of high school education or college level education written in languages other than English must accompany translated versions certified by authorized agencies or professionals.
 - 2) Attach \$200 application fee. The application fee is non-refundable.
2. Upon receipt of the application form and attachments, the admissions office will interview the student and review the application for completeness and verification purposes, and the review results will be communicated to the student accordingly.
3. If approved for admission, the student will be provided with a letter of acceptance for admission. If the student will be required to take the English entry level examination, the admissions office will issue a conditional letter of acceptance and notify the student of the examination date.
4. The admissions office will provide the student with a copy of the school catalog and performance fact sheet for his/her review.
5. The student will fill-out, sign, and initial the Enrollment Agreement Form. If applicable, the Enrollment Agreement Form will also indicate conditions prior to normal matriculation particularly those involving English proficiency requirements.
6. The student will be advised of the orientation for new students' schedule. Attendance to the orientation is mandatory. The student will also be given a brief tour of the campus to get him or her

familiar with the location of the school's facilities, such as classrooms, computer lab, library, and student lounge.

Graduate Programs

In order to apply for admission, the student must observe the following procedures:

1. Fill-out and submit the PMU Admission Application Form together with the attachments mentioned below to the admissions office.
 - 1) Attach a sealed official transcript of the bachelor's degree. Official transcripts from schools outside the United States must accompany a foreign transcript evaluation (from a duly recognized evaluation agency approved by PMU indicating equivalency of U.S. bachelor degree education).
 - 2) Attach one (1) letter of recommendation.
 - 3) Attach \$200 application fee. The application fee is non-refundable.
2. Upon receipt of the application form and attachments, the admissions office will interview the student and review the application for completeness and verification purposes, and the review results will be communicated to the student accordingly.
3. Applicants who completed the bachelor's degrees in a non-related field or applicants with insufficient background in business or economics major may be conditionally admitted and required to take three (3) subjects (12 units) among the following subjects before being fully admitted for a master's program.

1)	CMB 310	Principles of Management	(4 units)
2)	CMB 320	Principles of Accounting	(4 units)
3)	CME 310	Principles of Economics	(4 units)
4)	CME 320	Mathematics for Economics	(4 units)
5)	AME 420	Statistics for Business and Economics	(4 units)
6)	AMB 460	Strategic Management	(4 units)
4. If approved for admission, the student will be provided with a letter of acceptance for admission. If the student will be required to take the English entry level examination, the admissions office will issue a conditional letter of acceptance and notify the student of the examination date.
5. The admissions office will provide the student with a copy of the school catalog and performance fact sheet for his/her review.
6. The student will fill-out, sign, and initial the Enrollment Agreement Form. If applicable, the Enrollment Agreement Form will also indicate conditions prior to normal matriculation particularly those involving English proficiency requirements.

7. The student will be advised of the orientation for new students' schedule. Attendance to the orientation is mandatory. The student will also be given a brief tour of the campus to get him or her familiar with the location of the school's facilities, such as classrooms, computer lab, library, and student lounge.

International Students Admission

As of the issuance of this school catalog, PMU does not admit students from other countries. In the event that PMU will be authorized by the United States Citizenship and Immigration Services (USCIS), assistance for securing student visas (F-1) shall be limited to the issuance of the admission acceptance letter and the SEVIS I-20 form free of charges.

Language Proficiency Requirements

Students whose high school or undergraduate education is not from the United States, will be required to submit evidence of English proficiency through a minimum TOEFL-iBT score of: 45 (for undergraduate programs) and 60 (for graduate programs).

In the absence of English proficiency documentation, the student may still pursue with the application provided that he or she will be required to take and pass the English undergraduate or graduate entry level examination to be conducted by PMU free of charge.

Applicants who did not obtain a passing score (70%) in this examination will be required to enroll in English remedial class in ICAM University prior to normal matriculation, until such time that adequate English proficiency is achieved. This course is allowed up to two (2) quarter courses.

Payment of the English Class remedial fee (see Tuition and Fees) in this case will be required from the student upon enrollment.

Transfer Credit Policies

General Policy: Transferring in Students

In general, transfer credits/units are from approved or accredited institutions and comparable to those courses included in the PMU curricula as determined by the program director or academic dean. For the post-graduate program, all courses must be earned in residency at PMU and no transfer credit will be granted. PMU reserves the right to accept or deny requests for transfer credit in any program based upon the evaluation of the program director or academic dean.

Specific Policies

1. **Minimum Course GPA:** For undergraduate programs, courses requested for transfer credit must have a minimum grade point average of 2.0 on a 4.0 scale. For graduate programs, courses requested for transfer credit must have a minimum grade point average of 3.0 on a 4.0 scale.
2. **Credit Hours:** Credit hours earned per course requested for transfer credit must be at least equivalent to the credit hours of the course offered in accordance to the standards of the state approving authority and accrediting institutions.
3. **Maximum Transfer Credits:** For undergraduate degree programs, up to ninety (90) quarter or sixty (60) semester units may be granted for transfer credit. For graduate degree programs up to twenty-eight (28) quarter or eighty (18) semester units may be granted for transfer credit.
4. **Residency Requirement:** For undergraduate programs, at least ninety (90) quarter units must be completed in residency at PMU. For graduate programs, at least thirty-six (36) quarter units must be completed in residency at PMU. Deviations or substitutions in the residency requirements will require prior approval of the program director or academic dean.
5. **GPA Calculation:** Courses granted for transfer credit will not be included in the calculation of the student's Grade Point Average.
6. **Time Limitations for Graduation:** Transferring students must comply with satisfactory academic progress requirements of the school. Transfer credits will be counted towards the maximum program length of the program upon which the student is enrolled. Twelve (12) quarter units for undergraduate programs and eight (8) quarter units for graduate programs will constitute one (1) quarter to be used in the determination of time limitations for graduation.
7. **Course Limitations:** Integrating courses and/or program completion courses as determined by the program director or academic dean will not be included for transfer credit.
8. **Results of the transfer credit evaluation** conducted by the program director or academic dean will be final and executory. Students may however file an appeal to the office of the registrar within five (5) business days upon receipt of the results of the evaluation.

Transfer Credit Procedures

Students requesting for transfer credit must observe the following procedures:

1. Student must fill-out and submit the Transfer Credit Request Form, together with a photocopy or photocopies of the official transcript/s from which courses are being requested for transfer credit to the office of the registrar. The student may be required to submit additional supporting documents such as photocopies of course syllabus, school catalog, etc., based upon initial review of the registrar.
2. The program director will evaluate the transfer credit request based on existing policies of the school, and forward the recommendation/s to the academic dean for approval.

3. Requests for transfer credit will be processed in the office of the registrar and completed within one (1) quarter period upon receipt of the request.
4. The registrar will communicate the results of the transfer credit request to the student not later than one (1) quarter period upon receipt of the request.
5. For courses which are approved by the academic dean for transfer credit, the registrar will enter TC grade on the student's academic record.
6. The registrar will maintain records of transfer credits granted in individual student's file.
7. Results of the transfer credit evaluation conducted by the program director or academic dean will be final and executory. Students may however file an appeal to the office of the registrar within five (5) business days upon receipt of the results of the evaluation.

Cancellation, Withdrawal, and Refunds

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
2. The student will be refunded full amount of all monies except the application fee and all other fees indicated as non-refundable in the enrollment agreement and school catalog.
3. For students who have completed 60% or less of the 10 weeks quarter instruction period, the refund shall be on a pro rata basis. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction (credit units x 10) which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction (credit units x 10) for which the student has paid. For example, if the student completes only 20 hours of a 4 units (40 hours) course and paid \$1,000.00 tuition, the student would receive a refund of \$500.00.
4. The student will not get a refund after more than sixty percent (60%) of the instruction of that quarter period has lapsed.
5. Students must submit their request to cancel the enrollment agreement to the registrar.
6. No refund will be given if the student has an outstanding tuition balance.
7. The refund check will be given or mailed to the student within thirty (30) days upon receipt of the request.
8. Students may withdraw courses during the first two weeks of classes, but not to exceed the last day to add and drop as announced in the course schedule in any given quarter period, without affecting their grade point average.
9. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript.
10. No withdrawals are permitted during the final (3) three weeks of instruction except in cases such as accident or serious illness.

11. A grade of "F" will be automatically entered in the grade report if the student, without any valid excuse, did not attend the final (3) three weeks of class.
12. Withdrawal "W" grades are not included in the calculation of the GPA.

Academic Probation and Dismissal

1. Academic probation is defined as the status of the student indicating that the relationship with the school is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany the probation.
2. A student who is dismissed by disciplinary action, from either the school or a course, will not receive a refund of tuition or other fees.
3. A student who is dismissed from the school for disciplinary reasons must exclude himself or herself from the classes, activities, facilities, and buildings. Any exception to this rule requires prior approval of the academic dean.
4. A student who is dismissed may reapply for admission after two (2) quarters.
5. For students in the undergraduate level, failure to maintain a grade point average of 2.0 in any given quarter will result to academic probation.
6. For students in the graduate level, failure to maintain a grade point average of 3.0 in any given quarter will result to academic probation.
7. Students placed in academic probation will be notified of the probation status by the academic dean. All students placed on probation will be counseled by their respective academic advisors and will be given assistance, if needed, in order to improve their GPA.
8. If the student fails to improve his or her GPA to the minimum required by the end of the following quarter, the student will be dismissed.
9. Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies in an extended enrollment status for a maximum period of one (1) quarter.
 - 1) During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress.
 - 2) Students will be responsible for all cost incurred during this quarter.
 - 3) All credits attempted during the extended period will count toward the maximum 150% program length. If the attempted courses were the repeat of courses that students had taken and failed, the grades will be replaced according to grade change policy of the school, as described in the Catalog.
 - 4) In no case can a student exceed the 150% maximum time frame of the program length.

10. The academic dean may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program.

Class Attendance

1. Regular and prompt attendance at all classes is required.
2. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is in excess of thirty (30%) of total contact hours.
3. Students should ascertain the exact attendance policy of each faculty member at the beginning of each course.
4. Students must attend the first-class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade.
5. Only registered students, faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.
6. Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments.
7. Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor.
8. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his absence.
9. Students who miss twelve (12) hours of class time or (3) three consecutive classes during any regular quarter may be dropped from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed to the instructor's satisfaction within a reasonable period of time, the student may continue with the class.
10. Any student missing twelve (12) hours of class time or three (3) consecutive classes during the quarter will be reported by the instructor to the academic dean. The academic dean will then initiate the process of counseling or dropping that student from the class.

Leave of Absence

1. A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance.
2. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave.
3. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade.
4. Leave of absences may not be granted during a student's first quarter.
5. Only (1) one leave of absence may be granted in one academic year.
6. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.
7. A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form.
8. The leave of absence is effective only when the academic dean has acted upon the request and granted permission.
9. A student who has taken a leave of absence without prior approval of the academic dean will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).
10. If the leave of absence is approved, the leave is recorded on the student's academic records.
11. The period of leave is not counted in the time allowed for the completion of degree requirements.
12. Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree.
13. Students who fail to apply for Request for Leave of Absence, or for whom a leave has been denied or has expired, should apply for readmission.
14. The student requesting a Leave of Absence for non-medical reasons who wishes to maintain his/her enrollment status may do so under the following conditions:
 - 1) File a "Request for Leave of Absence" form, with the period of leave not to exceed sixty (90) days per academic year, or to the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter.
 - 2) Receive approval for the Leave of Absence request from the academic dean.

15. The student requesting a Leave of Absence for medical reasons who wishes to maintain his enrollment status may do so under the following conditions:

- 1) File a "Request for Leave of Absence" form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending physician in a written statement filed with the Administration Office. If this length of time must be extended due to further medical reasons, the student in question and his/her physician/practitioner must file a new Request for Leave of Absence, indicating in the appropriate place that this is an extension.
- 2) There is no limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.
- 3) Receive approval for the Leave of Absence request from the Academic Dean.

Schedule of Tuition and Fees

Application Fee (one time / non-refundable)	\$200
Foreign Transcript Evaluation Fee (if applicable)	\$200
Readmission Fee (non-refundable)	\$100
English Proficiency Test Fee (if applicable)	\$100
Registration Fee (non-refundable)	\$100
Late Registration Fee (if applicable)	\$100
Make-Up Examination Fee (if applicable)	\$100
Graduation Fee	\$500
Tuition (IEP)	\$1,500/quarter
Tuition (Bachelor Program)	\$250/unit
Tuition (Master Program)	\$400/unit
Estimated Cost of Books and Materials (Bachelor/Master)	\$1,000/year
Transcript Issue Fee	\$20
Certificate Issue Fee	\$20

Financial Aid Program

PMU does not participate in federal and state financial aid programs. However, in the event that PMU participates in federal and state financial aid programs in the future, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Loans

There is no student loans offered in PMU. However, in the event that PMU offers student loans in the future, if a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

California Student Tuition Recovery Fund (STRF) Disclosures

The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution - generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss.

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

STRF Requirements

Institutions approved or registered with the Bureau are required to comply with the following STRF requirements:

- Include STRF disclosures on both its enrollment agreement and school catalog (5 CCR Section 76215)
- Collect STRF assessments (if applicable) from each student in an educational program who is a California resident or is enrolled in a residency program (5, CCR section 76120)
- Collect the STRF assessment from each student in an educational program at the time it collects the first payment from or on behalf of the student at or after enrollment (5, CCR section 76130)
- Complete and submit quarterly STRF Assessment Reporting Form and remit payment (if applicable) to the Bureau no later than the last day of the month following the close of the quarter (5 CCR section 76130).

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

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

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:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

(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 SERVICES

New Student Orientation

The New Student Orientation program assists first-time students and new transfer students in their transition to PMU, expose new students to broad-based educational opportunities on campus, and introduce students to college life. This orientation is also designed to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The school offers this orientation during the first week of the quarter.

Student Advising

Program Chairs are available for academic counseling of the students. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student. Full-time faculty members are also available for academic advising.

The Student Services Committee also provides assistance in providing guidance and counseling for students on matters pertaining to their academic endeavors.

Student Body

The Student Services Committee shall form a Student Body for student representation purposes. Students are encouraged to participate in the periodic election of its officers and conduct of activities that are geared towards skills development, academic subject mastery, or community development.

The Student Body shall be duly recognized by the school administration as important to quality education and cultural experience. Proper representation is also accorded to the Student Body especially in its involvement in the school's institutional effectiveness plan.

Library

The library supports and enriches the programs of study being offered in the school. It maintains a collection of resources devoted to the areas of missionary, healthcare, and business, as well as English language development. It also contains a variety of books, journals, periodicals, magazines, audio and video electronic materials, and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice.

Library resource cataloguing is done online and the same can be retrieved through the library computers.

Student Lounge

Students may choose to brown bag their lunch or dinner in the Student Lounge. The school provides for a student lounge where students may take their snacks and serve as a meeting place for exchanging ideas, asking questions, creating community, and sharing enthusiasm in terms of their campus life.

Student socials may also be conducted in the student lounge to foster camaraderie. The Student Lounge is equipped with a refrigerator, table and chairs, and a microwave oven for the students' use.

Job Placement Assistance

PMU assists students in finding part-time employment through professional resume writing, job searches, and tapping its network of employment resources within the community. School advisors also provide confidential and personal advice concerning life situations which may affect the student's learning or personal development.

Students who successfully complete the graduation requirements may avail of job placement assistance from the school. The scope of job placement assistance shall include: preparing professional resumes, preparing for job interviews, and job referrals. A databank of prospective employers shall be kept and monitored for job openings in which the graduates may possibly seek employment. This databank is based on the prospective employers through school fairs, business and social gatherings, and community fairs.

New Policies and Procedures of BPPE

Pacific Mission University (PMU) makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Postsecondary and Education (BPPE). In instances where these new policies and procedures have been implemented prior to the publication of a new catalog, the school will bring these to the attention of the students through the following:

- Posting on bulletin boards in school offices, student lounge, and study rooms.
- Distribution of flyers with the necessary information available in the Administration Office.
- Distribution of school newsletters.
- Classroom announcements by instructors.

Denial of Admission

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

- The applicant does not meet the standard admission requirements.
- The applicant is unable to meet financial commitments to the school.
- The applicant exhibits lack of personal motivation or incompatible philosophy with the school.

GRADING STANDARDS

1. The instructor, in consultation with the academic dean, determines the course requirements and methods of evaluating student performance.
2. Instructors will inform students of the class requirements and the grading procedures at the beginning of the course.
3. At the end of each quarter, the registrar will post the students' grades for every course undertaken.

4. Standard letter grades (A, B, C, D, and F) are used for undergraduate and graduate programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA). The conversion equivalents of the grades are shown in the following table:

Letter	Description	Quality Point Value	Percentage Grading (%)
A+	Outstanding	4.0	95-100
A		3.8	90-94
B+	Good	3.5	85-89
B		3.0	80-84
C+	Average	2.5	75-79
C		2.0	70-74
D	Below Average	1.5	60-69
F	Failure	0.0	Below 59
I	Incomplete	Not Applicable	
TC	Transfer Credit	Not Applicable	
W	Withdrawal	Not Applicable	
R	Repeated Course	Not Applicable	
IP	In Progress	Not Applicable	
P	Passed	Not Applicable	
NC	No Credit	Not Applicable	
NG	No Grade	Not Applicable	

An Asterisk symbol (*) beside a letter grade (A-F) indicates that the course is a prerequisite course in the curriculum. Grades obtained from prerequisite courses are not included in the calculation of the student's GPA.

5. Academic credit is measured using the quarter unit system. One (1) clock hour equals 50-60 minutes. A quarter credit hour earned is defined as the satisfactory completion of:
 - ten (10) clock hours of didactic work (lecture hours); or,
 - twenty (20) clock hours of laboratory or supervised work; or,
 - thirty (30) clock hours of practicum or internship hours.
6. Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average. To receive credit for the course, work must be finished within two quarters from the end of the quarter in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within two quarters, an "F" will be posted on the transcripts. For time extension due to unusual circumstances, a student may file a petition with the academic dean. A student receiving an Incomplete (I) may re-enroll in the course with the permission of the Academic Dean.
7. "NC" is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA. No Credit grades will also be used for the school's short-term course offerings, including conferences, workshops or seminars.
8. "NG" represents no grade and indicates that the instructor did not submit a final grade at the time grades were due. A grade of "NG" is recorded in consultation with the Office of the Registrar. An "NG" must be converted to a final grade by the end of the next quarter.
9. Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as "R" in the official transcript. Only the higher grade is included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the current published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.
10. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA.

CURRICULUM AND GRADUATION REQUIREMENTS

Undergraduate Programs

Bachelor of Science in Business and Economics (BSBE)

❖ 2018 Standard Occupational Classification Code: 21-2099

Program Requirements Summary

Students will be required to complete 180 quarter credit hours or units distributed as follows:

Classification		Quarter Credit Hours or Units required
General Education Courses		64 units (16 subjects)
Major	Core Courses	48 units (12 subjects)
	Advanced Courses	48 units (12 subjects)
Electives Courses		20 units (5 subjects out of 12 subjects)
Total Requirement		180 units (45 subjects)

✂ To maintain satisfactory academic progress, students must have a Grade Point Average (GPA) of 2.0 in any given quarter.

General Education Courses: 64 units (16 subjects)

1. Faith-Based Courses (FBC): 16 units (4 subjects)

- | | | |
|------------|--------------------------------------|-----------|
| 1) FBC 110 | Introduction to Bible | (4 units) |
| 2) FBC 120 | Introduction to Religion | (4 units) |
| 3) FBC 210 | Introduction to Christian Leadership | (4 units) |
| 4) FBC 220 | Faith and Leadership in Business | (4 units) |

2. College English Courses (CEC): 16 units (4 subjects)

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|------------|-----------------------------------|-----------|
| 1) CEC 110 | Interpersonal Communication | (4 units) |
| 2) CEC 120 | Public Speaking | (4 units) |
| 3) CEC 210 | Composition and Technical Writing | (4 units) |
| 4) CEC 220 | Advanced Reading | (4 units) |

3. Humanities and Social Science Courses (HSC): 16 units (4 subjects)

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|------------|----------------------------|-----------|
| 2) HSC 110 | Fundamentals of Philosophy | (4 units) |
| 3) HSC 120 | Introduction to Sociology | (4 units) |
| 4) HSC 210 | General Psychology | (4 units) |
| 5) HSC 220 | History and World Cultures | (4 units) |

4. Mathematics and Analytical Skills Courses (MAC): 16 units (4 subjects)

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|------------|---|-----------|
| 1) MAC 110 | College Algebra | (4 units) |
| 2) MAC 120 | Introduction to Statistics and Research | (4 units) |
| 3) MAC 210 | Fundamentals of Business | (4 units) |
| 4) MAC 220 | Introduction to Economics | (4 units) |

Major courses: 116 units (29 subjects)

1. Core Major Courses (CMB / CME): 48 units (12 subjects)

1) CMB 310	Principles of Management	(4 units)
2) CMB 320	Principles of Accounting	(4 units)
3) CMB 330	Financial Management	(4 units)
4) CMB 340	Human Resources Management	(4 units)
5) CMB 350	Marketing Management	(4 units)
6) CMB 360	Management Sciences	(4 units)
7) CME 310	Principles of Economics	(4 units)
8) CME 320	Mathematics for Economics	(4 units)
9) CME 330	Introduction to Microeconomics	(4 units)
10) CME 340	Introduction to Macroeconomics	(4 units)
11) CME 350	Public Policy and Economics	(4 units)
12) CME 360	Comparative Economic Systems	(4 units)

2. Advanced Major Courses (AMC / AME): 48 units (12 subjects)

1) AMB 410	Financial Accounting	(4 units, Prerequisite CMB 320)
2) AMB 420	Financial Statement Analysis	(4 units, Prerequisite CMB 330)
3) AMB 430	Organizational Behavior and Leadership	(4 units, Prerequisite CMB 340)
4) AMB 440	Consumer Behavior	(4 units, Prerequisite CMB 350)
5) AMB 450	Operations Management	(4 units, Prerequisite CMB 360)
6) AMB 460	Strategic Management	(4 units)
7) AME 410	Statistics for Business and Economics	(4 units, Prerequisite CME 320)
8) AME 420	Economic Development	(4 units)
9) AME 430	Intermediate Microeconomics	(4 units, Prerequisite CME 330)
10) AME 440	Intermediate Macroeconomics	(4 units, Prerequisite CME 340)
11) EME 450	Monetary Economics	(4 units)
12) AME 460	International Economics and Trade	(4 units)

3. Elective Major Courses (EMF, EMB, EME): 20 units

(Choose 5 Courses out of 12 subjects)

- | | | |
|-------------|---|---------------------------------|
| 1) EMF 410 | Principles of Christian Ministry | (4 units) |
| 2) EMF 420 | Comparative World Religions | (4 units, Prerequisite FBC 120) |
| 3) EMF 430 | Integration of Faith, Work, and Economy | (4 units) |
| 4) EMF 440 | Introduction to Missiology | (4 units) |
| 5) EMB 410 | Financial Markets and Institutions | (4 units, Prerequisite CMB 330) |
| 6) EMB 420 | Brand Management | (4 units) |
| 7) EMB 430 | IT for Effective Management | (4 units) |
| 8) EMB 440 | Business Valuation | (4 units) |
| 9) EME 410 | Labor Economics | (4 units) |
| 10) EME 420 | Behavioral Economics | (4 units) |
| 11) EME 430 | Introductory Econometrics | (4 units, Prerequisite CME 320) |
| 12) EME 440 | Economics of Strategy | (4 units) |

Graduate Programs

Master of Science in Business and Economics (MSBE)

The Master of Sciences in Business and Economics (MSBE) program aims to foster students with advanced knowledge and analytical skills at the intersection of business and economics with a faith-based approach in their workplaces and communities.

❖ 2018 Standard Occupational Classification Code: 21-2099

Program Requirements Summary

Students will be required to complete 58 quarter credit hours or units distributed as follows:

Classification	Quarter Credit Hours or Units required
Core Major Courses	32 units (8 subjects)
Electives Major Courses	16 units (4 subjects out of 10 subjects)
Research and Design of Thesis or Project	2 units (1 subjects)
Preparation and Review of Thesis or Project	2 units (1 subjects)
Thesis or Project	6 units (1 subject)
Total Requirement	58 units (15 subjects)

✂ To maintain satisfactory academic progress, students must have a Grade Point Average (GPA) of 2.0 in any given quarter.

✂ When a student chooses a Project course, the student must pass the Comprehension Test presented by the Program Director.

✂ Prerequisites for Master Degree program: If the bachelor's degree is not related to Business or Economics, student must take three (3) subjects (12 units) among the following subjects before registering for a master's program.

- 1) CMB 310 Principles of Management (4 units)
- 2) CMB 320 Principles of Accounting (4 units)
- 3) CME 310 Principles of Economics (4 units)

- | | | | |
|----|---------|---------------------------------------|-----------|
| 4) | CME 320 | Mathematics for Economics | (4 units) |
| 5) | AME 410 | Statistics for Business and Economics | (4 units) |
| 6) | AMB 460 | Strategic Management | (4 units) |

1. Core Major Courses (CMC): 32 units (8 subjects)

- | | | | |
|----|---------|---|-----------|
| 1) | CMC 510 | Managerial Accounting and Finance | (4 units) |
| 2) | CMC 520 | Marketing Management Theory | (4 units) |
| 3) | CMC 530 | Human Resource Management | (4 units) |
| 4) | CMC 540 | Operations Management Theory | (4 units) |
| 5) | CMC 610 | Advanced Microeconomics | (4 units) |
| 6) | CMC 620 | Advanced Macroeconomics | (4 units) |
| 7) | CMC 630 | Quantitative Methods for Business & Economics | (4 units) |
| 8) | CMC 640 | Strategic Decision Making | (4 units) |

2. Electives Major Courses (EMC): 16 units (4 subjects out of 10 subjects)

- | | | | |
|-----|---------|--|---------------------------------|
| 1) | EMC 510 | Investments and Portfolio Management | (4 units, Prerequisite CMC 510) |
| 2) | EMC 520 | Digital Marketing Strategies | (4 units, Prerequisite CMC 520) |
| 3) | EMC 530 | Leadership & Organizational Behavior | (4 units, Prerequisite CMC 530) |
| 4) | EMC 540 | Global and Development Economics | (4 units) |
| 5) | EMC 550 | Information Technology Management | (4 units) |
| 6) | EMC 610 | Advanced Management Science | (4 units, Prerequisite CMC 540) |
| 7) | EMC 620 | Econometrics and Data Analysis | (4 units, Prerequisite CMC 630) |
| 8) | EMC 630 | Managerial Economics and Strategy | (4 units) |
| 9) | EMC 640 | Behavioral Economics and Decision-Making | (4 units) |
| 10) | EMC 650 | Applied Economic Analysis | (4 units) |

3. Thesis Major Courses (TMC): 10 units (3 subjects)

- | | | |
|------------|----------------------------------|---------------------------------|
| 1) TMC 610 | Research and Design of Thesis | (2 units) |
| 2) TMC 620 | Preparation and Review of Thesis | (2 units, Prerequisite TMC 610) |
| 3) TMC 630 | Thesis | (6 units, Prerequisite TMC 620) |

4. Project Major Courses (PMC): 10 units (3 subjects)

- | | | |
|------------|-----------------------------------|---------------------------------|
| 1) PMC 610 | Research and Design of Project | (2 units) |
| 2) PMC 620 | Preparation and Review of Project | (2 units, Prerequisite PMC 610) |
| 3) PMC 630 | Project | (6 units, Prerequisite PMC 620) |

FACULTY

The faculty members of Pacific Mission University are composed of dedicated and highly qualified professionals with extensive experience in the fields of mission, healthcare, and business management.

Jason Lee, D.R.Ed. and MBA

Doctor of Religious Education, 2021

Lordland University (Los Angeles, CA)

Master of Business Administration, 2015

American Heritage University of Southern California (San Bernardino, CA)

Bachelor of Science in Civil Engineering, 1991

SungKyunKwan University (Seoul, S. Korea)

Abraham Nam, D.Min, MA, and M.Div.

Doctor of Ministry, 2021

Evangelia University (Anaheim, CA)

Master of Arts in Religion, 2017

Evangelia University (Anaheim, CA)

Master of Divinity, 2012

KAPC Reformed Presbyterian University & Seminary (Gardena, CA)

Bachelor of Arts in Theology, 2008

California Reformed University & Seminary (San Jose, CA)

Jason Lee, D.R.Ed. and MBA

Doctor of Religious Education, 2021

Lordland University (Los Angeles, CA)

Master of Business Administration, 2015

American Heritage University of Southern California (San Bernardino, CA)

Bachelor of Science in Civil Engineering, 1991

SungKyunKwan University (Seoul, S. Korea)

Joanne Yoon, M.Div. and MS

Master of Divinity

Fuller Theological Seminary (Pasadena, CA)

Master of Science in Education

Troy State University (Troy, AL)

Bachelor of Science in Education

University of Maryland (College Park, MD)

Nam Jin Kim, MTh and MA

Master of Divinity (MDIV), 2022 - ongoing

Grace Mission University (Fullerton, CA)

Master of Science and Religion, 2021 - ongoing

Biola University (La Mirada, CA)

Master of Theology & Master of Religious Counseling, 2024

Lordland College (Santa Ana, CA)

Bachelor of Arts in Theology, 2021

Grace Mission University (Fullerton, CA)

Music & English, 1998

Los Angeles City College (Los Angeles, CA)

Bachelor of Science, 1992

Kyungnam University (Masan, S. Korea)

Charlie C. Hahn, O.M.D. and MSAOM

Oriental Medical Doctor, 2006

South Baylo University (Anaheim, CA)

Master of Science in Acupuncture and Oriental Medicine, 2003

South Baylo University (Anaheim, CA)

Bachelor of Science in Chemical Engineering, 1992

Ajou University (Suwon, Korea)

Kyoung H. Lee, Ph.D. and MSAHM

Ph.D. in Oriental Medicine, 2008

American Liberty University (Anaheim, CA)

Master of Science in Acupuncture and Herbal Medicine, 2006

South Baylo University (Anaheim, CA)

Bachelor of Sciences in Computer Sciences, 1985

Korea Open University (Seoul, S. Korea)

Dae Y. Kim, D.A.O.M. and MSAHM

Doctor of Acupuncture and Oriental Medicine, 2008

South Baylo University of Acupuncture and Herbal Medicine (Anaheim, CA)

M.S. in Acupuncture and Herbal Medicine, 2006

South Baylo University (Anaheim, CA)

Bachelor of Arts in Philosophy and Trade, 2001

Kon-Kuk University (Seoul, S. Korea)

Steven Y. Kim, Pharm.D. and MSOM

Doctorate of Pharmacy, May 1996

University of Southern California (Los Angeles, CA)

Master of Science in Oriental Medicine, March 2003

Southern California University, SOMA (Los Angeles, CA)

Bachelor of Science in Psychobiology, June 1992

University of California, Riverside (Riverside, CA)

IL S. LEE, Ph.D.

Ph.D. in Business and Economics Administration, 1998

Myongji University (Seoul, S. Korea)

M.A. in Business and Economics Administration, 1993

Myongji University (Seoul, S. Korea)

B.A. in Business Administration, 1985

Jeonbuk National University (Jeonju, S. Korea)

Myungki Cha, Ph.D., Tax Attorney, and CPA

Ph.D. in Business Administration, 2016

Sogang University (Seoul, S. Korea)

Master of Law, 2019

University of Southern California (Los Angeles, CA)

Master of Tax Studies, 2010

Hongik University (Seoul, S. Korea)

B.A. in Business Administration, 1994

Sogang University (Seoul, S. Korea)

Bog Ja Jo, MBA and MA

Master of Science in Marketing, 2012

California International Business University (San Diego, CA)

Master of Arts in Educational Science, 2007

Kunsan National University (Kunsan, S. Korea)

B.A. in Educational Science, 2001

Korea National Open University (Seoul, S. Korea)

Alison S. Han, MBA

Graziadio School of Business Management, 2002

Pepperdine University (Malibu, CA)

Bachelor of Arts in Graphic Communications, 1999

San Francisco State University (San Francisco, CA)

Shawn S. Lee, MBA

Master of Business Administration, 2024

Western Covenant University, (San Diego, CA)

Bachelor of Arts in Business Economics, 2021

University of California, Irvine (Irvine, CA)

Jennifer I. Lee, MBA and CPA

Master of Business Administration, 2011

California University of Management and Sciences (Anaheim, CA)

Bachelor of Business Administration with a focus in Accounting, 2007

Wonkwang University (Iksan, Korea)

COURSE DESCRIPTIONS

Bachelor Degree Courses

General Education Courses

Faith-Based Courses (FBC)

FBC 110 Introduction to Bible (4 units)

This course is an introductory exploration of the historical context and literary styles of the Old and New Testaments. Students will be able to explain ways in which God intervenes in time and space, and how this worldview is supported by the inspired Scriptures.

FBC 120 Introduction to Religion (4 units)

This course is designed to acquaint the basic concepts in the academic study of religion, the approaches to the study of religion and the purposes of religion in the lives of individuals and human community. Topics include a basic issues and concepts in religion within the cultural and social contexts.

FBC 210 Introduction to Christian Leadership (4 units)

This course is an analysis of the tasks, styles, and models of leadership, giving special emphasis to the biblical guidelines and church context of Christian leadership. In this modern epoch, Christian leadership is a subject terribly trivialized. Leadership that is distinctively Christian is examined in the course through biblical, theological, historical, and practical analysis.

FBC 220 Faith and Leadership in Business (4 units)

This course explores the concept of faith and leadership and the different models of leadership which can be employed in organizations. It also examines the skills of effective leaders, the importance of context for leaders. Topics may include leader as individual, team leadership, leading change, and creating vision and strategic direction.

College English Courses (CEC)

CEC 110 Interpersonal Communication (4 units)

This course focuses on the theory and the practice of interpersonal communication with an emphasis on one-on-one communication in family, social, and work environments. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict

CEC 120 Public Speaking (4 units)

This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety. This course includes instruction and practice in the various forms of public address and the techniques for orally presenting ideas clearly, concisely, and coherently.

CEC 210 Composition and Technical Writing (4 units)

This course is designed to improve writing skills by learning how to combine and form correct sentences, types and formats of paragraphs, learn how to improve dialog writing, learn strategies to use to proofread and edit writing, and learn how to increase the effectiveness of writing by avoiding poor phrasing.

CEC 220 Advanced Reading (4 units)

This course is designed to improve students' critical reading and thinking skills, increase analytical, inferential and evaluative comprehension, and expand vocabulary skills. This course also provides training and practice in reading college level texts, opportunities for reading, and sharing of information.

Humanities and Social Science Courses (HSC)**HSC 110 Fundamentals of Philosophy (4 units)**

This course introduces the main areas of concentrates on concepts and issues such as nature of value, duty, right and working, the good life, human rights, social justice and, applications to selected problems of personal and social behavior. Topics include epistemology, philosophy of science, philosophy of mind, political philosophy, moral philosophy, and metaphysics.

HSC 120 Introduction to Sociology (4 units)

This course is an overview of the discipline of sociology and introduces students to the complex and dynamic social world. Topics focus on several important sociological topics, including socialization, the nature of culture, the social construction of knowledge, social organization, personality development, institutions, inequality, race and ethnic relations, poverty, and political sociology.

HSC 210 General Psychology (4 units)

This course introduces to students the fundamental principles of psychology and the major subjects of psychological inquiry. Topics include the brain and neuroscience, behavioral genetics, cognitive and social development, perception, learning, memory, decision-making, language, consciousness, emotions, motivation, psychological disorders, social identity, interpersonal interactions and group and cultural processes.

HSC 220 History and World Cultures (4 units)

World History course provides students with a comprehensive, intensive study of major events and themes in world history geared toward preparing the students for the academic rigors of college. Also, this course is a general study of diverse world cultures. Topics include cultural practices, social structures, religions, arts, and languages.

Mathematics and Analytical Skills Courses (MAC)**MAC 110 College Algebra (4 units)**

This course provides an understanding of algebraic concepts, processes and practical applications. Topics of study include algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants.

MAC 120 Introduction to Statistics and Research (4 units)

This course introduces students to the fundamentals of statistics and behavioral research methodology. Topics include principles and characteristics of theories and methodologies relevant to research in the field, introduction to methods of statistical description and analysis, and graphical presentation of data.

MAC 210 Fundamentals of Business (4 units)

This course provides business functions, methods of business operation, types of business ownership, and the role of business organizations in contemporary society. Topics include business formation and practices, small business management, market dynamics, competitive strategies, business plan writing, business ethics, and social responsibility.

MAC 220 Introduction to Economics (4 units)

This course provides the fundamentals of economics such as economic institutions, history, principles, and relationship between private and public sectors of the U.S. economy. Topics include markets work, GDP, Federal Reserve System, property rights, markets, business organizations, labor unions, money and banking, trade, and taxation.

Major courses**CMB 310 Principles of Management (4 units)**

This course presents a thorough and systematic coverage of management theory and practice. Topics focus applications of management theories to practical problems in planning, organizing, and controlling business activity, and managerial responsibility for effective and efficient achievement of goals.

CMB 320 Principles of Accounting (4 units)

This course is designed to introduce students to accounting principles, practices and techniques. Topics cover the accounting cycle, financial statements, control of cash, inventories, plants assets, current liabilities, and payroll accounting.

CMB 330 Financial Management (4 units)

This course provides an introduction to the concepts and techniques employed to manage the financial resources of the firm. Topics include time value of money, stock and bond valuation, capital budgeting, efficient capital markets, capital structure, working capital management and dividend policy.

CMB 340 Human Resources Management (4 units)

This course will cover the broad range of topics associated with HR management from the perspective of the HR professional, the manager, and the employee. It will also serve to familiarize students who hope to become managers or team leaders during their careers with some of the issues they will have to deal with, such as staffing, motivating, and developing team members.

CMB 350 Marketing Management (4 units)

This course provides an overview of marketing processes and marketing principles. Topics include new product development, market research and demand assessment, promotion, advertising, pricing, distribution, global and internet marketing.

CMB 360 Management Sciences (4 units)

This course is an application of quantitative techniques to managerial decisions. Topics include linear programming, decision theory, applications of probability, forecasting, transportation problems, and simulation.

CME 310 Principles of Economics (4 units)

This course provides an understanding of basic economic concepts, theories and principles. The focus of this course is how and why markets work, why they may fail to work, and the implications for social policy of both their successes and failures.

CME 320 Mathematics for Economics (4 units)

This course is designed to provide the appropriate tools for study in the mathematics for economics. Topics covered algebra and multivariate calculus applied to advanced economic problems. Also covers unconstrained and constrained optimization, formal models of market equilibrium, and models of economic dynamics in continuous and/or discrete time.

CME 330 Introduction to Microeconomics (4 units)

This course is concerned with the analysis of economic phenomena from the perspective of the individual. Topics include demand and supply analysis, the theory of consumer behavior, the theory of the firm, market structures and resource allocation, and resource price-employment determination.

CME 340 Introduction to Macroeconomics (4 units)

This course is considered the basic tools of economic theory used to study markets, individual consumer behavior, and the behavior of firms. Topics include the determination of output, unemployment, inflation, determinants of growth, interest rates, monetary and fiscal policies, exchange rates, and international economic issues.

CME 350 Public Policy and Economics (4 units)

This course is designed to analyze the impact of public policy on the allocation of resources and the distribution of income in the economy. Topics include income distribution, welfare programs, taxation and tax reform, government debt, market failures, Social Security, unemployment insurance and health insurance.

CME 360 Comparative Economic Systems (4 units)

This course will introduce students to the new and evolving field of comparative economics that has emerged from the transition experience and the economics of transition. Before the economics of transition, comparative economics was devoted mostly to the comparison of capitalism and socialism, and in practice mostly to the study of socialist economic systems.

Advanced Major Courses (AMC / AME)**AMB 410 Financial Accounting (4 units, Prerequisite CMB 320)**

This course is designed to understand the fundamentals of financial accounting from the ground up. Topics cover a balance sheet, income statement, and cash flow statement, analyze financial statements, and calculate and interpret critical ratios. Students will also learn the role of managerial judgment in choosing accounting estimates and methods.

AMB 420 Financial Statement Analysis (4 units, Prerequisite CMB 330)

This course integrates key concepts from accounting, finance, economics, and business strategy and applies them to financial decision-making. This course provides also a framework for analyzing a firm's past performance, estimating its future performance, and valuing its equity.

AMB 430 Organizational Behavior and Leadership (4 units, Prerequisite CMB 340)

This course is to identify principles and challenges related to organizational behavior at the levels of individual, team and organization and utilize organizational behavior theories, frameworks, principles and tactics, make recommendations to improve individual, team, or organization performance.

AMB 440 Consumer Behavior (4 units, Prerequisite CMB 350)

This course introduces students to marketing concepts and theories developed in the behavioral and economic sciences such as cultural anthropology, psychology, social-psychology, and sociology. Topics include principles of learning, motivation, personality, perception, communication, culture, and group influence.

AMB 450 Operations Management (4 units, Prerequisite CMB 360)

This course is an introduction to the concepts, principles, problems, and practices of operations management. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management.

AMB 460 Strategic Management (4 units)

This course focuses to provide strategic thinking by learning the concepts, models, and tools of strategic analysis and by applying them to actual competitive situations. This course analyzes the sources of competitive success among firms and develops knowledge and skills necessary to effectively analyze and formulate strategy.

AME 410 Statistics for Business and Economics (4 units, Prerequisite CME 320)

This course is designed to understand the business and economic application of descriptive and inferential statistics. Topics cover the meaning and role of statistics in business and economics, frequency distributions, graphical presentations, measures of central tendency and dispersion, probability, discrete and continuous probability distributions, inferences pertaining to means and proportions, and regression and correlation, time series analysis, and decision theory.

AME 420 Economic Development (4 units)

This course is designed to evaluate theories of economic development and scrutinizes empirical evidence to understand key features of the economic development processes across countries. Topics include analytical frameworks, grounded in economic theory, the determinants of factor accumulation by individuals, firms and societies, and productivity and efficiency of resource allocation across activities and time.

AME 430 Intermediate Microeconomics (4 units, Prerequisite CME 330)

This course provides an introduction to consumer choice, the theory of the firm and general equilibrium models, with an overview of the main results and tools used in these subjects, both directly and indirectly as used in a variety of fields. Topics include analysis of consumer and producer decisions, partial and general equilibrium analysis, insurance, the welfare theorems and failures of these theorems.

AME 440 Intermediate Macroeconomics (4 units, Prerequisite CME 340)

This course develops the tools of modern macroeconomic theory in the context of the global economy and explains the determination of aggregate output, employment and prices, the tools of monetary and fiscal policy used by governments to fight inflation and unemployment and to promote growth in the economy.

EME 450 Monetary Economics (4 units)

This course is the study of monetary and financial variables in the economy, such as money, financial institutions and markets, interest rates, foreign exchange and the price level, and their determinants and interactions.

AME 460 International Economics and Trade (4 units)

This course is to provide a thorough analysis of modern trade theory, trade policy, and its welfare implications. Topics include factor movements, imperfect markets, and the effect of trade on wages and income distribution.

Elective Major Courses (EMF, EMB, EME)**EMF 410 Introduction to Missiology (4 units)**

This course is designed to guide the student through an in-depth study of the biblical, historical, cultural, and strategic perspectives regarding the missionary. The course content includes biblical foundations for missions, theology of missions, history of missions, dynamics of cross-cultural adaptation and communication, and encountering world religion.

EMF 420 Principles of Christian Ministry (4 units)

This course is to introduce students to the philosophical and theological aspects of ministry. The primary thrust of the course is to help students develop a practical approach and skills which will enable them to function as under shepherds in various ministry settings.

EMF 430 Comparative World Religions (4 units, Prerequisite FBC 120)

This course provides an introduction to the academic and comparative study of the world's religious traditions. Topics include a framework for a liberal arts education, exploring subjects like

science, psychology, literature and culture in relationship to various world religions such as Buddhism, Hinduism, Judaism, Christianity and Islam, including their history and development.

EMF 440 Integration of Faith, Work, and Economy (4 units)

This course provides an introductory survey of scriptural, historical, and theological understandings of Stewardship and Economics. Special emphasis will be given to the church's role in enabling systems of human flourishing, and the Christian Minister's responsibility for stewardship in personal and ministry life.

EMB 410 Financial Markets and Institutions (4 units, Prerequisite CMB 330)

This course provides an overview of the main features of financial markets and institutions in the United States, including interest rates and rates of return and how they are determined. It also covers securities traded on the U.S. financial markets including bonds, stocks, and derivatives and discusses how financial institutions, especially commercial banks work, along with the role of government in regulating financial markets and institutions.

EMB 420 Brand Management (4 units)

This course provides insights and experience in strategic brand management. Topic covers a brand strategy, brand portfolio strategies, evaluating strategic options, advertising creative development, and understanding Marketing's role and accountabilities in brand and strategy decision-making.

EMB 440 IT for Effective Management (4 units)

This course provides a general understanding of information technology (IT) and how IT is used in organizations. Topics include strategic use of IT, computer security and ethics, IT infrastructure including hardware/software and networking, organizing data, and systems development and implementation.

EMB 450 Business Valuation (4 units)

This course examines the various techniques used to evaluate businesses from a theoretical and practical standpoint. Topic covers cost, price, value, valuation, evaluation, free cash flow, and different types of value, are explained.

EME 410 Labor Economics (4 units)

This course is designed to define key concepts related to labor markets and to explain the optimization process behind labor supply and demand, analyze labor market equilibria and welfare programs. Topics will cover include education and training, labor supply and welfare programs, migration, minimum wages and discrimination.

EME 420 Behavioral Economics (4 units)

This course review some of the most standard models in economics such as utility maximization, expected utility theory, and discounted utility, and discuss evidence from the lab and field on how human behavior systematically departs from these models. Topics include deviations from the standard neoclassical model in terms of preferences, beliefs and learning, decision making, and market reactions to such deviations.

EME 430 Introductory Econometrics (4 units, Prerequisite CME 320)

This course reviews the theoretical and the practical aspects of statistical analysis, focusing on techniques for estimating econometric models of various kinds and for conducting tests of hypotheses of interest to economists.

EME 440 Economics of Strategy (4 units)

This course is designed to provide a working knowledge of the economic principles that bear most directly on the strategic decisions that firms make. The course integrates insights from industrial organization and strategy research while building upon a strong theoretical and empirical foundation.

Intensive English Program (IEP): non-credit course

The IEP class is a non-degree and non-credit program especially designed for students whose native language is not English. It aims to provide intensive English language learning to proceed with the degree program. The student who has satisfactorily completed this class requirements and obtain the minimum score (70 %) of English proficiency test is given an advance to a degree program. This course is allowed up to two (2) quarter courses.

Master Degree Courses**Core Major Courses (CMC)****CMC 510 Managerial Accounting and Finance (4 units)**

This course will help you understand how managers use accounting information for planning, performance evaluation, and decision-making purposes. Topics include job costing, activity-based costing, process costing, cost-volume-profit analysis, variable costing, segment reporting, operational budgeting, variance analysis, differential analysis, capital budgeting, analyzing cash flows, and financial statement analysis.

CMC 520 Marketing Management Theory (4 units)

This course provides marketing phenomena to develop the major principles and techniques of marketing management. Topics include buyer behavior, demand estimation, market segmentation, and brand strategy, including pricing, distribution channels, advertising, and sales force management.

CMC 530 Human Resource Management (4 units)

This course provides an overview of Human Resources Management theory and HR managers' contributions to accomplish organization goals through employee performance and satisfaction. A variety of topics that influence HR Management are addressed, which include legal/ethical principles, staffing, pay, training and development, empowerment, health and safety, and conflict resolution.

CMC 540 Operations Management Theory (4 units)

This course is concerned with the systematic design, management, and improvement of the processes that transform inputs into finished goods or services. Topics cover distribution systems, customer choice models, assemble-to-order systems, short life-cycle product management, and forecast evolution models.

CMC 610 Advanced Microeconomics (4 units)

This course provides an overview of major theoretical contributions using microeconomic theory along with an introduction to dynamic optimization. Topics include a sense of different fields in microeconomics such as labor, health, industrial organization, international trade, economic development, urban economics, and more.

CMC 620 Advanced Macroeconomics (4 units)

The course is designed to undergraduates their way around the professional, highly technical literature, to provide a sketch of approaches and positions on issues of macroeconomic policy and theory. Topics cover monopoly power, nominal rigidity, financial market frictions, labor market imperfections, producer entry dynamics, heterogeneity across agents, and more.

CMC 630 Quantitative Methods for Business & Economics (4 units)

This course is to provide the fundamental mathematical tools and methods used for business and economic analyses. Topics include single- and multi-variable functions, matrix algebra, equilibrium analyses, optimization theory, and their applications in business and economics.

CMC 640 Strategic Decision Making (4 units)

This course is designed to develop an understanding and appreciation for the concepts of strategic decision making in the perspective of global markets. Topics include a set of analytical tools, skills in analyzing, evaluating, formulating, implementing competitive strategies, and regression analysis, time series, risk and decision analysis.

Electives Major Courses (EMC)

EMC 510 Investments and Portfolio Management (4 units, Prerequisite CMC 510)

This course is designed to provide a sound foundation for the fundamental concepts in investments. Topics cover the empirical evidence on the behavior of stock prices, the extent of financial markets, portfolio management and performance evaluation, and elements of international finance.

EMC 520 Digital Marketing Strategies (4 units, Prerequisite CMC 520)

This course explores omni-channel digital marketing and brand strategy, channels, platforms in today's marketplace. Topics include the concepts, theories, and issues in digital marketing, the key technologies and strategies used by firms in digital advertising, the key metrics in web and social media analytics, and the digital marketing strategies of companies.

EMC 530 Leadership & Organizational Behavior (4 units, Prerequisite CMC 530)

This course is designed to provide a conceptual and empirical understanding of the process of human behavior in organization. The course also provides fundamental tools from the behavioral and social sciences that will improve your ability to analyze organizational dynamics and to take robust action.

EMC 540 Global and Development Economics (4 units)

This course is designed to overview of various aspects of global economy within the field of economic geography and its linkages to related issues of resources, development, international business and trade. Topics include human capital, labor markets, credit markets, land markets, firms, and the role of the public sector.

EMC 550 Information Technology Management (4 units)

The course is designed to highlight an organization's competitive advantage through information system development methodologies and the impact of information technologies on the organization's funding and human resources. Topics cover the relationship between organizational structure, processes, and emerging technologies in business intelligence that uses tools such as online analytical processing, data mining, business performance management, predictive and data analytics, big data, and informatics.

EMC 610 Advanced Management Science (4 units, Prerequisite CMC 540)

This course explores quantitative methods and application to management problems. Topics include analysis and solution of management problems such as sensitivity analysis, simulation, decision theory, linear and integer programming, transportation, assignment, and decision-making under uncertainty.

EMC 620 Econometrics and Data Analysis (4 units, Prerequisite CMC 630)

This course provides a comprehensive overview of data management, exploring, and analysis. It is designed to serve as a bridge between economic theory, statistics/econometrics, and practical work. Topics include forecasting methods, forecast ensembles and averaging, time-series methods.

EMC 630 Managerial Economics and Strategy (4 units)

This course introduces concepts relevant to the design of institutions and organizational incentives that improve business practice. Topics include costs, demand, pricing, market structure, market equilibrium, and strategic interaction.

EMC 640 Behavioral Economics and Decision-Making (4 units)

The course is designed for recent topics in behavioral economics, with an emphasis on applications to other fields of economics. Topics include deviations from the standard neoclassical model in terms of preferences such as time and risk preferences, reference dependence, and social preferences, beliefs and learning such as overconfidence, projection bias, and attribution bias, and decision making such as cognition, attention, framing, and persuasion

EMC 650 Applied Economic Analysis (4 units)

The course is designed for overview of economics and economic models. Several economic models are developed that examine issues relevant to managerial decisions. Topics include the basics of profit maximization and profit-maximizing responses to factors outside the firm's control, the proper environment within the firm, and profit maximization.

Thesis Major Courses (TMC)**TMC 610 Research and Design of Thesis (2 units)**

This course focuses to provide a thorough understanding of the interdisciplinary research process of thesis for graduation requirements. Topics include the nature of science, methods of scientific inquiry, and the application of scientific information in society. Student will design, establish, and formalize the draft thesis.

TMC 620 Preparation and Review of Thesis (2 units, Prerequisite TMC 610)

This course aims to prepare the student prior to undertaking the thesis (MR 624). This course involves the procedural guidelines involved in thesis writing including required citation formats. The thesis advisor reviews draft thesis proposal.

TMC 630 Thesis (6 units, Prerequisite TMC 620)

This course aims the process of developing the final thesis pursuant to the guidelines for graduation requirements. The final thesis paper is then endorsed by the academic advisor for approval of the academic dean.

Non-Thesis Option**Project Major Courses (PMC)****Comprehensive Examination: non-credit course**

The objectives of the comprehensive examination are 1) to give students an opportunity to demonstrate their ability to organize and synthesize knowledge developed throughout the program, 2) to test knowledge in specific subject areas, 3) to test the ability to establish and defend positions on current issues, trends, and problems in information and library studies.

The comprehensive examination requires each student candidate, who chooses this non-thesis end-of program assessment, to write a research paper (Project courses). The examination is designed to test mastery of a body of knowledge, not merely recall of specific factual data.

PMC 610 Research and Design of Project (2 units)

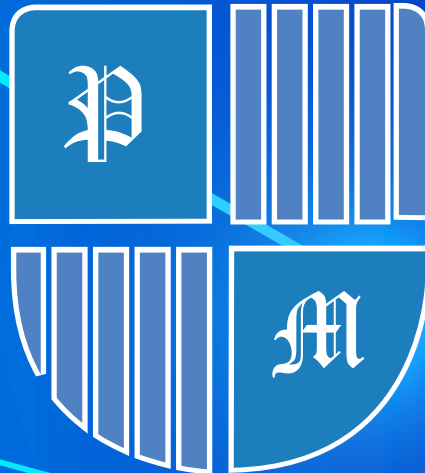
This course focuses to provide a thorough understanding of the interdisciplinary research process of project for graduation requirements. Topics include the nature of science, methods of scientific inquiry, and the application of scientific information in society. Student will design, establish, and formalize the draft project.

PMC 620 Preparation and Review of Project (2 units / Prerequisite PMC 610)

This course aims to prepare the student in setting up preliminary procedures prior to undertaking the written project (MR 614). This course involves the procedural guidelines involved in project writing including required formats. The project advisor reviews draft project proposal.

PMC 630 Project (6 units / Prerequisite PMC 620)

This course aims the process of developing the final project pursuant to the guidelines for graduation requirements. The final project paper is then endorsed by the academic advisor for approval of the academic dean.



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