

DISCLAIMER

HANBIT UNIVERSITY has made every reasonable effort to ensure the accuracy of this catalog at the time of publication. The University reserves the right to make changes to courses, programs, requirements, policies, procedures, and other matters when necessary and in accordance with applicable laws and accreditation requirements. When appropriate, students will be notified of significant changes.

MAIN CAMPUS

40 Technology Pkwy, S. Suite 202
Peachtree Corners, GA 30092

INSTRUCTIONAL SITE

3371 N. Berkeley Lake Rd
Duluth, GA 30096

Phone: 678-232-9936

Web: www.hanbit.edu

Email: info@hanbit.edu

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GENERAL INFORMATION

VISION STATEMENT

HANBIT UNIVERSITY strives to be a state-of-the-art educational organization and career- readiness model in the State of Georgia and beyond and will be recognized as an exemplary model for the integration and translation of inter-professional knowledge into the preparation of exceptional scholars and healthcare professionals.

MISSION STATEMENT

HANBIT UNIVERSITY is a Christian-based institution of higher education that empowers, engages, trains, and educates productive, competent, and ethical professionals for successful careers in healthcare and business.

INSTITUTIONAL OBJECTIVES

HU accomplishes its mission by pursuing the following objectives:

1. Produce graduates with the competency to pass licensing examinations and become licensed healthcare professionals.
2. Equip students with the knowledge and skills necessary to gain employment in business organizations.
3. Develop students' creative, critical, ethical, and logical thinking to solve problems and make decisions.
4. Demonstrate academic excellence by continuously evaluating our programs, our services, and students' learning.
5. Recruit and develop qualified faculty and staff who provide effective academic and support services that foster student persistence and success.

CORE VALUES

All members of HANBIT UNIVERSITY community embody the intention of improving lives exponentially by supporting health and well-being through our daily actions. The core values that drive HANBIT UNIVERSITY are:

- Excellence in Teaching, Research, Scholarship and Management
- Respect for Diverse Societies and to Fight for Justice
- Commitment to Life-Long Learning and Teaching
- Effective Career Development Opportunities

ETHICAL STANDARDS

Policy

The Ethical Standards at HANBIT UNIVERSITY express ethical principles and guidelines for the conduct of all HANBIT UNIVERSITY employees. All employees, including Administrators, faculty, and staff, should be familiar with the standards, understand their application to their position, and conduct and adhere to their principles. HANBIT UNIVERSITY subscribes to the following ethical principles:

- **Transactions:** The University's transactions are to be conducted with honesty, transparency, fairness, professionalism, and in compliance with the law.

- **Contracts:** University contracts shall not be awarded on the basis of personal favoritism, nepotism, political considerations or based on any other consideration that is extraneous to the merits of the contemplated transaction.
- **Confidentiality:** Employees must maintain the confidentiality of confidential information entrusted to them, except when disclosure is authorized by an appropriate officer of the University or required by law.
- **Compliance with the Law:** When conducting the affairs of the University, employees must comply with all applicable laws, rules, and regulations.
- **Timely and Truthful Public Disclosures:** Employees involved in the preparation of financial documents, public communications, and other documents are required to make disclosures that are complete, accurate, and timely.
- **Gifts:** Employees must never accept any gift or benefit that might influence their decisions on the job.
- **Misrepresentations:** Employees will not engage in conduct which constitutes a substantial misrepresentation of the University, including the nature of its educational programs, financial charges, or the employability of its graduates.

Reporting Violations

HANBIT UNIVERSITY strongly encourages all faculty, administrators, staff, and students to report suspected or actual wrongful conduct by HANBIT UNIVERSITY employees. No individual who makes a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

STATEMENT OF FAITH

- We believe that the Bible was inspired of God, hence free from error. It constitutes the only infallible guide in faith and practice.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ, born of a virgin, is God come in the flesh.
- We believe that man, by disobeying God, is by nature sinful and can be saved by grace through faith alone in Jesus Christ.
- We believe that Jesus Christ lived a sinless life, voluntarily died to atone for our sins, rose from the dead in the same body, ascended bodily into heaven, and will come to earth again in the Second Advent.
- We believe that Satan exists as a malevolent being who acts as tempter and accuser, for whom Hell, the place of eternal punishment, was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

ACCREDITATION AND APPROVALS

TRACS

HANBIT UNIVERSITY is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accreditation Status as a Category IV institution by the TRACS Accreditation Commission on October 25 2023. This status is effective as of January 1, 2024, and is good for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

ACAHM

The following programs offered by HANBIT UNIVERSITY are pre-accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture
- (2) Master of Acupuncture with a Chinese herbal medicine specialization

The programs listed above are not accredited by ACAHM to offer courses via distance education.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

Accreditation status and notes may be viewed on the [ACAHM Directory](https://acaahm.org).

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; <https://acaahm.org>

Public Disclosure Statement Effective as of 19 March 2026

GNPEC

HANBIT UNIVERSITY is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

SEVP

HANBIT UNIVERSITY is approved by the Student and Exchange Visitor Program (SEVP), which authorizes HU to issue I-20 forms to international non-immigrant students enabling them to apply for F-1 student visas.

HISTORY

HANBIT UNIVERSITY is a Christian-based independent institution of postsecondary education located in Duluth, Georgia. The University was established in October 2015 in Duluth, Georgia, for the primary purpose of preparing students with the knowledge and professional skills to become acupuncture and/or oriental medicine practitioners. Since its inception, HU has worked diligently to achieve academic excellence and successfully manage its steady growth by keeping abreast of national and local developments and goals.

2016: HANBIT UNIVERSITY is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to operate in the State of Georgia and offer postsecondary education programs.

2017: HANBIT UNIVERSITY obtains authorization from the Student and Exchange Visitor Program (SEVP) to issue Form I-20 and enroll eligible international students in F-1 status.

2021: The title of the University's graduate acupuncture program is changed to Master of Acupuncture with a Chinese Herbal Medicine Specialization.

2021: HANBIT UNIVERSITY opens a remote site in Duluth, Georgia, in response to growing interest in its programs in the area.

2022: HANBIT UNIVERSITY is granted Candidate Status as a Category IV institution by the Transnational Association of Christian Colleges and Schools (TRACS).

2024: HANBIT UNIVERSITY is granted Accredited Status as a Category IV institution by the Transnational Association of Christian Colleges and Schools (TRACS).

2024: TRACS approves HANBIT UNIVERSITY's Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM), Bachelor of Business Administration (BBA), Bachelor of Information Technology (BIT), and English as a Second Language (ESL) programs.

2024: The Master of Acupuncture (MAc) and Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM) programs are granted Pre-Accreditation Status by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

2025: TRACS approves HANBIT UNIVERSITY's Master of Acupuncture (MAc), Doctor of Acupuncture (DAc), Doctor of Acupuncture and Herbal Medicine (DAHM), and Master of Business Administration (MBA) programs.

FACILITIES

The physical plant of HANBIT UNIVERSITY occupies an area of 4,000SF and contains rooms for instruction, administrative office space, library, common area, patient treatment, hands-on massage training, etc. Each room contains the appropriate equipment and materials crucial for the training and learning process. In addition to technological equipment, such as computers, Wi-Fi, and large flat screen TVs, the campus makes other practical resources available to students and faculty, including a herbal pharmacy, massage beds, treatment materials, and a fully equipped and operational clinic.

HANBIT UNIVERSITY is located in Peachtree Corners, Georgia, a city in Gwinnett County. Peachtree Corners is part of the Atlanta metro area, specifically 27 miles northeast of Atlanta, Georgia. The city is home to many museums and is well-known for its distinctive parks, crowd-pleasing events, and multiple recreational opportunities. Nearby attractions include Stone Mountain Park, Interactive Neighborhood for Kids, and other major attractions located in the city of Atlanta such as CNN, The World of Coca Cola, Centennial Olympic Park, the Georgia Aquarium, The King Center, Six Flags over Georgia, Piedmont Park, and Fox Theatre.

HANBIT UNIVERSITY facilities are operated in full compliance with federal, state, and local ordinances and regulations, including health, fire, and ADA requirements. OSHA compliance is strictly monitored, and all staff and students are trained in, and adhere to OSHA standards. All required inspection reports and permits are kept on file. The university's insurance policies include liability, malpractice, and fire. In addition, all faculty, staff, and students are familiar with the campus safety and emergency procedures, which are published in the university catalog. This allows the university to provide a safe and healthy environment to support student learning.

HOURS OF OPERATION

The administrative services of HANBIT UNIVERSITY are available from 9:00AM to 6:00PM, Monday through Friday. No classes are held, and no administrative offices are open on the holidays listed on the Academic Calendar.

NON-DISCRIMINATION STATEMENT

HANBIT UNIVERSITY considers students, employees, applicants for admission or employment, and those seeking access to university programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law.

ADMISSION INFORMATION

GENERAL ADMISSION POLICIES

HANBIT UNIVERSITY establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. The University admits students to its programs regardless of race, color, national origin, disability, sex, or age. The University administers its educational policies and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws.

GRADUATE ADMISSIONS

Applicants for admission must have earned a Bachelor's degree with a minimum 2.0 cumulative GPA from an institution that is accredited by any accrediting agency recognized by the U.S. Department of Education.

Admission Requirements

1. \$100.00 application fee.
2. Completed Application for admission
3. Two (2) Letters of Recommendation
4. Official Academic Transcripts from each college of university attended. These Official Transcripts must be sent from the sending institution directly to the HANBIT UNIVERSITY Office of Admissions.
5. Two Passport-size color photographs
6. Resume or curriculum vitae listing previous occupations, positions held, previous education, with start and finish dates.
7. Personal essay one page in length detailing your desire to be East Asian Medicine practitioner
8. Signed HANBIT UNIVERSITY Statement of Faith
9. Interview with the Program Director.

UNDERGRADUATE ADMISSIONS

Applicants for admission must possess a high school diploma or its equivalent at the time of admission.

Admission Documentation Guidelines

- Applicants should have high school completion or equivalent and provide the school's name, city, state, and year of graduation.
- First-time freshman must submit the official high school transcript (or equivalent). In some cases, the admission decision may take into consideration high school GPA and other academic performance indicators to determine appropriate action that will lead to student success while enrolled in a program at HANBIT UNIVERSITY.
- Transfer students with less than twelve (12) semester hours completed successfully at a post-secondary institution must submit the official high school transcript (or equivalent) and transcripts from previously attended post-secondary institutions, where transfer credit is considered.
- Transfer students who have successfully completed 12 semester hours from a post-secondary institution must submit official transcripts from previously attended post-secondary institutions.

Admission Requirements

- a) The student must have completed a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution:
 - i. accredited by an agency recognized by the U.S. Secretary of Education, or
 - ii. in the United Kingdom, Australia, Canada (except Quebec), New Zealand, Ireland, or any other

- country where English is the official language.
- iii. In all cases, English must have been both the language of instruction and the language of the curriculum used.
- b) The student must have obtained a minimum score 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) or 6.0 on the International English Language Testing System (IELTS), Academic Format.

International Admission Requirements

- \$100.00 application fee.
- Completed Application for admission
- Mailing Fee: \$20 for domestic or \$100 for international (for I-20 to be mailed out). This fee is charged according to the destination of delivery.
- Official Academic Transcripts from each college or university attended. These Official Transcripts must be sent from the sending institution directly to the HANBIT UNIVERSITY Office of Admissions. Foreign transcripts must be submitted with a foreign transcript evaluation sent directly to HANBIT UNIVERSITY through a credential-evaluation service.
- Bank statement or affidavit of financial support: evidence of possessing financial resources to complete the academic program including mandatory bank balance statements.
- Proof of English language proficiency. Please review English language requirements.
- I-20 request form
- Copy of Passport (copy of spouse/child passport when applying for dependent(s), if applicable)
- Two letters of recommendation.
- Signed HANBIT UNIVERSITY Statement of Faith

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (USCIS). If an applicant of foreign nationality is accepted to a degree program offered by the University, an I-20 will be issued to assist the student to obtain an F-1 Student VISA. It is the applicant's responsibility and obligation to inform the University of Address Changes immediately since the University must be able to contact the student at any time; otherwise, the enrollment of the student will be suspended, as required by Federal law.

Note:

All applicable fees must accompany applications, which may be in the form of a check or money order in U. S. dollars payable to HANBIT UNIVERSITY.

All required admissions items must be submitted to the HANBIT UNIVERSITY Admissions Office and approved prior to the student's enrollment. HANBIT UNIVERSITY will issue a Form I-20 after all required items have been received and approved.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (I-901 fee) before the interview at the US Embassy. Further information can be found at www.uscis.gov.

TRANSFER CREDIT POLICY AND REGULATIONS

For evaluation of transfer credit, applicants must provide official transcripts sent directly from an accredited school to the HANBIT UNIVERSITY Office of Admissions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by an approved credentials evaluation service.

Graduate Students

To be eligible for transferring credits to the Master of Acupuncture with Chinese Herbal Medicine program HANBIT UNIVERSITY, students must have completed at least one trimester (or semester or quarter) with Master's level coursework from an institution accredited by an agency recognized by the U.S. Department of Education. Coursework completed at this level must have a grade of "C", or higher, or 2.0 on a 4.0 scale. HANBIT UNIVERSITY follows the same transfer credit policies as other Master of Acupuncture with Chinese Herbal Medicine programs. Transfer credits can be received up to 50% for Western and East Asian medicine courses, science courses, and 25% for Internships.

Transfer Credits for Graduates of Non-East Asian Medicine Programs

Students wishing to enroll in HANBIT UNIVERSITY, who have a degree in medicine, dentistry, podiatry, chiropractic, or any health care program other than from East Asian Medicine Programs, may only receive transfer credit for relevant basic science and Western medicine courses. No credit for any clinical instruction from such programs may be transferred.

Undergraduate Students

HANBIT UNIVERSITY allows transfer of credit hours for prior academic credits. Up to 75 percent of undergraduate courses can be transferred into your degree program. Up to 50 percent of certificate courses can be transferred into your certificate program.

To support a request for a transfer of credits, a student must fill out the Petition for Transfer Credit for each course and supply the registrar with the official course description (usually from the catalog of the school where the course was taken) and must assure that HANBIT UNIVERSITY receives official transcripts directly from the issuing institution.

All courses available for transfer credits are subject to course description review, comparison and analysis, and must be transferred from an institution. Approval must be obtained by the Program Director and is subject to HANBIT UNIVERSITY's residency requirement.

Evaluation Process

The Registrar and Program Director evaluate transcripts for any applicable transfer of credit. A course under consideration is evaluated for equivalency to the comparable HANBIT UNIVERSITY course.

Factors considered in determining equivalency are as follows:

1. Equivalency of core subject matter.
2. Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable HANBIT UNIVERSITY course may be transferred without additional testing or tutoring.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Credits earned at HANBIT UNIVERSITY may or may not be accepted by another institution depending on their own programs, policies, and regulations.

DENIAL OF ADMISSION AND CONDITIONAL ADMISSION

HANBIT UNIVERSITY reserves the right to deny admission to applicants who do not meet admission requirements.

Conditional admission will be granted only in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home country. In such a case, the Admissions Committee will only grant admission after a careful review of all documents and deem the application as

“Conditional”. If all requisite admissions requirements are not met by the end of the second semester of enrollment, the student may be suspended until all required documents are received by HANBIT UNIVERSITY.

In addition, applicants may be admitted conditionally, in a probationary status and enrollment may be limited in order to demonstrate their ability to successfully complete college level course work. Factors considered in admission decisions may include, but are not limited to, high school GPA, past academic performance at other post-secondary institutions, excessive course withdrawals, and other indicators of success.

Applicants who wish to appeal the admission decision have the right to do so by providing additional information to support the earned high school diploma or equivalency or supporting documentation which demonstrates extenuating circumstances during the period of substandard performance.

OFFICIAL DOCUMENTS

All documents provided to HANBIT UNIVERSITY for admission become the sole property of HANBIT UNIVERSITY and will not be returned at any time, nor is HANBIT UNIVERSITY permitted to forward them to a third party.

ACUPUNCTURE LICENSURE AND EMPLOYMENT IN GEORGIA

Licensure Disclosure Statement

In most U.S. states, becoming a licensed acupuncturist requires passing applicable NCBAHM certification examinations and graduating from a program that is accredited or pre-accredited by ACAHM.

The National Certification Board for Acupuncture and Herbal Medicine (NCBAHM) sets national standards for competency and safety in acupuncture and related fields.

Hanbit University's Master of Acupuncture (MAc) and Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM) programs have been granted pre-accreditation by ACAHM and are designed to prepare students for applicable NCBAHM certification examinations.

Licensure requirements vary by jurisdiction. In some states, additional certification in Chinese herbal medicine is required for practitioners who intend to practice Chinese herbology. Students should review the licensure requirements of the state or jurisdiction in which they intend to practice.

The tables below provide a summary of licensure determinations for the MAc and MAcCHM programs.

CATEGORY	JURISDICTIONS
Meets Requirements	Hanbit University's MAcCHM program meets the educational requirements for licensure in the states listed below* and Washington, D.C. These jurisdictions require NCBAHM certification, for which the MAcCHM program prepares students. The MAcCHM program is ACAHM pre-accredited.
	Hanbit University's MAc program meets the educational requirements for acupuncture licensure in the states listed below*. These jurisdictions require NCBAHM certification, for which the MAc program prepares students. However, Arkansas, Delaware, Florida, Massachusetts, Nevada, New Jersey, New Mexico, Ohio, Pennsylvania, Texas, Vermont, and Washington, D.C.

	require additional herbal certification for practitioners who plan to practice Chinese herbology. The MAc program is ACAHM pre-accredited.
Does Not Meet Requirements	Florida: Florida requires NCBAHM certification for acupuncture licensure. Hanbit University's program prepares students for the NCBAHM exams and meets Florida's educational requirements, except for a 60-hour injection therapy course required only for those who wish to perform injection therapy. This course is not offered by Hanbit University and must be completed at another institution after graduation.
No Licensure Required	Alabama, Oklahoma, South Dakota: No state license or registration is required; practitioners may perform acupuncture under an MD, DO, or DC license.
No Determination Made	Puerto Rico and U.S. Virgin Islands: Acupuncture licensure regulations are unclear or not standardized. Further review is needed

*AK, AR, CA, CO, CT, DE, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OR, PA, RI, SC, TN, TX, UT, VT, VA, WA, WI, WV, WY.

ACADEMIC INFORMATION

CREDIT HOURS

Federal Definition of Credit Hour

The US Department of Education definition of “credit hour,” as outlined in GEN-11-06, issued under Federal Regulation 75 FR 66832, is:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- *One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- *At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.*

HANBIT UNIVERSITY Credit Hour Equivalency

The institutionally established equivalency to the DoE definition of the credit hour at HANBIT UNIVERSITY is below. These standards apply to both undergraduate and graduate courses.

As authorized by NPEC, HANBIT UNIVERSITY operates on the trimester system. The academic year consists of a Fall, Spring, and summer trimester.

One trimester didactic unit is equivalent to fifteen (15) contact hours. One trimester clinical unit is equivalent to thirty (30) contact hours.

REGISTRATION REQUIREMENTS

Continuing students are required to register for courses each trimester by the scheduled registration deadline. The registration deadline is usually three to four weeks before the beginning of the new trimester. A late fee of \$100 is charged to those students who do not register by the posted registration deadline.

The University expects students to enroll in consecutive trimesters. Students must notify the Registrar in writing if they do not plan to register for a trimester. Students are allowed official leave of absence status for two consecutive trimesters without penalty. A student who does not register for the third consecutive trimester must apply for re-admission before continuing with studies. The student must be accepted for re-admission by the Admissions Committee and become subject to all academic and administrative policies, procedures and degree requirements in effect at the time of re-admission.

STUDY LOAD LIMITS

Students normally enroll for 9 to 18 units each trimester. A student who is maintaining a “B” grade average may be allowed to enroll in up to 22 units with the Dean’s approval. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated.

ATTENDANCE POLICIES

Classroom and Clinical Attendance

Students are expected to attend all scheduled class sessions and are required to arrive on time. Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible on the first day of absence and give an estimate of the duration of the absence. Failure to give prompt notice is considered a breach of professional etiquette. Special arrangements may be made to make up the missed classes.

Absences

All work missed due to absence or lateness must be made to the satisfaction of the instructor in order to receive credit for the course. Instructors may arrange for make-up examinations in cases of excused absence. Instructors are not required to provide make-up examinations missed due to unexcused absence or lateness and may assign a failing grade for that examination.

Clinical Absences

Unexcused absence or lateness to a scheduled clinic observation session or a scheduled internship session is considered to be a serious breach of professionalism.

Trainees must be aware that patients come to our clinic expecting to be examined and treated in a timely and courteous manner. Lateness and absence are discourtesy to patients, fellow trainees, and the clinic staff. All students with unexcused clinic absences will be required to meet with the Dean of Clinic before returning to clinic duty.

The clinic office should be notified as soon as possible after a student realizes that she/he will not be at the clinic at the scheduled time. A telephone answering machine will take calls before the office opens. In order to receive full credit for hours of clinical experience, the student must remain in the clinic for the entire assigned shift.

Students are reminded that all clinical training is enrolled by specific course registration for a specific number of academic units and not by clock hours.

Time missed due to excused absences, up to 10% of the hours assigned to that course may be rescheduled at the convenience and availability of the clinic by the Dean of Clinic. No tuition penalty shall be applied but the faculty will consider the absences in assigning a final grade to the course.

Excessive Absences

Excessive absence is defined as an excess of 20% of scheduled classroom hours in didactic course or absence in excess of 10% of scheduled clinic training hours. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Standards Committee. Failure to appear at the meeting may result in a failing grade and may also result in suspension or dismissal.

If excessive absences are classified as excused, the Committee may recommend to the instructor that make-up work be arranged, or that the student be suspended from the class without a penalty grade assigned.

Leave of Absence

A leave of absence refers to a specific time period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence.

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and eighty (180) days, including summer trimester. The twelve-month period will begin on the first day of the student's most recent Leave of Absence.

For the Leave of Absence to be approved, the student must do all of the following: provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so.

If the Leave of Absence is not approved, and the student leaves anyway, then the student is considered to have withdrawn from the University. If the student is receiving funding, this funding will be returned and/or cancelled. Upon returning, any such student previously receiving financial aid must reapply.

STANDARD FOR STUDENT ACHIEVEMENT

Students must achieve a 2.0, or "C", average to receive credit for a particular class. Students may retake any classes for which they have not achieved this passing grade at applicable standard tuition fees. Students must maintain an overall G.P.A of 2.5 or the student will be placed on academic probation. A student who falls below a cumulative grade point average of 2.5 is academically dismissed.

GRADING STANDARDS

Grade	Description	Percentage	Point Value
A	Excellent	94 – 100	4.0
A-	Excellent	90 – 93	3.7
B+	Above Average	87 – 89	3.5
B	Above Average	84 – 86	3.0
B-	Above Average	80 – 83	2.7
C+	Average	77 – 79	2.5
C	Average	74 – 76	2.0
C-	Below Average	70 – 73	1.7
D+	Below Average	67 – 69	1.5
D	Below Average	60 – 66	1.0
F	Failing	0 – 59	0.0
AU	Audit	--	--
CEM	Credit by Examination	--	--
CTR	Credit by Transfer	--	--
I	Incomplete	--	--
P	Pass	--	--
R	Repeated Course	--	--
W	Withdrawal	--	--
WF+	Administrative Withdrawal	--	--

INCOMPLETE GRADE (I)

An "I" (incomplete) grade may be given if the student was unable to complete the required academic work or was unable to take the midterm examination or the final examination at the scheduled time for just cause or justifiable excuse such as medical or family emergency. It is the responsibility of the student to explain the justifiable reason to the instructor and to determine alongside the instructor the work needed to be completed and to provide a mutually agreed upon completion date. An incomplete grade must be corrected to a passing grade within the first two weeks of the following trimester, or it will be converted to a fail (F).

Multiple incomplete grades may lead to academic probation or academic dismissal from the University.

REPEATED COURSE (R)

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 will be 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 regular published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

GENERAL GRADING POLICY

Instructors must submit final course grades to the Office of Records no later than one week after the end of the Final Examination period. All course grades submitted by an instructor are considered final. However, student may petition for a grade change or appeal as outlined in the student handbook. Any petition for a grade change due to special circumstances must come from instructors and will be considered on case-by-case basis by the Academic Standards Committee. Completion of coursework and payment of fees does not guarantee graduation from the University.

Grade Appeal Policy

HANBIT UNIVERSITY provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization. The process for grade appeals is outlined below:

Student Rights

Students shall have the right:

- a. To be informed in writing of the specific requirements of the courses in which he/she is enrolled at the beginning of the term, and to expect that course requirements will not be changed without notice.
- b. To have clear indication of his/her educational progress in those courses in which he/she is enrolled, and to know how the various assignments are weighted.
- c. To have his/her grades kept private from other students, and to have final examinations held at the appointed times.
- d. To find his/her instructors available during posted office hours or by special appointment.
- e. To have his/her instructors arrive for classes punctually.
- f. To have his/her grievances heard by the Student Grievance Committee when appropriate grounds are established for a hearing.
- g. To appear before the Student Grievance Committee when actions have been taken against said students in regard to disciplinary problems.

ACADEMIC HONESTY POLICY

HANBIT UNIVERSITY takes academic honesty very seriously. Students are reminded that they agreed to abide by the Code of Conduct when they were accepted into the University. Acts of academic dishonesty or misconduct may because for Academic Discipline proceedings, up to and including suspension or expulsion from HANBIT UNIVERSITY. Students are expected to be familiar with the full Academic Discipline Policy as detailed in the HANBIT UNIVERSITY Student Handbook. All work submitted by a student must be that student’s OWN WORK, without exception. The following list is not comprehensive;

but briefly, the following behaviors will not be tolerated:

- **Plagiarism:** A student plagiarizes if he or she gives the impression that the ideas, words, or work of another person are the ideas, words, or work of the student. Plagiarism is distinguished from inadequate and/or inappropriate attempts to acknowledge the words, work, or ideas of someone else. Committing plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other person, team, printed material, or web site.
- **Cheating:** A student is considered to be cheating if he or she does not abide by the conditions of a particular learning experience, item of assessment, or examination.
- **Collusion:** A student colludes when he or she works, without the permission of the Instructor, with another person or person to produce work which is then presented as work completed independently by the student.
- **Other Misconduct:** A student commits an act of academic misconduct when he or she inhibits or prevents other people from legitimate learning or teaching; copying work, ideas, or projects from any other person or media; allowing another person to copy answers on a quiz or test or to communicate with another person during a quiz or a test.

CLASSROOM ETIQUETTE

- Student is to be on time for class. Students can leave the classroom during the break. Entering and leaving the classroom during lecture will be considered disruptive. If student is found entering and leaving the classroom during lecture more than once, student will be asked to drop the class.
- Yelling, loud talking, extreme exposure of body, leaving the classroom during the class hour without permission are considered disruptive behavior. The first violation will be verbally warned. The second violation will be subject to withdrawal from the class.
- Rudeness of any sort will NOT be tolerated in this class. If student is rude to any of your classmates or the instructor, student will be asked to leave the room for the rest of the day.
- Student is responsible for turning in all assignments on time. Late assignments WILL NOT BE ACCEPTED nor will emailed assignments.
- Student needs to make sure to put name and student number on everything that is submitted.
- Attendance at all lectures is highly recommended, as it is student's responsibility to keep up with class work.
- If student misses class, it is student's responsibility to catch up on the material missed. The instructor is not responsible for giving student notes or going over what was discussed during the lecture.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The campus determines that students are making Satisfactory Academic Progress (SAP) when they are working to the standard expected of them as evidenced by their Grade Point Average (GPA). In order to meet HANBIT UNIVERSITY standards of Satisfactory Academic Progress, Undergraduate students are required to maintain a minimum cumulative Grade Point Average (GPA) of 2.0, equivalent to a "C" average, and Graduate student are required to maintain a minimum cumulative GPA of 3.0, equivalent to a "B" average.

Undergraduate students who do not meet the SAP standard are subject to being placed on Academic Warning status and will be required to raise their GPA to at least the required standard within one trimester. Those who fail to do so will be placed on Academic Probation status, and risk being suspended from the University.

Graduate students who fail to meet SAP standards will be automatically placed on Academic Probation and

will be required to meet with the Director of Academics and/or their major professor in order to work out a plan of action to remedy the situation.

International students who fail one or two courses in a trimester must make up the failures the following trimester (or Summer Session). International students failing three or more classes in a trimester are subject to academic discipline up to and including expulsion.

GRADE REPORTS

At the end of each course, notification of the student's academic standing and report of grades achieved while in enrollment at the University are provided to each student. Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to

the contrary has been made in advance with the administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Office of the Registrar.

COURSE POLICIES

Any student attending a course in which they are not officially registered will not receive credit for the course but will be assessed full tuition. To receive credit, the course must be repeated with proper registration and payment of tuition.

Students receiving financial aid are cautioned that a change in their enrollment could result in a change in their eligibility for aid. Students receiving financial aid must notify and receive approval from the Financial Aid Officer prior to any change in their schedule.

ADD OR DROP COURSE

Students may drop a course during the first week of a trimester without penalty and have until the second week of the trimester to add a course. An add/drop form must be used to process all add/drops with the student's name, student ID number, signature and date. Neither written notes nor phone calls are acceptable for adding or dropping a course.

All add/drop forms are subject to the approval of the Academic Dean, being signed by the Registrar and processed through the Business Office.

For dropped courses, refunds are calculated from the date the Drop Form is delivered to the Business Office. Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

COURSE WITHDRAWAL

A student may withdraw from any course up until the ninth week of the trimester. Students who withdraw from a course must repeat that course in order to receive credit.

CLINIC ENTRANCE PROFICIENCY EXAMINATION

This examination consists of separate written and practical sections, which must be passed before a student may perform any acupuncture or herbal treatment in the clinic.

GRADUATION EXAMINATION

The Written Examination is usually taken within six months of the end of the student's program. A passing grade is required for the award of the degree and for the University's recommendation to a licensing agency. All clinical proficiency examinations must be passed before the student is eligible to attempt the comprehensive.

CLINIC ENTRANCE AND GRADUATION MAKE-UP EXAMINATION

The opportunity to sit for a make-up examination is a privilege given to all students with valid excuses. Students can petition for a make-up examination by filling out a Make-Up Examination Form in the front office. The Make-Up Examination Form must have the approval of the Academic Dean and must show the student has paid for a Make-Up Examination fee in the amount of \$50.00. The Make-Up Examination fee may be waived by the instructor if student's absence from the examination is due to valid medical reasons—proof of documentation must be presented.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges and the fees, paid through attendance at the first-class session, or the seventh day after signing the Enrollment Agreement, whichever is later. A written cancellation notice must be mailed to HANBIT UNIVERSITY. The cancellation must be signed and dated; cancellation by telephone, email or absence in class is insufficient for official notification of intent to cancel. The refund of charges will be mailed to the student within thirty (30) days following the written cancellation notice.

POLICIES FOR NON-MATRICULATED STUDENTS

Individuals interested in taking courses for their own enrichment and not seeking a degree from HANBIT UNIVERSITY are considered to be in non-matriculated status. Non-matriculated students may register on a space-available basis, for either audit or credit enrollment, after the designated registration period for matriculated students. Non-matriculated students may take no more than 11 credits in any given trimester and must apply for admission to HANBIT UNIVERSITY should they wish to take additional credits. The maximum number of credits a student may take in non-matriculated status is 12 credits or four courses. Students who neither want nor expect to receive a degree from and are attending classes at the HANBIT UNIVERSITY purely for their personal interest may be able to receive a waiver from the his/her designee.

Non-matriculated students who wish to audit a course:

- Must meet HANBIT UNIVERSITY admissions requirements (see pages 13-16). In addition, students who have been denied admission to HANBIT UNIVERSITY or who have been academically dismissed from HANBIT UNIVERSITY or any other University may not audit or enroll in non-matriculated status.
- Must meet pre-requisite coursework requirements, when applicable. Certain courses may have pre-requisites or may be restricted to upper-level degree candidates. The student's transcript must show background coursework if the selected course has prerequisites.
- Must meet with the instructor prior to registration for permission and agreement about the nature of the student's participation in the course and the assignments.

Note: Courses which require ongoing, active participation in the work of the course, such as Independent Study and Foreign Language, are not open for audit. A student may not use courses taken in the program as a non-matriculated student to fulfill admission requirements for the program.

PLACEMENT ASSISTANCE

The HANBIT UNIVERSITY has established procedures for placement assistance including:

1. Instructions on resume preparation.
2. Job search, like acupuncture.com, amta.org and ptcb.org
3. Recommend OPT (Option Practical Training) after graduation.
4. One year externship program will be provided to get licensure.
5. Alumni can be accessed to school homepage to communicate with faculties.
6. School holds seminar for continuing education for the graduates and licensed practitioners

FINANCIAL INFORMATION**TUITION AND FEES****Master of Acupuncture (MAc) Program**

Total Units (trimester): 113 credits or 2,040 hours	
Academic (didactic) (1 credit = 15 hours)	\$395/credit
Clinic course (1 credit = 30 hours)	\$18/hour
Fees	\$4,200
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$52,170

Master of Acupuncture with Chinese Herbal Medicine (MAcCHM) Program

Total Units (trimester): 174 credits or 3,045 hours	
Academic (didactic) (1 credit = 15 hours)	\$395/credit
Clinic course (1 credit = 30 hours)	\$18/hour
Fees	\$5,400
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$78,335

Master of Business Administration in STEM Concentration (MBA) Program

Total Units (trimester): 42 credits	
Academic Tuition	\$475 /credit
Fees	\$1,500
Estimate Entire Program Tuition & Fee	\$21,450

Bachelor of Business Administration (BBA) Program

Total Units (trimester): 120 credits	
Academic Tuition	\$235/credit
Fees	\$3,000
Estimate Entire Program Tuition & Fee	\$31,200

Bachelor of Information Technology (BIT) Program

Total Units (trimester): 120 credits	
Academic Tuition	\$265/credit
Fees	\$3,000
Estimate Entire Program Tuition & Fee	\$34,800

English as a Second Language (ESL) Program

Total Term: 6 Terms (Level I – VI)	
Academic Tuition	\$1,800 / term
Fees	\$1,200

Estimate Entire Program Tuition & Fee	\$12,000
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Other Fees

Application fee (new students)	\$100
Registration Fee (including administrative service, facility, wi-fi, etc.)	\$200
Late Registration Fee/term	\$100
Lab fee/credit	\$100
Transfer Credit Evaluation Fee	\$100
Comprehensive Exit Exam (MAc, MAcCHM)	\$200
Make-up for Comprehensive Exam (MAc, MAcCHM)	\$50
Retake Comprehensive Exam (MAc, MAcCHM)	\$50
Graduation Fee (MAc, MAcCHM, BBA)	\$300
Malpractice Insurance Fee (Intern): MAc, MAcCHM	\$265
Student ID card	\$10
Diploma Duplication	\$50
Returned check	\$35
Official Transcript Requests	\$10
International Student F-1 Visa Processing Fees	\$200
Change of Status Fee	\$300
Reinstatement Service Fee for Terminated Status	\$300
I-20 issue Fee	\$200
International Express Mailing Fee	\$100

TUITION PAYMENT POLICY

Tuition for a class must be paid before course work begins, unless the student opts for the Financing Plan described in Financial Information section. The University reserves the right to collect any unpaid financial obligations by any means necessary for any education services and/or training provided. Students may use electronic funds transfer, personal or business checks, cashier's check or money order.

Full payment of tuition and fees is due by the registration deadline which is posted each trimester. Payments may be made in cash, check, or credit card.

A payment plan is offered to students whose tuition exceeds \$2,000 per trimester. Payment can be made in 2 or 3 installments for each quarter. All monies owed for any reason must be paid in full before registering for a subsequent trimester unless other arrangements have been made with the Business Office. Please contact the Business Office for specific details.

PRESIDENTIAL SCHOLARSHIPS

Presidential scholarships are awarded to students based on their academic records, attendance records, service to the community and commitment to the welfare of their fellow students. These scholarships are funded by HANBIT UNIVERSITY and are for tuition and fees only. In the award of these scholarships, HANBIT UNIVERSITY does not discriminate against students based on race, color, national origin, age, disability, sex, gender identity, religion or sexual orientation.

Recipients of Presidential Scholarships are selected from student applicants or upon the recommendation of faculty or administration. The Scholarship Committee is comprised of the President, Director of Academics, and Director of Admissions. The decision to grant a scholarship is contingent upon the

consensus of all members of the Committee.

Students who wish to apply for a Presidential Scholarship may pick up an application from the Office of the Registrar. The completed application, along with a personal letter of recommendation from an faculty member and an essay written by the applicant, should be handed in to the Director of Academics, who will take the application to the Scholarship Committee. Scholarship recipients will be notified by mail prior to the start of the semester for which they receive the award.

Presidential scholarships are merit-based and are awarded solely as tuition credits. Single-trimester or single-year scholarships may be reapplied for at the end of the award period, unless otherwise stated in the award letter. Please note that only a limited number of awards are available, and application for a scholarship does not guarantee an award.

TUITION REFUND POLICY

HANBIT UNIVERSITY ensures that all monies paid by a prospective student, including application fee, are refunded if the student requests a refund within three (3) business days after signing a contract or, if no contract is signed and prior to classes beginning, the student requests a refund within three (3) business days after making a payment.

HANBIT UNIVERSITY ensures that deposits or down payments are credited as tuition payments unless clearly identified on receipt by HANBIT UNIVERSITY as application or other fees.

HANBIT UNIVERSITY charges a non-refundable application fee of \$100. This application fee is stated in the Tuition and Fees Table above. It is charged only once unless the applicant has completed one program of study and is applying to enter an unrelated program, or the applicant previously withdrew from HANBIT UNIVERSITY. If a student withdraws from HANBIT UNIVERSITY for any reason, the student is not liable for any unpaid portion of the application fee.

HANBIT UNIVERSITY charges for fees, books, and supplies which are in addition to tuition and listed in the Tuition and Fees Table above. Any unused portion of the fees will be refunded if a student withdraws before completing fifty (50) percent of the period of enrollment except for: 1) items that were special ordered for the student and cannot be used or sold to another student; 2) items that were returned in a condition that prevents them from being used by or sold to new students; 3) non-refundable fees for goods and/or services provided by third-party vendors.

HANBIT UNIVERSITY will use the last date of attendance by the student to calculate refunds.

HANBIT UNIVERSITY will assess no administrative and /or withdrawal fee of a student who withdraws. Refunds are based on tuition paid for the trimester in which the student is enrolled.

Refunds are determined based on the proration of tuition and percentage of program completed by the student at the time of withdrawal, up until 50% of the program. For example, if a student completes 25% of the trimester, as calculated on the official academic calendar published by HANBIT UNIVERSITY, he/she will receive a refund of 75% of tuition paid. If a student withdraws after completing 50% of the program in which he/she is enrolled, no refund of tuition will be issued.

In the event that HANBIT UNIVERSITY cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program, or a refund of all money paid by the student for the program of study or course will be issued if alternative arrangements

are not possible.

Refunds are made in full to the student within forty-five (45) days of the date of withdrawal.

Extenuating circumstances such as injury, prolonged illness, or death or other circumstances which prohibit completion of the course or program of study may be granted when a student exceeds the accepted number of absences. The Attendance Review Committee shall be the judge of extenuating circumstances following the student's request for consideration.

PROGRAMS OF STUDY

MASTER OF ACUPUNCTURE (MAc) PROGRAM

Program Purpose

The purpose of the Master's degree program in Acupuncture is to prepare graduates to practice in the field of health care as acupuncture or East Asian medical professionals within a culturally diverse community that is increasingly acknowledging the importance of, and need for alternative medicine. The program, taught by experienced professionals and actual practitioners, is a combination of theoretical and practical instruction with hands-on experience in an onsite clinic, enabling graduates to offer affordable care in a variety of settings for general wellness and advanced specialty care for patients facing health challenges.

Program Objectives

The objective of the program

1. Have acquired professional competency in acupuncture and east Asian medicine in order to sit in the licensing examination administered by the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM).
2. Have acquired competent diagnostic and treatment skills in Acupuncture and East Asian Medicine
3. Be able to communicate, cooperate, and collaborate with other healthcare professionals
4. Have acquired practical experience and knowledge essential for setting up and managing an Acupuncture and East Asian Medicine
5. Be able to serve communities by providing affordable and effective.

Program Learning Objectives

Graduates of the MAc program will be prepared to:

1. Apply the foundational knowledge of acupuncture and herbal medicine, including philosophies and theories, to patient care.
Demonstrate professional competency to function as licensed acupuncture or herbal medicine practitioners.
2. Apply critical thinking and contemporary, professional, ethical, and legal standards to all interactions with patients and healthcare professionals.
3. Apply sufficient understanding of western biomedical terminology, pathophysiology, and treatment strategies to support effective communication with other healthcare professionals.
4. Communicate verbally, non-verbally, and in written form with patients, peers, and others in an effective and appropriate manner.
5. Demonstrate preparedness to establish and maintain a successful clinical practice and to participate collaboratively in a variety of clinical settings.

Program Requirements

A minimum of 113 total credit hours of a combination of academic, practical, seminars, workshops and/or clinical experience in the field are required for a Master of Acupuncture (MAc) degree to be conferred.

HANBIT UNIVERSITY, Master of Acupuncture (MAc) degree program is individually designed to enable each student to apply past academic studies toward a degree through our institution. The total number of required credit hours is determined from the amount of incoming credit earned. The University's specialized program in Acupuncture and East Asian Medicine Practitioner requires sufficient training in the field to assure competency in the discipline.

Graduation Requirements

In order to graduate from HANBIT UNIVERSITY, all students must comply with components of HU's Residency Requirement. First, they must successfully complete all didactic and clinical course work in no

less than three (3) calendar years and not more than eight (6) calendar years. Correspondingly, all transfer students must complete a minimum of one (1) calendar year of instruction (three trimesters) as full-time students at HU.

In terms of residency, a trimester is defined as a minimum of nine units or more. For transfer students, the minimum residency requirement is three trimesters as full-time students.

Satisfactory completion of all required course work requires a cumulative G.P.A. 3.0 / 4.0. Students must complete the Comprehensive Graduate Exam with a score of 70% or above. They must complete intern training of 690 hours which includes 250 patient visits.

Students must apply for graduation and meet all academic and financial balances. Students must return all library books borrowed.

Curriculum

During academic years of given curriculum, minimum of 113 credits or 2,040 hours of academic requirement for Master of Acupuncture is strictly enforced to graduate with degrees.

Applicants must have earned a bachelor's degree with prerequisites and a minimum 2.0 cumulative GPA on a 4.0 scale or equivalent. Degrees issued by a foreign institution must be translated and evaluated as equivalent to a US Degree.

East Asian Medicine Theory, Diagnosis and Treatment Techniques in Acupuncture and Related Studies (51 Credits / 765 Hours)

Code	Subject	Credit	Hour
EAMS501	Introduction to East Asian Medicine	2	30
EAMS502	Principles of East Asian Medicine I	3	45
EAMS503	Principles of East Asian Medicine II	3	45
ACUP501	Introduction to Meridian Theory	3	45
ACUP502	Meridian Theory & Point Location I	4	60
ACUP503	Meridian Theory & Point Location II	4	60
ACUP601	Basic Acupuncture Techniques	2	30
ACUP602	Advanced Acupuncture Techniques	2	30
ACUP603	Electro-Acupuncture	2	30
ACUP604	Microsystem Therapy (Auricular-Scalp-Korean Hand)	3	45
ACUP605	SAAM (Korean Five Element) Acupuncture Techniques	2	30
ACUP606	Asian Body Work (Tuina, Qi Gong, Breathing Technique)	2	30
ACUP607	Acupuncture Treatment: NMS Disorders	3	45
ACUP608	Acupuncture Treatment: Internal Disorders	3	45
EAMS601	East Asian Medicine Pathology I	3	45
EAMS602	East Asian Medicine Pathology II	3	45
EAMS603	East Asian Medicine Diagnosis I	3	45
EAMS604	East Asian Medicine Diagnosis II	3	45
EAMS605	Emergency Management	1	15
		51	765

Biomedical Clinical Sciences (32 Credits / 480 Hours)

Code	Subject	Credit	Hour
BIOL303	Medical Terminology	2	30
BIOM401	Human Anatomy and Physiology I	3	45

BIOM402	Human Anatomy and Physiology II	3	45
BIOM403	Medical Pathology I	3	45
BIOM404	Medical Pathology II	3	45
BIOM501	Western Physical Exam	3	45
BIOM502	Western Pharmacology	3	45
BIOM503	Western Orthopedic/Neurological Exam	2	30
BIOM504	Nutrition and Diet Counseling	3	45
BIOM505	Laboratory Diagnosis	2	30
BIOM506	Clinical Radiology	2	30
BIOM507	Western Internal Medicine	3	45
		32	480

Counseling, Communication, Ethics, and Practice Management (7 Credits / 105 Hours)

Code	Subject	Credit	Hour
ETHC501	Ethics for Healthcare Professional	2	30
BIOM702	Clean Needle Techniques and Safety Issues	1	15
COSL501	Counseling & Communication	2	30
MGNT501	Practice Management	2	30
		7	105

Clinical Training (23 Credits / 690 Hours)

Code	Subject	Credit	Hour
CLIN501	Clinical Observation I	1	30
CLIN502	Clinical Observation II	2	60
CLIN503	Clinical Observation III	2	60
CLIN601	Clinical Internship I	4	120
CLIN602	Clinical Internship II	4	120
CLIN603	Clinical Internship III	5	150
CLIN604	Clinical Internship IV	5	150
		23	690

Circular Plan

All students are required to work with an advisor in planning their course of study and selecting courses each trimester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in three to four years. A student's actual plan may vary depending on point of entry to the institution, course placement and/or waivers based on standardized test scores, earned alternative credit and/or college transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements. Part-time students are encouraged to take at least 8 credits each trimester in order to graduate within 8 years.

Code	1st Trimester	Credit
ACUP501	Introduction to Meridian Theory	3
BIOL303	Medical Terminology	2
BIOM401	Human Anatomy and Physiology I	3
EAMS501	Introduction to East Asian Medicine	2
EAMS502	Principles of East Asian Medicine I	3
		13
Code	2nd Trimester	Credit
ACUP502	Meridian Theory & Point Locations I	4

BIOM402	Human Anatomy and Physiology II	3
BIOM403	Medical Pathology I	3
BIOM702	Clean Needle Techniques, Safety Issues	1
CLIN501	Clinical Observation I	1
EAMS503	Principles of East Asian Medicine II	3
		15
Code	3rd Trimester	Credit
ACUP503	Meridian Theory & Point Location II	4
BIOM404	Medical Pathology II	3
CLIN502	Clinical Observation II	2
EAMS601	East Asian Medicine Pathology I	3
EAMS603	East Asian Medicine Diagnosis I	3
		15
Code	4th Trimester	Credit
ACUP601	Basic Acupuncture Techniques	2
BIOM501	Western Physical Exam	3
CLIN503	Clinical Observation III	2
EAMS602	East Asian Medicine Pathology II	3
EAMS604	East Asian Medicine Diagnosis II	3
		13
Code	5th Trimester	Credit
ACUP602	Advanced Acupuncture Techniques	2
ACUP607	Acupuncture Treatment: NMS Disorder	3
ACUP603	Electro-Acupuncture	2
BIOM503	Western Orthopedic/Neurological Exam	2
CLIN601	Clinical Internship I	4
		13
Code	6th Trimester	Credit
ACUP604	Microsystem Therapy (Auricular-Scalp-Korean Hand)	3
ACUP608	Acupuncture Treatment: Internal Disorder	3
BIOM502	Western Pharmacology	3
CLIN602	Clinical Internship II	4
EAMS605	Emergency Management	1
		14
Code	7th Trimester	Credit
ACUP605	SAAM (Korean Five Element) Acupuncture Techniques	2
ACUP606	Asian Body Work (Tuina, Qi Gong, Breathing Technique)	2
BIOM505	Laboratory Diagnosis	2
BIOM507	Western Internal Medicine	3
CLIN603	Clinical Internship III	5
		14
Code	8th Trimester	Credit
BIOM504	Nutrition / Diet Counseling	3
BIOM506	Clinical Radiology	2
CLIN604	Clinical Internship IV	5
COSL501	Counseling & Communication	2
		12
Code	9th Trimester	Credit
ETHC501	Ethics for Health Professional	2

MGNT501	Practice Management	2
		4

MASTER OF ACUPUNCTURE WITH A CHINESE HERBAL MEDICINE (MAcCHM) PROGRAM

Program Purpose

The Master of Acupuncture with a Chinese Herbal Medicine (MAcCHM) program is designed to prepare students for advanced clinical practice in acupuncture and herbal medicine. This comprehensive program blends the rich traditions of these healing arts with contemporary scientific knowledge, fostering the development of practitioners who are capable of delivering safe, effective, and culturally sensitive care. Graduates of the MAcCHM program will be equipped to work in diverse healthcare settings, contribute to integrative medicine, engage in research, and advocate for the role of acupuncture and herbal medicine in modern healthcare systems.

Program Objectives

The objectives of the Master of Acupuncture with a Chinese Herbal Medicine program are to:

1. Equip students with advanced diagnostic and therapeutic skills to provide safe, effective, and patient-centered acupuncture and herbal care.
2. Foster the integration of traditional acupuncture and herbal medicine with contemporary biomedical and healthcare practices to promote holistic and integrative patient care.
3. Develop the ability to critically evaluate, conduct, and apply evidence-based research to advance acupuncture and herbal medicine practices.
4. Promote adherence to the highest ethical, professional, and legal standards, with an emphasis on cultural competence and sensitivity in diverse patient populations.
5. Prepare graduates to serve as leaders and advocates in advancing acupuncture and herbal medicine practices within integrative healthcare settings and broader communities.

Program Learning Outcomes

Upon completion of the MAcCHM program, graduates will be able to:

1. Perform comprehensive patient assessments and develop individualized treatment plans using acupuncture and herbal medicine, ensuring effective and patient-centered care.
2. Apply an in-depth understanding of acupuncture theories, herbal medicine, modern biomedical sciences, and integrative healthcare practices to support clinical decision-making.
3. Conduct, critically analyze, and apply research to contribute to evidence-based advancements in acupuncture and herbal medicine practices.
4. Effectively communicate and collaborate with healthcare professionals in integrative settings to deliver high-quality, holistic patient care.
5. Demonstrate cultural competence and ethical sensitivity in treating patients from diverse backgrounds.
6. Exhibit lifelong learning and professional development to adapt to advancements in acupuncture, herbal medicine, and the broader healthcare field.
7. Advocate for the role of acupuncture and herbal medicine in public health and promote awareness of the benefits in the broader healthcare system.

Program Requirements

A minimum of 171 total credit hours of a combination of academic, practical, seminars, workshops and/or clinical experience in the field are required for a Master of Acupuncture with a Chinese Herbal Medicine (MAcCHM) degree to be conferred.

HANBIT UNIVERSITY, Master of Acupuncture with a Chinese Herbal Medicine (MAcCHM) degree

program is individually designed to enable each student to apply past academic studies toward a degree through our institution. The total number of required credit hours is determined from the amount of incoming credit earned. The University's specialized program in Acupuncture and East Asian Medicine Practitioner requires sufficient training in the field to assure competency in the discipline.

Graduation Requirements

In order to graduate from HANBIT UNIVERSITY, all students must comply with components of HANBIT UNIVERSITY's Residency Requirement. First, they must successfully complete all didactic and clinical course work in no less than four (4) calendar years and not more than eight (8) calendar years. Correspondingly, all transfer students must complete a minimum of one (1) calendar year of instruction (three trimesters) as full-time students at HANBIT UNIVERSITY.

In terms of residency, a trimester is defined as a minimum of nine units or more. For transfer students, the minimum residency requirement is three trimesters as full-time students.

Satisfactory completion of all required course work requires a cumulative G.P.A. 3.0 / 4.0. Students must complete the Comprehensive Graduate Exam with a score of 70% or above. They must complete intern training of 1,020 hours which includes 350 patient visits.

Students must apply for graduation and meet all academic and financial balances. Students must return all library books borrowed.

Curriculum

During academic years of given curriculum, minimum of 171 credits or 3,075 hours of academic requirement for Master of Acupuncture with a Chinese Herbal Medicine is strictly enforced to graduate with degrees.

Applicants must have earned a bachelor's degree with prerequisites and a minimum 2.0 cumulative GPA on a 4.0 scale or equivalent. Degrees issued by a foreign institution must be translated and evaluated as equivalent to a US Degree.

East Asian Medicine Theory, Diagnosis and Treatment Techniques in Acupuncture and Related Studies (54 Credits / 810 Hours)

Code	Subject	Credit	Hour
EAMS501	Introduction to East Asian Medicine	2	30
EAMS502	Principles of East Asian Medicine I	3	45
EAMS503	Principles of East Asian Medicine II	3	45
ACUP501	Introduction to Meridian Theory	3	45
ACUP502	Meridian Theory & Point Location I	4	60
ACUP503	Meridian Theory & Point Location II	4	60
ACUP601	Basic Acupuncture Techniques	2	30
ACUP602	Advanced Acupuncture Techniques	2	30
ACUP603	Electro-Acupuncture	2	30
ACUP604	Microsystem Therapy (Auricular-Scalp-Korean Hand)	3	45
ACUP605	SAAM (Korean Five Element) Acupuncture Techniques	2	30
ACUP606	Asian Body Work (Tuina, Qi Gong, Breathing Technique)	2	30
ACUP607	Acupuncture Treatment: NMS Disorders	3	45
ACUP608	Acupuncture Treatment: Internal Disorders	3	45
ACUP609	Acupuncture Treatment: Complicated Disorders	3	45
EAMS601	East Asian Medicine Pathology I	3	45

EAMS602	East Asian Medicine Pathology II	3	45
EAMS603	East Asian Medicine Diagnosis I	3	45
EAMS604	East Asian Medicine Diagnosis II	3	45
EAMS605	Emergency Management	1	15
		54	810

Biomedical Clinical Sciences (42 Credits / 630 Hours)

Code	Subject	Credit	Hour
BIOL303	Medical Terminology	2	30
BIOM304	Public Health	2	30
BIOM305	Current Medical Issues	2	30
BIOM401	Human Anatomy and Physiology I	3	45
BIOM402	Human Anatomy and Physiology II	3	45
BIOM403	Medical Pathology I	3	45
BIOM404	Medical Pathology II	3	45
BIOM501	Western Physical Exam	3	45
BIOM502	Western Pharmacology	3	45
BIOM503	Western Orthopedic/Neurological Exam	2	30
BIOM504	Nutrition and Diet Counseling	3	45
BIOM505	Laboratory Diagnosis	2	30
BIOM506	Clinical Radiology	2	30
BIOM507	Western Internal Medicine	3	45
BIOM508	Western Medicine Review	3	45
BIOM509	Western Gynecology /Pediatrics	3	45
		42	630

Counseling, Communication, Ethics, and Practice Management (7 Credits / 105 Hours)

Code	Subject	Credit	Hour
ETHC501	Ethics for Healthcare Professional	2	30
BIOM702	Clean Needle Techniques and Safety Issues	1	15
COSL501	Counseling & Communication	2	30
MGNT501	Practice Management	2	30
		7	105

East Asian Herbal Medicine (34 Credits / 510 Hours)

Code	Subject	Credit	Hour
EAHM401	Theory of Herbal Medicine	4	60
EAHM402	East Asian Herbal Medicine: Categories	6	90
EAHM501	East Asian Herbal Medicine: Formulas	12	180
EAHM502	Herbal Medicine Formula Writing	2	30
EAHM503	Mastering in Herbal Medicine	4	60
EAHM601	SASANG Medicine (Korean Four Constitution)	3	45
EAHM602	Shang Han Lun / Wen Bing	3	45
		34	510

Clinical Training (34 Credits / 1020 Hours)

Code	Subject	Credit	Hour
CLIN501	Clinical Observation I	1	30

CLIN502	Clinical Observation II	2	60
CLIN503	Clinical Observation III	2	60
CLIN601	Clinical Internship I	4	120
CLIN602	Clinical Internship II	4	120
CLIN603	Clinical Internship III	5	150
CLIN604	Clinical Internship IV	5	150
CLIN605	Clinical Internship V	4	120
CLIN606	Clinical Internship VI	7	210
		34	1020

Circular Plan

All students are required to work with an advisor in planning their course of study and selecting courses each trimester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in three to four years. A student's actual plan may vary depending on point of entry to the institution, course placement and/or waivers based on standardized test scores, earned alternative credit and/or college transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements. Part-time students are encouraged to take at least 8 credits each trimester in order to graduate within 8 years.

Code	1st Trimester	Credit
ACUP501	Introduction to Meridian Theory	3
BIOL303	Medical Terminology	2
BIOM401	Human Anatomy and Physiology I	3
EAMS501	Introduction to East Asian Medicine	2
EAMS502	Principles of East Asian Medicine I	3
		13
Code	2nd Trimester	Credit
ACUP502	Meridian Theory & Point Locations I	4
BIOM402	Human Anatomy and Physiology II	3
BIOM403	Medical Pathology I	3
BIOM702	Clean Needle Techniques, Safety Issues	1
CLIN501	Clinical Observation I	1
EAMS503	Principles of East Asian Medicine II	3
		15
Code	3rd Trimester	Credit
ACUP503	Meridian Theory & Point Location II	4
BIOM404	Medical Pathology II	3
CLIN502	Clinical Observation II	2
EAMS601	East Asian Medicine Pathology I	3
EAMS603	East Asian Medicine Diagnosis I	3
		15
Code	4th Trimester	Credit
ACUP601	Basic Acupuncture Techniques	2
ACUP603	Electro-Acupuncture	2
BIOM501	Western Physical Exam	3
CLIN503	Clinical Observation III	2
EAMS602	East Asian Medicine Pathology II	3
EAMS604	East Asian Medicine Diagnosis II	3
		15

Code	5th Trimester	Credit
ACUP602	Advanced Acupuncture Techniques	2
ACUP604	Microsystem Therapy (Auricular-Scalp-Korean Hand)	3
ACUP607	Acupuncture Treatment: NMS Disorder	3
BIOM503	Western Orthopedic/Neurological Exam	2
CLIN601	Clinical Internship I	4
		14
Code	6th Trimester	Credit
ACUP605	SAAM (Korean Five Element) Acupuncture Techniques	2
ACUP606	Asian Body Work (Tuina, Qi Gong, Breathing Techniques)	2
ACUP608	Acupuncture Treatment: Internal Disorder	3
EAMS605	Emergency Management	1
BIOM502	Western Pharmacology	3
CLIN602	Clinical Internship II	4
		15
Code	7th Trimester	Credit
BIOM507	Western Internal Medicine	3
ACUP609	Acupuncture Treatment: Complicated Disorders	3
BIOM505	Laboratory Diagnosis	2
BIOM506	Clinical Radiology	2
CLIN603	Clinical Internship III	5
		15
Code	8th Trimester	Credit
BIOM504	Nutrition/Diet Counseling	3
BIOM508	Western Medicine Review	3
ETHC501	Ethics for Health Professional	2
CLIN604	Clinical Internship IV	5
COSL501	Counseling & Communication	2
		15
Code	9th Trimester	Credit
BIOM509	Western Gynecology / Pediatrics	3
BIOM305	Current Medical Issues	2
CLIN605	Clinical Internship V	4
BIOM304	Public Health	2
MGNT501	Practice Management	2
		13
Code	10th Trimester	Credit
CLIN606	Clinical Internship VI-1	3
EAHM401	Theory of Herbal Medicine	4
EAHM402	East Asian Herbal Medicine: Categories	6
EAHM601	SASANG MEDICINE (Korean Four Constitution)	3
		16
Code	11st Trimester	Credit
CLIN606	Clinical Internship VI-2	3
EAHM501	East Asian Herbal Medicine: Formulas	12
		15
Code	12th Trimester	Credit
CLIN606	Clinical Internship VI-3	1
EAHM502	Herbal Medicine Formulas Writing	2

EAHM503	Mastering in Herbal Medicine	4
EAHM602	Shang Han Lun / Wen Bing	3
		10

MASTER OF BUSINESS ADMINISTRATION (MBA) IN STEM CONCENTRATION PROGRAM

Program Overview

The Master of Business Administration (MBA) in STEM Concentration is designed to equip professionals from diverse academic backgrounds with advanced managerial, analytical, and technological skills. The program integrates core business principles with data-driven decision-making, operations management, and emerging technologies to prepare graduates for leadership roles in today's dynamic, technology-driven global economy. Through a rigorous curriculum emphasizing innovation, critical thinking, and ethical leadership, students will develop competencies to address complex business challenges and drive strategic growth in their respective fields.

Program Objectives

The objectives of the Master of Business Administration (MBA) in STEM Concentration program are to:

1. Provide students with a strong foundation in business administration, integrating management principles with STEM-focused analytical and technological competencies.
1. Develop critical thinking, problem-solving, and data-driven decision-making skills to address complex business challenges in technology-driven industries.
2. Equip students with expertise in quantitative analysis, big data management, and emerging technologies to enhance business operations and strategic planning.
3. Foster leadership, communication, and teamwork skills to effectively manage cross-functional teams in a dynamic and globalized business environment.
4. Promote ethical business practices, corporate social responsibility, and professional integrity in decision-making and organizational management.
5. Prepare students for career advancement and continuous professional development in fields requiring expertise in business strategy, operations, and technology management.

Program Learning Outcomes

Upon completion of the Master of Business Administration (MBA) in STEM Concentration program, graduates will be able to:

1. Apply business administration principles and STEM-based analytical methods to develop innovative and technology-driven business solutions.
2. Utilize data analytics, machine learning, and business intelligence tools to enhance decision-making and optimize business performance.
3. Implement effective leadership, negotiation, and project management strategies to lead diverse teams and drive organizational success.
4. Integrate knowledge of information technology, logistics, and operations management to improve supply chain efficiency and business processes.
5. Demonstrate ethical leadership, corporate social responsibility, and strategic thinking in solving business problems.
6. Adapt to evolving technologies and industry disruptions, leveraging STEM expertise to maintain a competitive advantage in the marketplace.

Program Requirements

All students must complete 42 credit hours for the Master of Business Administration (MBA) which includes 30 credit hours of the Required Graduate Core and 12 credit hours of STEM concentration coursework. Courses in the Required MBA Core may be substituted for other graduate courses in the same academic discipline if the MBA student has shown an appropriate understanding of the subject matter in previous undergraduate or graduate coursework. No more than three hours in any concentration can be undergraduate courses available for graduate credit.

Curriculum

MBA Core Courses (30 credits) Required Courses (21 credits)

Code	Subject Name	Credits	Key Content
MBAC510	Leadership & Team Strategy	3	Team simulations, leadership development
MBAS520	Managerial Statistics	3	Regression analysis, data-driven decision making
MBAA530	Managerial Accounting	3	Financial statement analysis, cost systems
MBAE540	Managerial Economics	3	Supply-demand analysis, pricing strategies
MBAM550	Marketing Management	3	Market segmentation, digital marketing
MBAF560	Corporate Finance	3	Capital budgeting, risk management
MBAC570	Business Capstone Project	3	Real-world corporate problem solving
MBAS520	Managerial Statistics	3	Regression analysis, data-driven decision making
MBAA530	Managerial Accounting	3	Financial statement analysis, cost systems
MBAE540	Managerial Economics	3	Supply-demand analysis, pricing strategies
MBAM550	Marketing Management	3	Market segmentation, digital marketing
MBAF560	Corporate Finance	3	Capital budgeting, risk management
MBAC570	Business Capstone Project	3	Real-world corporate problem solving

Elective Courses (9 credits)

Code	Subject Name	Credits	Key Content
MBAL610	Business Law & Ethics	3	Corporate transactions, IP law
MBAO620	Organizational Change Management	3	Change models, culture innovation
MBAN630	Negotiation & Conflict Resolution	3	Bargaining strategies, mediation
MBAD640	Digital Marketing Strategy	3	Social media marketing, AI targeting
MBAP650	Project Team Management	3	Agile methodology, cross-functional teams

STEM Concentration Courses (12 credits)

Code	Subject Name	Credits	Key Content
STEM710	Supply Chain Analysis & Optimization	3	IoT-based logistics systems, inventory management models
STEM720	Big Data Analytics Tools	3	Data preprocessing & visualization
STEM730	AI-Driven Business Decision Making	3	AI applications, predictive modeling
STEM740	Digital Transformation Strategy	3	Blockchain implementation, cloud computing business applications
STEM750	Cybersecurity Risk Management	3	Data privacy protection, threat analysis frameworks

Circular Plan

All students are required to work with an advisor in planning their course of study and selecting courses each semester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in 2 years. A student's actual plan may vary depending on transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements.

4 Semester Study Plan**First Semester (12 credits)**

Code	Subject Name	Credit	Type
MBAC510	Leadership & Team Strategy	3	Core
MBAS520	Managerial Statistics	3	Core
MBAA530	Managerial Accounting	3	Core
STEM710	Supply Chain Analysis & Optimization	3	STEM

Second Semester (12 credits)

Code	Subject Name	Credit	Type
MBAE540	Managerial Economics	3	Core
MBAM550	Marketing Management	3	Core
MBAL610	Business Law & Ethics	3	Elective
STEM720	Big Data Analytics Tools	3	STEM

Third Semester (9 credits)

Code	Subject Name	Credit	Type
MBAF560	Corporate Finance	3	Core
MBAD640	Digital Marketing Strategy	3	Elective
STEM730	AI-Driven Business Decision Making	3	STEM

Fourth Semester (9 credits)

Code	Subject Name	Credit	Type
MBAC570	Business Capstone Project	3	Core
MBAM740	Digital Transformation Strategy	3	STEM
STEM750	Cybersecurity Risk Management	3	STEM

Career Support Services

The MBA-STEM program offers comprehensive career development resources designed to help students achieve their professional goals and maximize their return on educational investment.

Career Development Center

Our dedicated Career Development Center provides personalized support through your MBA journey:

- **Individual Career Coaching:** One-on-one sessions with experienced career advisors specializing in technology and business sectors
- **Resume and Cover Letter Review:** Expert feedback on application materials tailored to STEM-focused business roles
- **Interview Preparation:** Mock interviews with industry-specific questions and personalized feedback
- **Career Assessment Tools:** Access to self-assessment tools to identify strengths, interests, and optimal career paths

Industry Connections Program

We facilitate meaningful connections between students and industry leaders:

- **Executive Speaker Series:** Regular presentations from executives and technology leaders
- **Industry Networking Events:** Quarterly mixers with company representatives from tech, finance, healthcare, and consulting sectors
- **Company Site Visits:** Organized trips to innovative companies leveraging STEM in their business operations

Student Club Activities

The MBA-STEM program supports a vibrant ecosystem of student-led clubs and organizations that enhance the educational experience through peer networking, specialized learning, and leadership development.

Professional & Industry Clubs

- **Women in STEM Leadership:** Mentorship, professional development, and advocacy for women in tech management roles
- **Entrepreneurship Tech Incubator:** Ideation sessions, pitch competitions, and startup development support
- **Finance & Investment Club:** Market analysis, investment competitions, and financial modeling workshops
- **Supply Chain Innovation Network:** Industry speakers and projects focused on next-generation logistics technologies

Internship Support Program

Our comprehensive internship program bridges classroom learning with practical experience, providing students with valuable opportunities to apply their MBA-STEM knowledge in real-world settings.

Internship Placement Services

- **Dedicated Internship Coordinator:** Personalized guidance on finding and securing relevant internships
- **Employer Relations Team:** Staff dedicated to developing relationships with companies seeking MBA-STEM talent
- **Internship Database:** Exclusive access to a curated list of internship opportunities with partner

organizations

- **Application Support:** Assistance with preparing competitive applications for highly sought-after positions
- **International Internship Options:** Support for students seeking global experience

Experiential Learning Opportunities

- **Industry Practicum:** Course credit for supervised work experience in STEM-focused business roles
- **Summer Intensive Program:** 10-week structured internship with partnering companies
- **Consulting Projects:** Team-based consulting experiences with real clients facing technology challenges
- **Startup Immersion Experience:** Placement with innovative startups in incubation or early growth phases

The MBA-STEM Advantage: Leadership at the Intersection of Business and Technology

- **Startup Immersion Experience:** Placement with innovative startups in incubation or early growth phases
- **Interdisciplinary Excellence:** True integration of business acumen with technological expertise.
- **Industry-Aligned Curriculum:** Courses designed with input from leading employers and continuously updated
- **Global Perspective:** Diverse cohort representing 10+ countries and faculty with international experience
- **Innovation Focus:** Emphasis on developing leaders who can drive technological transformation
- **Holistic Support:** Comprehensive academic, career, and personal development resources
- **Research Opportunities:** Faculty engaged in cutting-edge research with student collaboration possibilities

For more information about admissions requirements, application deadlines, and tuition information, please contact our admissions office at admissions@hanbit.edu or visit our website.

BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM

Program Purpose

The purpose of the Bachelor of Business Administration program is to prepare students for career opportunities across virtually any industry. This program is designed to provide students with a broad knowledge in a variety of core business subjects, giving them a holistic perspective of how each area contributes to overall success. Students will acquire essential skill sets employers are seeking, such as business strategy, management and operations, marketing, accounting, finance, and business ethics. Students also have the opportunity to personalize their degree in business administration by focusing on a particular concentration, which will allow them to focus on their career interests.

Program Objectives

The objectives of the Bachelor of Business Administration program are to equip students with the knowledge and ability to:

1. Demonstrate competency in business concepts, theories, and principles.
2. Use independent, critical-thinking, and reasoning skills to identify problems and apply problem-solving and decision-making skills.
3. Demonstrate effective communication and interpersonal skills in business settings.

4. Employ a sense of ethics and values which can be applied in a personal and professional environment.

Program Requirements

The Bachelor of Business Administration program requires a total of 120 credits hours, including 45 credit hours of general education requirements, and 75 credit hours of Major requirements. A full-time student following the curricular plan provided will be able to complete the program in eight semesters, or four years.

Curriculum

General Education Requirements (45 Credits Hours)

General education courses are organized into three main categories: A) Humanities and Fine Arts, B) Social and Behavioral Sciences, and C) Natural Sciences and Mathematics. Each course may only be used once in a degree. Students are encouraged to work with an academic advisor to plan their general education requirements.

Humanities and Fine Arts (15 Credits Hours)

Code	Subject	Credit
ENGL101	English Composition I	3
ENGL102	English Composition II	3
PHIL101	Introduction to Philosophy	3
COMM101	Introduction to Mass Communication	3
LANG101	Introduction to Spanish	3
LANG102	Introduction to Korean	3
COMM201	Public Speaking	3
RELG101	Survey of the Bible	3
RELG102	World Religions	3

Social and Behavioral Sciences (15 Credit Hours)

Code	Subject	Credit
POLS111	U. S. Government	3
HIST101	U. S. History I	3
HIST102	U. S. History II	3
ETHC111	Contemporary Ethics	3
PSYC101	Introduction to Psychology	3
SOCL101	Introduction to Sociology	3

Natural Science and Mathematics (15 Credits Hours)

Code	Subject	Credit
BIOL101	General Biology	3
CHEM101	General Chemistry	3
PHYS101	General Physics	3
MATH101	College Algebra	3
STAT101	Principles of Statistics	3
MATH102	Quantitative Business Analysis	3

Major Requirements (75 Credit Hours)

Lower Core Courses (33 Credit Hours)

Code	Subject	Credit
BUSN101	Introduction to Business	3
COMP101	Introduction to Computers	3
MKTG101	Principles of Marketing	3
MGNT101	Principles of Management	3
FINA101	Principles of Finance	3
ECON111	Microeconomics	3
ECON121	Macroeconomics	3
ACCT111	Accounting I: Financial Accounting	3
ACCT121	Accounting II: Managerial Accounting	3
BUSN425	Business Policies and Strategies	3
BUSN223	Ethical and Legal Issues in Business	3

Upper Core Courses (42 Credit Hours)

Code	Subject	Credit
MGNT221	Organizational Behavior and Management	3
MGNT230	Managerial Decision-Making	3
HRMG242	Human Resources Management	3
MGNT324	Risk Management	3
MKTG330	Marketing Management	3
MGNT343	Operations Management	3
MGNT331	Strategic Management	3
MGNT332	Finance Management	3
MKTG422	Consumer Behavior	3
MKTG423	Marketing Research	3
MKTG424	Advertising	3
MKTG425	Strategic Marketing	3
MKTG426	Direct Marketing	3

Curricular Plan

All students are required to work with an advisor in planning their course of study and selecting courses each semester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in four years. A student's actual plan may vary depending on point of entry to the institution, course placement and/or waivers based on standardized test scores, earned alternative credit and/or college transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements.

First Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Social and Behavioral Sciences	3
BUSN101 Introduction to Business	3
COMP101 Introduction to Computer	3
MKTG101 Principles of Marketing	3
TOTAL	15
Second Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Natural Sciences and Mathematics	3

MGNT101 Principles of Management	3
FINA101 Principles of Finances	3
ECON111 Microeconomics	3
TOTAL	15
Third Term	
Course	Credit
1 course from Social and Behavioral Sciences	3
1 course from Natural Sciences and Mathematics	3
ACCT111 Accounting I: Financial accounting	3
BUSN425 Business policies and strategies	3
BUSN223 Ethical and legal issues in business	3
TOTAL	15
Fourth Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Social and Behavioral Sciences	3
ECON121 Macroeconomics	3
MKTG425 Strategic Marketing	3
1 Elective course or 1 concentration course	3
TOTAL	15
Fifth Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Natural Sciences and Mathematics	3
ACCT121 Accounting II: Managerial Accounting	3
MGNT221 Organizational Behavior and Management	3
1 elective course OR 1 concentration course	3
TOTAL	15
Sixth Term	
Course	Credit
1 course from Social and Behavioral Sciences	3
1 course from Natural Sciences and Mathematics	3
MGNT230 Managerial Decision-Making	3
HRMG242 Human Resources Management	3
1 elective course OR 1 concentration course	3
TOTAL	15
Seventh Term	
Course	Credit
1 course from Humanities and Fine Arts	3
1 course from Social and Behavioral Sciences	3
MGNT324 Risk Management	3
MKTG330 Marketing Management	3
1 elective course OR 1 concentration course	3
TOTAL	15
Eighth Term	
Course	Credit
1 course from Natural Sciences and Mathematics	3
MGNT343 Operations Management	3

MGNT331 Strategic Management	3
MGNT332 Finance Management	3
1 elective course OR 1 concentration course	3
TOTAL	15

BACHELOR OF INFORMATION TECHNOLOGY (BIT) PROGRAM

Program Purpose

Bachelor of Information Technology Degree Program is to educate students in the science and practices of information technology, preparing them for a lifetime of learning and for careers in information technology as well as in a wide variety of disciplines that integrate information technology into their respective fields of activity.

Program Objectives

The objectives of the Information Technology Program at HU are that:

1. Graduates demonstrate the technical competence necessary for careers in information technology as well as in a wide variety of disciplines that integrate information technology into their respective fields of activity
2. Graduates demonstrate communication skills, teamwork capabilities, and leadership abilities necessary for a successful professional career.
3. Graduates participate in life-long learning activities appropriate to their profession, including graduate study, professional training, and involvement in professional societies.

Program Requirements

The Bachelor of Information Technology (BIT) program requires a total of 120 credits hours, including 45 credit hours of General Education requirements, and 75 credit hours of Major requirements. A full-time student following the curricular plan provided will be able to complete the program in eight semesters, or four years.

General Education Requirements (45 Credits Hours)

General education courses are organized into three main categories. A) Humanities and Fine Arts, B) Social and Behavioral Sciences, and C) Natural Sciences and Mathematics. Each course may only be used once in a degree. Students are encouraged to work with an academic advisor to plan their general education requirements.

Humanities and Fine Arts (15 Credits Hours)

Code	Subject	Credit
ENGL101	English Composition I	3
ENGL102	English Composition II	3
PHIL101	Introduction to Philosophy	3
COMM101	Introduction to Mass Communication	3
LANG101	Introduction to Spanish	3
LANG102	Introduction to Korean	3
COMM201	Public Speaking	3
RELG101	Survey of the Bible	3
RELG102	World Religions	3

Social and Behavioral Sciences (15 Credit Hours)

Code	Subject	Credit
POLS111	U. S. Government	3
HIST101	U. S. History I	3
HIST102	U. S. History II	3
ETHC111	Contemporary Ethics	3
PSYC101	Introduction to Psychology	3
SOCL101	Introduction to Sociology	3

Natural Science and Mathematics (15 Credits Hours)

Code	Subject	Credit
BIOL101	General Biology	3
CHEM101	General Chemistry	3
PHYS101	General Physics	3
MATH101	College Algebra	3
STAT101	Principles of Statistics	3
MATH102	Quantitative Business Analysis	3

Major Requirements (75 Credit Hours)**Information Technology (75 Credits)**

Code	Subject	Credit
IFTG111	Human Computer Interaction	3
IFTG112	Computer Concepts & Applications	3
IFTG151	Computer & Information Systems	3
IFTG161	Computer Graphics	3
IFTG171	Mathematics for information technology	3
IFTG201	Algorithm and Data Structure	3
IFTG202	Introduction to Relational Database	3
IFTG203	Introduction to Network Technology	3
IFTG204	Introduction to Programming	3
IFTG205	Web Design	3
IFTG206	PC Hardware and Operating systems	3
IFTG301	Computer Ethics	3
IFTG302	Managing Technology and Innovation	3
IFTG331	Data Communications and networking	3
IFTG332	E-commerce	3
IFTG341	Advanced Programming	3
IFTG351	Enterprise Systems	3
IFTG352	System Design and Implementation	3
IFTG353	Information systems Analysis	3
IFTG401	Information Technology Project	6
IFTG402	IT Service-Learning	3
IFTG403	Database Systems	3
IFTG404	Information Systems Security	3
IFTG405	Management support System	3

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

Program Purpose

ESL program is to provide a diverse population of non-native speakers of English a variety of ESL courses, activities and events, which can help them eliminate the linguistic barriers in achieving their academic, economic, and personal goals. Students who complete the ESL program gain linguistic and cultural knowledge necessary to advance to the mainstream courses in their major and/or to secure employment in the community.

Program Goals

The Academic Excellence goal of the ESL Program is to create curricula and instructional materials that help students:

1. Acquire linguistic and cultural knowledge related to academic settings. Expand academic vocabulary.
2. Develop confidence in speaking/listening and reading/writing, including formal and informal registers. Learn to monitor and self-correct their linguistic output.
3. Develop fluency in the use of higher-level grammatical structures.
4. Learn to use the language without heavily relying on their first language. Acquire phonological and phonetic knowledge of the sound system of English.

ESL Levels

Level 1 (Entering Level) - student demonstrates very little understanding of English, has limited verbal expression and relies upon visual cues, does not read or comprehend in English and has little or no ability to write in English.

Level 2 (Beginner Level) - student demonstrates a limited understanding of spoken English, makes significant errors when speaking, is very difficult to understand, comprehends only simple sentences, reads simple words with many modifications and uses identifiable sentence structure, but lacks sequential ideas.

Level 3 (Developing Level) - student demonstrates a fair understanding of spoken English, can be understood when speaking (however, often must rephrase to be understood), reads utilizing strategies and some modifications for comprehension and is developing writing skills.

Level 4 (Expanding Level) - student has an extensive understanding of spoken English, can be easily understood when speaking, reads and comprehends with only minor modifications and writes with occasional grammatical errors in organized sentences.

Level 5 (Bridging Level) - student understands, speaks, reads and writes comparable to a native English speaker. This student is then released from ESL services, but monitored for two consecutive years, then exited from the program.

Level 6 (Reaching Level) - student has been monitored for 2 consecutive years and has been exited from ESL program services.

COURSE NUMBERING SYSTEM

The courses named and numbered below, when scheduled, will be taught as described during the time covered by this catalog. Over time, additional courses may be added and will be included in subsequent editions of the catalog. Courses offered under a previous catalog may have undergone name and number changes. Students will receive credit for those courses based on course material, content, and general description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of HU.

Course numbers are composed of a four letters alphabetic identifier of the subject area followed by a three-digit numeric course number. Numeric course numbers in the 100s identify basic courses typically taken in the first year of study. Numeric course numbers in the 200s and higher identify more advanced courses in

the HU undergraduate and graduate programs. These courses are typically taken after the completion of prerequisite courses.

Code	Subject		Code	Subject
ACCT	Accounting		ACUP	Acupuncture
BUSN	Business Administration		BIOL	Biology
BIOM	Biomedicine Studies		CHEM	Chemistry
CLIN	Clinical Internship		COMM	Communications
COSL	Counseling		EAHM	East Asian Herbal Medicine
EAMS	East Asian Medicine Studies		ETHC	Ethics
ENGL	English		ESL	English as a Second Language
GSMG	Golf Sports Management		HSTM	Hospitality and Tourism
HIST	History		IFTG	Information Technology
HRMG	Human Resources Management		MATS	Massage Therapy Studies
MKTG	Marketing		MATH	Mathematics
MGNT	Management		PHIL	Philosophy
PHAR	Pharmacy		POLS	Political Science
PHYS	Physics		PSYC	Psychology
SOCL	Sociology		STAT	Statistics

COURSE DESCRIPTIONS

Acupuncture And East Asian Medicine

BIOL101 General Biology (3 Credits)

A general study of basic concepts of life systems, focusing on the living systems and molecular and chemical metabolism, anatomical terminology, terminology for the movement of the limbs. Prerequisite: None

BIOL302 Biochemistry (3 Credits)

A general study of basic chemistry that deals with chemical and physical changes cations/anions, Ca/Mg/K/O and other elements and compounds in metabolic activity and where they're used in the body. Enzymatic reactions, Overview of the Krebs Cycle, Protein structures (Left/Right). Prerequisite: None.

BIOL303 Medical Terminology (2 Credits)

Students learn basic modern medical terminology. This course will encourage students to understand the difference between Eastern and Western Medicine. And also this course will develop the ability to communicate with patients and others. Differences between Eastern and Western Medicine, Development of communication with other medical providers and patients Prerequisite: None.

BIOM304 Public Health (2 Credits)

This course presents an introduction to public health and epidemiology, including the distribution and correlates of illness in the population and current efforts to prevent and control risk factors that contribute to morbidity and mortality. Additional topics include public health issues that face the primary care provider including TCM practitioners. Prerequisite: None.

BIOM305 Current Medical Issues (2 Credits)

It outlines a study of pressing and evolving healthcare concerns, examining the latest research, treatment options, social and political factors impacting these issues, and potential future directions in medical

practice, often drawing from diverse areas of healthcare like epidemiology, policy, ethics, and clinical practice to provide a comprehensive understanding of contemporary medical challenges. Prerequisite: None

BIOM401 Human Anatomy and Physiology I (3 Credits)

An introduction to Basic Pathology: Cellular and genetic makeup and pathology, Inflammation and tissue repair, Homeostasis, Immunopathology (IG family of components), General overview of the systems in the body, Cranial nerves (overview) Prerequisite: None

BIOM402 Human Anatomy and Physiology II (3 Credits)

Organ systems; Respiratory, Digestive, First Pass, Cardiovascular, Hematological disorders, Urinary, Endocrine Skeletal/Muscular, Nervous, Cranial Nerves (including if they are sensory/motor/or both), Central and peripheral nerves, Dermatomes. Prerequisite: BIOL303.

BIOM403 Medical Pathology I (3 Credits)

This course is designed to teach the organic processes and phenomena of an organism, and any fits parts or of a particular bodily process. Start the process of getting the students to think in both Eastern and Western diagnosis. Remind the students that the San Jiao can never be diseased. It also teaches students to have the ability to compare the concepts between Eastern and Western Medicine. Prerequisite: BIOL303, BIOM 401

BIOM404 Medical Pathology II (3 Credits)

This course is the second part of BIOM403. This course is designed to teach the organic processes and phenomena of an organism, and any of its parts or of a particular bodily process. Start the process of getting the students to think in both Eastern and Western diagnosis. Remind the students that the San Jiao can never be diseased. It also teaches students to have the ability to compare the concepts between Eastern and Western Medicine. Prerequisite: BIOM 401, BIOM402

BIOM501 Western Pharmacology (3 Credits)

A survey of Western pharmacology, with emphasis on classification, major actions, and side-effects of commonly prescribed medications; includes the effects of such drugs on East Asian Medicine diagnosis. Herb/Drug interactions. Prerequisite: BIOL302, BIOM401, BIOM402

BIOM502 Western Physical Exam (3 Credits)

In this course, students will practice general physical exams of common western medical conditions through oriental and western medical integrative forms. In the lectures and lab, students will learn history taking, vitals and general physical exams and their procedures. The students will be familiar with the major individual exam skill performance while they practice head-to-toe sequence exams. The course will also cover patient referrals to other healthcare professions. Prerequisite: BIOM 401, BIOM 402, BIOM403

BIOM503 Western Orthopedic and Neurological Exam (3 Credits)

This course introduces students to proper Orthopedic examination procedures and test for the cervical, thoracic, and lumbar spine, pelvis, shoulder, elbow, wrist, hand knee, ankle and foot. It also presents an organized system for approaching Musculoskeletal disorders and introduces students to the necessity of differentially diagnosing between Musculoskeletal disorders and visceral disease processes. Prerequisite: BIOM401, BIOM402

BIOM504 Nutrition and Diet Counseling (3 Credits)

A study of western nutrition; Fat- and water-soluble vitamins, Fats, Kcals, and proteins – their digestion, and uses in the body. Diagnosis and treatment of nutritional diseases, Amino Acids (L-glutamate, lysine, choline, etc.), Antioxidants (CoQ10, Selenium, etc.), Bone health (glucosamine, sulfate, chondroitin sulfate), Digestive support (enzymes, fiber, probiotics, etc.), Hormones (melatonin, wild yam, DHEA), Minerals (calcium, magnesium, potassium, etc.), Mood support (St. John's Wort, Sam E, 5 HTP, etc.),

Western Herbs (saw palmetto, milk thistle), Food sensitivity/allergies Eastern nutrition; Dietary therapies and treatments with herbs (Shan yao, etc), Wei and Qi, & food temperature. Prerequisite: BIOM401, BIOM402

BIOM505 Laboratory Diagnosis (2 Credits)

This course teaches clinical laboratory diagnostic tests and procedures as they relate to the identification and diagnosis of systemic disorders of the human body. This includes blood chemistry, hematology, urinalysis and a variety of other laboratory tests. The course emphasizes laboratory tests that are useful for evaluating health and wellness in practice. Prerequisite: BIOM401, BIOM402, BIOM403, BIOM404

BIOM506 Clinical Radiology (2 Credits)

Students are familiar with the uses and limitations of CT/MRI/ and X rays. Commonly used exams such as colonoscopy, bronchoscopy, cystoscopy, etc. Practice in reading the images. The difference between a sprain and a strain. Review of anatomical terminology and directions. Levels of sprain and broken bones. Prerequisite: BIOM401, BIOM402

BIOM507 Western Internal Medicine (3 Credits)

The course will occur throughout the week, and treatment of disease of the organ systems (cardiopulmonary, gastroenterological, hepatobiliary, renal/urologic, hematological, and gynecologic) will be followed in depth. Prerequisite: BIOM403, BIOM404, BIOM502

BIOM508 Western Gynecology and Pediatrics (3 Credits)

This course offers a survey gynecology and pediatrics, focusing on common pathologies, examination techniques and protocols for treatment. Menstrual cycles, ovulation and hormone levels. Infertility (polycystic ovarian syndrome, endometriosis, etc.). Menopause, Breast conditions, pediatrics pathologies and examination. Prerequisite: BIOM502, BIOM503

BIOM509 Western Medicine Review (3 Credits)

Comprehensive understanding and exploration of western medical disease will be presented including basic science, anatomy, physiology, pathophysiology, epidemiology, etiology, signs and symptoms or clinical impressions, physical examination, laboratory and radiology studies, and so forth. Additional topics include development of working diagnosis, classification of diseases, critical thinking regarding clinical diagnosis, treatment protocols, and patient management between Oriental medicine and Western medicine. Prerequisite: BIOM502, 503, 505, 507

BIOM702 CNT, Safety Issues (1 Credit)

Students will learn how to use autoclave requirements; Communicable diseases (hepatitis, HIV, etc.), Needle shock, Trauma, Fainting, Routes of infection (and intact skin is the best defense), Infection control and precautions, Acupuncture emergencies (moxa burns, organ puncture, stuck needles), (pneumothorax is red flagged for NCCAOM exams), Risk factors of clotting disorders, internal hemorrhage, blood thinners, diabetes), OSHA requirements and CNT. The main herb/drug interactions and patient allergies to herbs/diet. Prerequisite: None

ETHC501 Ethics for Healthcare Professional (2 Credits)

This course prepares students in the health professions for dealing patient ethics, proper informed consent, proper communication with patients/other healthcare providers, insurance billing and coding, HIPPA/Confidentiality, relationships with patients – industry standard is 6 months after discharge to begin a romantic relationship with a former patient, obtaining legal informed consent. Prerequisite: None

COSL502 Counseling and Communications (2 Credits)

This course provides methods for developing listening/communication skills and establishing rapport with patients. Effective and efficient communication with patients is emphasized. Prerequisite: None

MGNT502 Practice Management (2 Credits)

This course will give practical applications of how to manage an Oriental Medical clinic. (i.e. Georgia State Acupuncture Rules, Scope of practice, Office management, Billing & Coding, insurance, HIPPA, Corporate structures, NCCAOM CEU requirements, Obtaining legal informed consent, Infection control precautions. Prerequisite: None

EAMS501 Introduction to East Asian Medicine (2 Credits)

A survey of the history and development Korean, Chinese, and Japanese schools of thought, Allopathic medicine, the combination of the Classical Eastern and Classical Western approaches Introduction to the basic theories of East Asian Medicine, including Yin & Yang, The Wu Ji/5 phases, Prerequisite: None

EAMS502 Principles of East Asian Medicine (3 Credits)

Introduction to the basic theories of East Asian Medicine, including the concepts of yin and yang, 5 elements, basic substances, Zang (Yin) organ physiology, etiological factors. Prerequisite: EAMS501 or Concurrent

EAMS503 Principles of East Asian Medicine (3 Credits)

Introduction to the basic theories of East Asian Medicine, including the concepts of yin and yang, 5 elements, basic substances, Fu (Yang) organ physiology, etiological factors. Prerequisite: EAMS501 or Concurrent

ACUP501 Introduction to Meridian Theory (3 Credits)

This course discusses basic channel theory, including the distribution of the 12 primary and 8 extraordinary vessels, as well as pathways of all divergent branches, network vessels, muscle meridians and cutaneous regions. Normal channel physiology and channel-specific pathologies are discussed. The interrelationships and differences between channels and their respective Zang- Fu will be stressed.

ACUP502 Meridian Theory and Point Location I (4 Credits)

This course covers Lung / Large Intestine, Stomach / Spleen, Heart / Small Intestine, Kidney / Bladder channels. All channel Shu Antique points, their usages, etc. Window of the Sky points, 8 Influential points, Lower He Sea Points, Extra points, Basic Needling technique. Cautions and contraindications. Prerequisite: ACUP501, EAMS501

ACUP503 Meridian Theory and Point Location II (4 Credits)

This course covers Pericardium / San Jiao, Gallbladder / Liver, Ren / Du, 8 Extraordinary channels (coupled points and usages), Shu points for each channel, Xi Cleft points and usages, Luo connecting points and usages, Yuan source points and usages, Basic needling technique, Cautions and contraindications. Prerequisite: EAMS501, ACUP501

ACUP601 Basic Acupuncture Techniques (3 Credits)

Students learn in precise needling technique based on palpatory examination; CNT, Tonification/Sedation, Threading, Attainment of De Qi, 3 edge/sword needle, Plumb blossom, Introduction to Moxa, Gua Sha, Cupping, Point location review, Shu Antique point review, Point selection and identification for patterns. Prerequisite: EAMS501, EAMS502, ACUP501

ACUP602 Advanced Acupuncture Techniques (3 Credits)

This course offers training in advanced acupuncture modalities, including Korean, Chinese, Japanese style Acupuncture techniques. Upon completion of this course, students will gain a deeper understanding of advanced acupuncture modalities as they relate to treatment options and patient care. Case studies in a variety of medical conditions and medical settings will also be introduced. Prerequisite: ACUP503

ACUP603 Electro-Acupuncture (2 Credits)

This course teaches how to apply electro-acupuncture for the patients. E-stim uses and contraindications, Electro anesthesia, Physiology of the nerve and muscles, Radiculopathies (nerve root, sciatica, etc.), Neuromuscular therapy techniques (CRS/ CRAS), Shu antique, Yuan, Xi cleft, etc. review, Get the students to think about more than the standard used points. Review draping and point location. Point selection and identification for patterns. Prerequisite: ACUP 501, ACUP 502

ACUP604 Microsystem Therapy (Auricular-Scalp-Korean Hand) (3 Credits)

This course introduces the basics of auricular therapy (ear acupuncture) and its use in diagnosis and treatment, and scalp acupuncture. Korean Hand Therapy was discovered in 1971 by Dr. Tae-Woo Yoo in Korea and has been tested for accuracy. Prerequisite: ACUP501, ACUP502

ACUP605 SAAM (Korean Five Element) Acupuncture Techniques (2 Credits)

This course will introduce the history and application of the traditional Korean four needle technique of acupuncture in treatment, it uses the clinical setting. Prerequisite: ACUP 601

ACUP606 Asian Body Work (Tuina, Qigong, Breathing Technique) (2 Credits)

The students learn several foundational stretching, basic ways of meditation and Qi Gong exercises. The goal of this class is to be hands on. Major muscle groups and actions of the joints (adduction, medial rotation, etc.), Proper draping, Review the major points with hands on palpation, Neuromuscular stretching techniques. Trigger points (definition). Anfa, Mofa, Pai, Rou Fa, Yun Fa, Ca Fa, Tui Fa, Na Fa, Shiatsu, reflexology, Qi Gong. Prerequisite: None

ACUP607 Acupuncture Treatment: NMS Disorders (3 Credits)

This course provides knowledge and skills on how to treat musculo-skeletal conditions, both acute and chronic. It will cover the main manifestations of different conditions of musculo- skeletal conditions (acute and chronic). Diagnosis, treatment (points and herbs), Muscle testing, Joint movements (flexion, extension, etc.), Shu antique point review, and the main muscular points for command/control, Upper extremities: Frozen shoulder, bicipital tendinitis, carpal tunnel, epicondylitis, Lower extremities: Meniscal injuries, compartment syndrome, bursitis, Axial: whiplash, disc herniation, spinal stenosis, spondylolisthesis, TMJ, Arthritis/gout/osteoporosis. Prerequisite: ACUP 601, ACUP 602

ACUP608 Acupuncture Treatment: Internal Disorders (3 Credits)

This course reviews the anatomy, physiology and pathology from a Western perspective as well as the East Asian Medicine paradigm. Students learn to diagnose, differentiate and develop treatment plans for general internal disorders and to use correct treatment strategies to treat a range of internal, gynecological disorders, and common pediatric disorders. Prerequisite: ACUP601, ACUP602

ACUP609 Acupuncture Treatment: Complicated Disorders (2 Credits)

Students learn to diagnose, differentiate and develop treatment plans for complicated disorders, such as cancer, geriatric, terminal stage disorders and to use correct treatment strategies to treat arrange of unsolved symptoms. Prerequisite: ACUP 601. ACUP602

EAMS601 East Asian Medicine Pathology I (3 Credits)

Students learn the basic signs and symptoms for identifying Yin/Yang Diseases, Zang patterns: Heart, Liver, Kidney, Lung, Spleen patterns. Emphasize blood and yin vacuity, Qi/Blood patterns. Prerequisite: EAMS 501, EAMS 502 or Concurrent

EAMS602 East Asian Medicine Pathology II (3 Credits)

Students learn of the complex patterns in fu patterns utilizing the concepts of eight principles, vital

substances, and the Fu theory. Bladder, Large Intestine, Stomach, Small Intestine, Gall Bladder, Triple Heater. Six stages will be covered. Prerequisite: EAMS 501, EAMS502 or Concurrent

EAMS603 East Asian Medicine Diagnosis I (3 Credits)

This course covers didactic material on diagnostic theory with practical experience. The four pillars (looking, hearing and smelling, asking), Pulses pattern reviews. Review of the diseases of the Lu/Li/St/Sp/Ht/SI, Clinical case study and discussion, Point selection and identification for patterns. Prerequisite: EAMS 502, EAMS 503, ACUP 501 or Concurrent

EAMS604 East Asian Medicine Diagnosis II (3 Credits)

This course continues didactic material on diagnostic theory with practical experience. The four pillars (looking, hearing and smelling, asking), Tongue review, Review of the diseases of the Lu/Li/St/Sp/Ht/SI, Clinical case study and discussion, Point selection and identification for patterns. Prerequisite: EAMS 502, EAMS 503, ACUP 501 or Concurrent

EAMS608 East Asian Internal Medicine (3 Credits)

This course is designed to study and understand the internal pathways of the organs. An expanded explanation of the interactions of the Shen/Ko cycles of the organs. Review of the closely related pathology (Ht yin and Ht blood Xu, Lr yang rising and Lr fire, etc.). Review pulses. Practice diagnosis by sample patients. Introduction of the mainly used herbal formulas and treatment strategies/modifications. Prerequisite: EAMS 601, EAMS 602

EAMS606 East Asian Gynecology and Pediatrics (3 Credits)

Students will learn to diagnose, differentiate and develop treatment plans for general gynecological disorders and to use correct treatment strategies to treat a range of gynecological disorders. This course presents an overview of EAM pathophysiology, diagnosis, and treatment of selected common pediatric diseases. Prerequisite: EAMS 601, EAMS 602

EAMS607 Case Management (1 Credit)

This course is designed to prepare the students to manage patient care as primary health care professionals. Students will learn to chart accurately and concisely, following the S.O.A.P notes procedure and patient report-of-findings, and write a detailed case study presentation utilizing the S.O.A.P format. This course will also prepare the students with knowledge and skills of treatment planning, continuity of care, referral and collaboration: follow-up care, final review. Prognosis and future medical care. Prerequisite: Higher EAMS, Higher ACUP courses

EAMS605 Emergency Management (1 Credit)

Employing inpatient and outpatient services to prevent the death or serious health impairment of the recipient. CLIN501, 502

EAHM401 Theory of Herbal Medicine (4 Credits)

Overall review of the categories of phytopharmacopoeia in EAM, Overview of formula structures (emperor, minister, etc.), Tastes, properties, plant parts, etc. Mood support (St. John's Wort, SamE, 5-HTP, etc.), Western Herbs (saw palmetto, milk thistle), Different types of herbal prescriptions (Wan, San, Tang, topicals, etc.), A cursory introduction to the first 2-3 herbs in each category. Drug/Herb interactions and contraindications. A review of diagnostic principles and the use of herbs from different categories with an introduction to the most commonly used formulas. Food therapy (characteristics, actions, and giving patients dietary advice). Functions and preparation for herbs (honey processed – Mi Zhi, vinegar processed – Cu Zhi, dry fried - Chao). GMP standards. Prerequisite: None

EAHM501 East Asian Herbal Medicine: Categories (6 Credits)

Review Herbs that Release the Exterior, Herbs that Clear Heat, Herbs that Drain Dampness, Herbs that Dispel Wind Dampness, Herbs that Transform Phlegm and Stop Coughing, Herbs that Warm the Interior and Expel Cold, Aromatic Substances that Open the Orifices, Substances that Extinguish Wind and Stop Tremors. This course covers Downward-Draining Herbs, Aromatic Herbs that Transform Dampness, Herbs that Relieve Food Stagnation, Herbs that Regulate Qi, Herbs that Regulate the Blood, Tonifying Herbs, Herbs that Stabilize and Bind, Substances that Calm the Spirit, Herbs that Expel Parasites, Substances for Topical Application, Obsolete Substances.

EAHM601 East Asian Herbal Medicine Formulas (12 Credits)

Basic methodology of creating a formula (Emperor, ministers, etc.). The main focus in addition to the formulas should be modifications and substitutions of formulas for patient individualization. Students learn methods of herbal formulation, preparation and application, as well as modification and preservation. Students are expected to study the major formulas (over 80 ancient, traditional, and modern), including the herbal components, significance, explanation, indication and clinical use.

Students learn an in-depth study and analysis of East Asian herbal formulas. Students are expected to study the major formulas (over 80 ancient, traditional, and modern), including the herbal components, significance, explanation, indication and clinical use.

This is a practical course in which it teaches students how to treat patients using herbal prescriptions by combining herbal medicines according to the differentiation of syndromes. The main focus on this class should be picking appropriate formulas for case studies in addition to the outlined herbal formulas. Substitutions of herbs or formulas should be part of this strategy. Prerequisite: EAHM 501, EAHM 502

EAHM602 Herbal Formulas Writing (2 Credits)

This course focuses on the development of formula writing skills. Students learn how to combine herbal medicines into formulae, how to choose appropriate basic formulae for patients, and how to modify the formulae according to the patient's chief complaint and diagnostic patterns. Prerequisite: EAHM601

EAHM701 SASANG (Korean Four Constitution) Medicine (3 Credits)

This course will study the unique theory of the Quaternary Constitutional Medicine originally founded by Dr. Je-Ma Lee in the late 1800's in Korea. Sa-Sang (Quaternary) consists of 4 innate characters: Shao-Yin, Shao-Yang, Tai-Yin, and Tai-Yang. Students will learn how to determine each character in each individual and be able to approach, diagnose, and treat these distinctive characters in a different manner. Prerequisite: EAHM 600 level classes

EAHM702 SAHNG HAN LUN / WENBING (3 Credits)

The class covers the six channels diagnosis for cold damage diseases and their treatments: the diagnosis and therapy for miscellaneous diseases. Prerequisite Differential diagnosis and treatment of febrile diseases based on the systems of the four levels theory and San Jiao theory.: EAHM 600 level classes

CLIN501 Clinical Observation I (1 Credit / 30 Hours)

Students will start to familiarize themselves with real-life patient cases and assist in filling herbal formulas, learn clinic procedures and observe actual treatments. Students will also learn the clinic OSHA procedures and start the process of charting. Prerequisite: completion of 1/3 of curriculum.

CLIN502 Clinical Observation II (2 Credits / 60 Hours)

Students will start to familiarize themselves with real-life patient cases and assist in filling herbal formulas, learn clinic procedures and observe actual treatments. Students will also learn the clinic OSHA procedures and start the process of charting. Prerequisite: completion of 1/3 of curriculum.

CLIN503 Clinical Observation III (2 Credits / 60 Hours)

Students will start to familiarize themselves with real-life patient cases and assist in filling herbal formulas, learn clinic procedures and observe actual treatments. Students will also learn the clinic OSHA procedures and start the process of charting. Prerequisite: completion of 1/3 of curriculum.

CLIN601 Clinical Internship I (4 Credits / 120 Hours)

Students will start to hone their diagnostic and needling skills by working on their friends, family members, and classmates. The focus is on proper documentation skills, CNT, and diagnosis. If students wish, they will have the opportunity to assist more senior interns in their rounds. Prerequisite: Most EAMS, ACUP

CLIN602 Clinical Internship II (4 Credits / 120 Hours)

Students will start to see patients from the general public. The focus will be on expanding point familiarity and usage, and the use of herbal formulas without modification. Continuing documentation skills and quicker diagnosis skills are reinforced. These interns will mainly assist more senior interns but may treat patients if the Clinic Supervisor deems it appropriate. Students will also take a diagnosing and treatment plan assessment in order to move from a one-hour schedule per patient to an every- 30-minute treatment time if they wish. Prerequisite: Most EAMS, ACUP

CLIN603 Clinical Internship III (5 Credits / 150 Hours)

Students will start to take a more independent role in the clinic operation. The focus will now be prescribing and modifying herbal formulas with proper diagnosis. Most EAMS, ACUP

CLIN604 Clinical Internship IV (5 Credits / 150 Hours)

Students will simultaneously treat patients with needles as well as adjunct therapies and create modified existing formulas to best treat their patients. Prerequisite: Most EAMS, ACUP

CLIN605 Clinical Internship V (4 Credits / 120 Hours)

The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment. Prerequisite: Most EAMS, ACUP

CLIN606 Clinical Internship VI (3 Credits / 90 Hours)

The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment. Prerequisite: Most EAMS, ACUP, EAHM

CLIN607 Clinical Internship VII (3 Credits / 90 Hours)

The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment. Prerequisite: Most EAMS, ACUP, EAHM

CLIN608 Clinical Internship VIII (3 Credits / 90 Hours)

The clinic supervisor is not required to observe the actual diagnosis or treatment but must be near the location where the patient is being treated. Interns are required to consult with the assigned clinic supervisor before and after each treatment. Prerequisite: Most EAMS, ACUP, EAHM

Business Administration**ACCT111 Accounting I: Financial accounting (3 Credits)**

This course is an introduction to the measurement and financial reporting of organizations and the interpretation of the resulting financial statements.

ACCT121 Accounting II: Managerial accounting (3 Credits)

This course deals with determining the costs of products and services and using cost information for planning and decision making. Prerequisite: ACCT111 or concurrent

BUSN101 Introduction to Business (3 Credits)

This course identifies concepts, principles, and operations of the private enterprise system. Students will compare sole proprietorships, partnerships, and corporations, and then learn the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, and ethics and social responsibility. Human resource management and how employers can motivate their employees are described. Bookkeeping, accounting, financial management, and financial statements are also examined.

BUSN223 Ethical and Legal Issues in Business (3 Credits)

This course addresses issues such as ethics, contracts, torts, and the Uniform Commercial Code (U.C.C.), as well as the legal, political, and economic aspects of antitrust law, employment law, administrative law, securities law, and international business law topics. Students are asked to apply legal and ethical reasoning to real-world situations.

COMP101 Introduction to Computer (3 Credits)

It provides student with foundational skills and knowledge needed for today's technology-based careers. Student will learn the components of systems—from the CPU and memory to input devices and peripherals—and how these components interact with an operating system to perform critical tasks. Keeping current with fast-changing computer technologies, this course will discuss the computer technologies today that are allowing the creation of a virtualized mobile workforce. It will explore how computers connect to the internet, what services can be found online, and what dangers exist in the form of viruses, Trojans, and other malware.

ECON111 Microeconomics (3 Credits)

This course provides students with a comprehensive overview of the evolution of the US economy and the ways in which people produce, consume, and exchange goods and services. Major economic principles are presented, including supply and demand, economies and diseconomies of scale, competition, and taxation. Students will also explore the characteristics of a labor market, the regulatory restrictions of tariffs, quotas, and embargos on trade, and how the optimal quantity of public good is determined. Inequity of wealth and the interaction of economic rent, interest, and profit are also discussed.

ECON121 Macroeconomics (3 Credits)

This course is designed to examine many aspects of the economy from this aggregate perspective. Student will discover some of the basic tools that economists use, such as the economic perspective, fundamental concepts, graphing skills, and an overview of the interrelated components of the United States economy. This course explains the importance of supply and demand, economic measures, growth, employment and inflation, and how these relate to the business cycle and the health of the economy. This course will demonstrate the roles of fiscal policy, money, banks, and monetary policy in the economy, and how politics and the Federal Reserve can influence economic outcomes. Students will also learn about the interplay of deficits, surplus, and national debt, and have the chance to analyze the US Social Security system.

FINA101 Principles of Finances (3 Credits)

This course offers a broad overview of corporate finance, including the goals of financial management. Students will examine how the information contained in financial statements is used in analysis and forecasting. The topic of valuation is introduced, with a focus on valuing stocks and bonds. Students will review the financial manager's role in estimating risk and return, computing cost of capital, evaluating

capital structure policies, making investment decisions, and raising capital. Other topics include financial securities and derivatives, long-term and short-term planning, and innovations in corporate finance.

GSMG101 Introduction to Golf Sports Management (1 Credit)

An introductory course that provides an overview of golf industry employment, examines the structure, function, and history of the Golf Sports, and reviews the etiquette, definitions, and Rules of golf. Students will be challenged to apply knowledge of golf sports management to solve basic problems faced by sport managers. The course will also introduce and explore an understanding of career opportunities in the field of Golf Sports Management.

GSMG211 Rules of Golf (2 Credits)

This class will give the student an in-depth knowledge of the rules of golf. The decisions of the rules of golf will also be discussed and analyzed. This course will also prepare the student for Checkpoint I in the GSMG program. The student will complete study reading assignments, work experience activities, and be required to pass knowledge tests related to Tournament Operations and The Rules of Golf.

GSMG212 Golf Anatomy (1 Credit)

This course will cover the fundamentals and principles of human anatomy. Topics to be covered are the skeletal system, muscular system and nervous system of the human body and how they are related to movement.

GSMG213 Golf Training and Injury Prevention (1 Credit)

This class will cover all the fundamentals of training golf. Topics studied will be the grip, set-up, alignment and the full swing. Students will be analyzing golf swings and correcting errors in swing fundamentals. His affects society.

GSMG301 Golf Swing - Short Game (3 Credits)

This course is the fastest way to drop shots in the shortest amount of time. You will learn: how to choose your wedges, the baseline chip, baseline pitch, benchmarking your carry to roll, and more. Along with the information, you will get a drill-based combine for measuring your skills.

GSMG302 Golf Swing - Long Game (3 Credits)

This course is described shots that are made outside of 100 yards from the green are considered to be part of the long game. The term is placed opposite of the short game, which comprises of the shots that are made from within 100 yards of the green. A golfer with a good long game will hit the ball far and with good accuracy.

GSMG401 Golf Equipment and Fitting (1 Credit)

This course is designed to provide the student with an understanding of the characteristics and design of modern golf equipment. The student will study different fitting techniques and perform basic club repair functions.

GSMG411 Golf Business (1 Credit)

Accounting, branding, expensing, logistics, negotiations, recruiting, risk management, operations, and promotion in golf. Business considerations in the development and location of golf courses.

GSMG421 Golf Psychology (1 Credit)

Students learn confidence – whether it be on the 1st tee or the 18th green we can improve how you think and talk to yourself so that you have faith in your ability; concentration – managing your concentration throughout a round, blocking out distractions and focusing on the right thing at the right time; intensity – playing at your best for large periods of time; decision making – being able to make the correct decisions quickly and clearly when under pressure; consistency – being able to play each shot consistently under

pressure to the best of your ability. various sport and/or recreation facilities, students will be able see practical applications of theories learned in the classroom.

GSMG422 Golf Instruction (1 Credit)

This course is designed to improve the golf instructional skills of golf professionals, especially those desiring to be quality coaches. Included in the course are such topics as teaching, coaching, training techniques, motivational strategies and the needs of special populations. Methods of recording student progress, management techniques for a successful instructional program, and the use of audio-visual and other electronic teaching tools are examined.

HRMG242 Human Resources Management (3 Credits)

This course provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focus is placed on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

HSTM421 Introduction to Hospitality and Tourism (3 Credits)

This course is an exploration of hospitality and tourism from a business context. Focus is on various industry segments such as restaurants, hotels, attractions, travel agents, transportation modes, and use of technology and communication systems. The course includes a study of basic management skills and concepts, leadership, marketing, planning, and fundamentals of operation in the hospitality and tourism context.

HSTM423 Accounting for Hospitality and Tourism (3 Credits)

This course is an examination of external environmental financial concepts that are vital to decision making within an organization in the hospitality and tourism industry. It analyses and discusses cost behavior operating leverage, profitability, planning and budgeting, capital investments, financial statements, and cash flows.

HSTM424 Legal Aspects for Hospitality and Tourism (3 Credits)

This course is an overview of federal, state, and local laws that are applicable to the hospitality industry. The primary focus of this course is the effect of federal laws and regulations on hiring, firing, employment conditions, and the day-to-day business operations in a hospitality environment.

HSTM425 Facilities Management and Design in Hospitality and Tourism (3 Credits)

This course is an examination of hospitality property management and design. It includes all of the primary facility systems such as water and wastewater, electrical, HVAC, lighting, laundry, solid waste management, telecommunications, food service, energy management, and safety and security.

HSTM426 Resort Management and Operations (3 Credits)

This course is a presentation of the resort industry and the unique issues and problems of resort management and operations. It provides an overview of technology used in the resort industry as well as career paths and market trends. It examines the challenging requirements for hiring and managing of seasonal, talent-specific, and remote employee.

HSTM427 Marketing for Hospitality and Tourism (3 Credits)

This course is a study of marketing as one of the most exciting and complex functions of a hospitality and tourism manager. It combines knowledge of the market's behavior, a tailored product-service mix, and appropriate sales techniques to demonstrate that the marketing function represents one of the operation's best chances for success.

INTN490 Internship (3 Credits)

In this course, students use the knowledge gained through previous coursework in their program with planned and supervised work experiences in the public or private sector. The course allows students to

enhance the practical skills necessary for success by being exposed to the reality of the world of work beyond the boundaries of the campus, enhancing their self-confidence and career direction. Prerequisite: Requires Department Chair Approval.

LESD421 Law and Legal System (3 Credits)

Introduction to Law provides an overview of the law and the legal system. This course covers the Constitution, court system attorney-client relationship, administrative law, crimes, torts, contract law, family law, owning and operating motor vehicles, renters and landlords, home ownership, employee and employer rights and duties, wills, trusts and probate laws and the Declaration of Independence. The student will develop the knowledge and skills indicated by the Learning Outcomes for the course.

LESD422 Contract Law Practice (3 Credits)

This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

LESD423 Legal Ethics (3 Credits)

The goal of this course is to introduce the student to the ethical aspects of the legal profession and to present an opportunity for students to explore and understand how these ethical obligations influence every aspect of an attorney's profession. Students will explore the ethical obligations that attorneys have to the Court, to fellow colleagues, and to their present and former clients.

LESD424 Computers and the Law (3 Credits)

Computers and the Law prepares students to thrive in a legal environment that is increasingly affected by rapid changes brought on by technology. During this course, students will learn to code (no prior experience necessary) using the Python programming language and will apply those skills towards scenarios which simulate real-world problems attorneys may face.

LESD425 Paralegal Procedure (3 Credits)

Introduction to Paralegal Studies provides an overview of the paralegal profession including ethical obligations, regulations, professional trends and issues, and the paralegal's role in assisting the delivery of legal services.

LESD426 Real Estate Laws and Rules Pre-Licensure (5 Credits)

This course is intended to provide students with the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest; and prepare students for the Georgia real estate license examination.

MATH102 Quantitative Business Analysis (3 Credits)

This is an applications-based course that continues with the mathematical inquiry that began in high school and intermediate algebra. The course will develop an integrated understanding of functions as well as the solutions and applications of linear, quadratic, exponential and logarithmic equations. The theory and graphing of inequalities will also be developed as will linear systems and the fundamentals of matrices. To prepare students for further study in business, finance and management science, the mathematical concepts will then be applied to such business applications as interest, discount and amortization as well as maximization and minimization problems. Prerequisite: MATH 101

MBAS520 | Managerial Statistics | 3 Credit Hours

This foundation course prepares students for working in those courses that require the use of mathematics and/or statistics. The material includes an examination of four functions: a) linear, b) power, c) exponential, and d) log. It also includes an introduction to calculus and basic descriptive and experiential statistics.

MBAA530 | Managerial Accounting | 3 Credit Hours

This course provides fundamental concepts and tools in accounting that business managers need to function in managing the financial resources of a company effectively and purposefully. Starting from basic concepts, including cash flow analysis, financial statement interpretation, and ratio analysis, the course builds the foundation of knowledge and progresses toward more advanced topics such as capital budgeting, Various investment decision-making techniques, Risk and returns, etc. The course concludes with a discussion about how a company funds itself in short-term and long-term horizons, and how a capital market can help in such a financing process utilizing case analysis.

MBAE560 | Managerial Economics | 3 Credit Hours

Managerial economics is the study of how to use economic theory and methods to make management decisions that affect the growth, management, and strategy of businesses and nonprofit organizations. In order to be effective managers, you must comprehend how economic factors like output, interest rates, unemployment, pricing, production efficiency, and exchange rates impact businesses and organizations in order to find the best strategies for expansion and profitability. The evaluation of options and alternatives, profit measurement, economic optimization, demand and supply estimation, profitability forecasts, production and competitive markets, competition, and long-term investment decisions are the specific subjects that will be covered in this course.

MBAM570 | Managerial Marketing | 3 Credit Hours

This marketing course focuses on how to apply tools and techniques to deliver goods and services in a global economy as well as in a non-profit environment. This module will delve into various marketing areas including market research, consumer behavior; product planning and development; pricing; budgeting; advertising strategies and regulation; strategic planning for international markets, personal selling; media cross-marketing; public relations and publicity; special events, and sales promotion.

MBAB580 | Business Law and Ethics | 3 Credit Hours

Our economic system is essential to the way our country is organized. Every day we engage in or witness commercial transactions, whether they be as basic and evident as buying a cup of coffee, as subtle and passive as watching a television commercial, or as engaging as ordering a product made halfway around the world online. The rules and legislation that constrain how firms conduct their operations are fundamental to this economic structure. The secret to running a successful business is understanding how the legal system affects business. Understanding how to conduct business ethically within the legal system is crucial for the student or business owner. This course will introduce the student to the fundamental ideas of our system of jurisprudence, legal processes and procedures, the ways to start and end business relationships, and the laws governing our business transactions, drawing on a review of the fundamentals of our legal system. We will discuss ethical and legal issues in each class so that the student learns how to conduct business to succeed rather than only to avoid legal problems.

MBAO600 | Management of Organizational Change | 3 Credit Hours

This course focuses on the analysis of organizational structure, corporate culture, and human behavior in these settings. Students learn strategies for creating a workplace that is highly productive, efficient, and socially sensitive. Workplace motivation, learning theory, conflict resolution, management styles, job design, performance evaluation and feedback, group dynamics, and organizational power and politics are some of the topics covered. The usage of a wide range of real-world management case studies will be used to illustrate efficient methods and tactics for addressing organizational issues and possibilities.

MBAP610 | Project Team Management | 3 Credit Hours

This advanced project management and leadership training focus on strategic change. The course places a strong emphasis on the application of project management software and sound management practices in

cost management, resource, and staffing planning, project financial management, and scheduling.

MBAD620 | Marketing Strategy for the Digital Age | 3 Credit Hours

The digital revolution of the last twenty years has changed the nature of business in a very fundamental sense. The business function that's been perhaps affected the most by the digital revolution is marketing. The three big areas of marketing where the impact of digitization has been the highest are (a) new ways of interacting with the customer, leading to new business models (b) the change in the "balance of power" between the consumer and the marketer and (c) the emergence of data-driven marketing, including the use of algorithmic methods. The objective of this course is to bring students "up to speed" with respect to "applications" ((a) and (b) above) and (c) in order to enable them to "hit the ground running." Broadly speaking, the first half of the vocabulary and economics underlying digital marketing, the emergence of new marketing and business models and the role of technologies such as mobile and social media. The second of the course will expose students to "big data" and machine learning methods that are the driving force of digital marketing.

MBAN630 | People, Conflict, Negotiation & Resolution | 3 Credit Hours

This module focuses on building skills in a variety of negotiation aspects applicable to numerous business scenarios thanks to this course. A working issue will inevitably need to be managed by business owners, executives, officers, managers, supervisors, salespeople, and anyone else who has influence over staff or interacts with employees, customers, suppliers, retailers, wholesalers, or any other third parties. In this course, we will examine negotiation theory as well as the benefits and drawbacks of various negotiation techniques. The following section of the course will look at how a knowledgeable businessperson can use dispute prevention strategies and, if those efforts are unsuccessful, compare those possibilities to more conventional litigation. The advantages and disadvantages of litigation, as well as the process of trials and appeals involving individuals, numerous parties, coalitions, or teams, will all be examined. Additional ADR techniques such as arbitration and mediation will also be looked into. Students will learn pre-negotiation planning and tactics, how to create a unique negotiating style, how to negotiate across cultural boundaries, and how to establish trust and productive professional relationships.

MBAC640 | Capstone Project | 3 Credit Hours

Due to the convergence of consumer interests and inclinations, businesses must function in a global economy by making their goods and services available worldwide. This course introduces students to this international setting and emphasizes the need for them to acquire the knowledge and abilities necessary to function in this dynamically changing, intensely competitive environment. The course's dual objectives are to familiarize students with the theories and practices of international business, as well as the geographic, demographic, technological, political, economic, and sociocultural forces that have an impact on cross-cultural communication and the influence of national and international media on business management. The principles and issues that people, businesses, and organizations run across when conducting business will be studied by the students. The course will provide examples of how alliances, industries, and governmental action are evolving.

MGNT101 Principles of Management (3 Credits)

It is designed to help student understand the major functions of management (planning, organizing, leading, and controlling) and the significance of each function in relationship to the existence of the company. This course describes how companies use management to set and accomplish goals through individuals, groups, and other types of resources. It also analyzes communication and ethics in the organization. Other topics include decision making, change, employee development, organizational structures, management control, leadership, conflict resolution, information security, and globalization.

MGNT221 Organizational behavior and Management (3 Credits)

This introductory course in organizational behavior integrates the management and behavioral principles, techniques, and concepts associated with the productivity of organizational resources. It focuses on human behavior in organizations and is primarily concerned with improving organizational efficiency and effectiveness through increased understanding of the behavior of people at work

MGNT225 Organizational Behavior and Management (3 Credits)

This introductory course in organizational behavior integrates the management and behavioral principles, techniques, and concepts associated with the productivity of organizational resources. It focuses on human behavior in organizations and is primarily concerned with improving organizational efficiency and effectiveness through increased understanding of the behavior of people at work.

MGNT221 Organizational behavior and management (3 Credits)

This introductory course in organizational behavior integrates the management and behavioral principles, Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

MGNT324 Risk Management (3 Credits)

This course is a study of problem solving from managerial, consumer, and societal perspectives. Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

MGNT325 Financial Management (3 Credits)

This course bridges financial management with corporate finance. Students apply financial data for use in decision making by applying financial theory to problems faced by commercial enterprises. Introduces students to basic financial theory, financial forecasting, time value of money techniques, and risk analysis. Other areas covered involve analyzing financial statements with ratios, valuing securities, capital budgeting, and calculating weighted average cost of capital.

MGNT331 Strategic Management (3 Credits)

This course is designed to provide you with an understanding of the concepts, models, and theories of strategic management by looking at case analyses, analyzing external environments, evaluating internal capabilities, and exploring useful strategies. The emphasis of the course is on the successful implementation of strategies in different types of firms across industries to gain an advantage over all their competitors.

MGNT343 Operations Management (3 Credits)

This course examines the principles and techniques of managing operations processes in manufacturing and service industries. Students will explore the interrelationships between operations concepts, such as forecasting, planning products, technologies, facilities, demand, inventory, productivity, quality, and reliability.

MKTG101 Principles of Marketing (3 Credits)

This course surveys the marketing mix and marketing concept; markets and buyer behavior; product, service, and relationship marketing for global competition; creating and keeping customers in an e-commerce world; branding and positioning; distribution strategies, integrated marketing communications, and pricing strategies.

MKTG330 Marketing Management (3 Credits)

This course presents and develops the primary marketing variables that are used in designing an overall marketing program. A systems approach is taken with the variables managed to optimize overall results.

MKTG421 Internet Marketing Principles (3 Credits)

This course presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. It guides learners through the concepts, trends, and characteristics of doing business online to provide the ability to develop and implement effective strategies for digital business.

MKTG 422 Consumer Behavior (3 Credits)

This course investigates consumer behavior as the study of people and the products that shape their identities. It presents personal and professional relevance to consumer behavior, including psychological, social, economic, and political foundations in consumer activities. Learners analyze buying behavior by exploring the products, services, and consumption activities from a multicultural perspective, which contributes to the broader social world.

MKTG423 Marketing Research (3 Credits)

This course introduces the marketing research process. It explores many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

MKTG424 Advertising (3 Credits)

This course focuses on the importance of how businesses integrate marketing communications into their business models and how advertising is produced and transmitted using traditional and new media channels. global market. Strategic marketing is examined utilizing a decisions approach in marketing with applications addressed through case studies and analysis. Topics include organization's mission and goals, identifying and framing organizational opportunities, formulating product market strategies, budgeting, and controlling the marketing effort.

MKTG426 Direct Marketing (3 Credits)

This course is an overview of direct marketing with an emphasis on database marketing, customer relationship marketing, and response-driven marketing. It explores a wide range of direct marketing initiatives to sell products and services globally. It provides more strategic integration of ideas, technology, and media into market planning.

Information Technology

IFTG111 Human Computer Interaction (3 Credits)

This course introduces fundamental principles for designing and analyzing interactive systems. Topics include user-centered design, human cognitive and physical abilities, prototyping and evaluation techniques, and graphical design fundamentals.

IFTG112 Computer Concepts & Applications (3 Credits)

This course will introduce the student to the operation and use of computers. Specific applications taught include operating systems, word processing, spreadsheets, and presentation software. In addition, students will learn basic terminology and concepts related to the use of computers in today's society.

IFTG151 Computer & Information Systems (3 Credits)

In this course, students will learn how to gather information, structure data, and build and implement information systems of all sizes.

IFTG161 Computer Graphics (3 Credits)

This course provides introduction to computer graphics algorithms, software and hardware. Topics include: ray tracing, the graphics pipeline, transformations, texture mapping, shadows, sampling, global illumination, splines, animation and color.

IFTG171 Mathematics for information technology (3 Credits)

This course provides an introduction to discrete mathematics as applied to the information technology field. Areas of application include: computer logic, analysis of algorithms, telecommunications, probability and cryptography.. Mathematical reasoning is emphasized throughout. Computer software is used in problem modeling and solutions

IFTG201 Algorithm and Data Structure (3 Credits)

In this course we will understand different data structures and how to use them effectively for solving problems. It is expected that the students have basic experience in any high-level programming language. Data structures and algorithms are a crucial part of programming interviews.

IFTG202 Introduction to Relational Database (3 Credits)

This course will introduce you to important concepts of database systems and design. We will learn what relational databases are, what they are used for, the theory underlying their design, and how to query and modify a database using the declarative SQL language.

IFTG203 Introduction to Network Technology (3 Credits)

This course starts by answering the question, "What is a computer network" and from there you'll learn about a wide variety of terms and definitions. You'll learn what common networking components are (such as routers, switches, and firewalls) and what they do.

IFTG204 Introduction to Programming (3 Credits)

In this topic you will learn the fundamentals of programming, including key concepts such as variables, constants, data types, iteration, selection, functions, problem solving skills and algorithm development. You will learn how to create and modify images to demonstrate your programming skills.

IFTG205 Web Design (3 Credits)

It enables students to learn various techniques, tools and programming languages in order to create and maintain web pages.

IFTG206 PC Hardware and Operating systems (3 Credits)

The students will gain skills to describe internal key hardware computer components, including motherboard components, central processing unit (CPU) memory, hard drives, expansion slots, and more.

IFTG301 Computer Ethics (3 Credits)

It examines frameworks for making ethical decisions, emergent technologies and their ethical implications, and information and computer professionalism.

IFTG302 Managing Technology and Innovation (3 Credits)

This course focuses on the strategic management of technology and innovation in firms. It will take the perspective of various levels of management (corporate, business, project) in studying the process of creating change through technical innovation, intrapreneurship, and entrepreneurship.

IFTG331 Data Communications and networking (3 Credits)

This course teaches the design and implementation techniques essential for engineering robust networks. Topics include networking principles, Transmission Control Protocol/Internet Protocol, naming and addressing (Domain Name System), data encoding/decoding techniques, link layer protocols, routing protocols, transport layer services, congestion control, quality of service, network services, Software Defined Networks (SDNs), programmable routers and overlay networks, wireless and mobile networking,

security in computer networks, multimedia networking, and network management.

IFTG332 E-commerce (3 Credits)

It includes Internet business models, electronic commerce infrastructure, designing on-line storefronts, payment acceptance and security issues, and the legal and ethical challenges of electronic commerce.

IFTG341 Advanced Programming (3 Credits)

The course will introduce students to a wide spectrum of programming languages and programming paradigms, focusing on multi-paradigm aspects and modern features of programming languages. The course will cover the fundamentals of lambda calculus and functional programming style, lazy computations, memory management, event-driven and reactive programming, as well as multi-threaded and concurrent programming patterns. Languages used might cover, but not be limited to, modern C++, Rust, Haskell, Golang, Java/Kotlin and Dart.

IFTG351 Enterprise Systems (3 Credits)

Information technology capstone course converses by focusing on a sequence of projects that designs and builds systems and integrates them into a global business; emphasizes IT project management, enterprise architecture, business requirement analysis, system modeling, acquisition, testing, deployment, and quality assurance.

IFTG352 System Design and Implementation (3 Credits)

This course is designed for computer and information technology majors. Students learn to investigate, analyze, plan, design, implement and document an information system using the traditional Systems Development Life Cycle (SDLC).

IFTG353 Information systems Analysis (3 Credits)

Introduces theory and practice of systems analysis and design. Topics include determining business requirements, documenting organizational processes, analyzing information flows, and reengineering/designing information systems.

IFTG401 Information Technology Project (3 Credits)

Information Technology (IT) project management is the process of managing the planning, organisation and accountability of IT projects for an enterprise. The scope of IT projects is most often large, with these projects being extremely complex.

IFTG402 IT Service-Learning (3 Credits)

Students apply academic knowledge to address a community need in order to enhance their learning, develop as professionals and learn the importance of civic engagement.

IFTG403 Database Systems (3 Credits)

The course examines the principles of design and functions of the Relational Database Management Systems (DBMS). The course emphasizes the use of Relational DBMS as an office productivity tool.

IFTG404 Information Systems Security (3 Credits)

Students will learn the fundamentals of information security including design and implementation of secure systems, security assessment, and computer security ethics.

IFTG405 Management support System (3 Credits)

It is the information technology-based systems that support managerial and professional work. These systems include Decision Support Systems (DSS), Expert Systems and Business Intelligence (BI). The course will also look at the role of Geographic Information Systems (GIS) in business and some of the implications of new technologies and techniques for the support of management decision making.

STEM560 | Information Technology Strategy in Supply Chain and Logistics | 3 Credit Hours

Digital technologies have permeated every aspect of modern business. The capacity to execute any business model rests heavily on the approach taken by firms in organizing their information architecture. This course will explore the role of information architecture on Supply Chain and Logistics functions. We will discuss the dominant technologies traditionally used in planning, forecasting, scheduling and managing supply chains. We will then explore the emerging new technologies such as SOA (Service Oriented Architecture) that enable firms to innovate in their business models through dynamic engagement with their supply partners in evolving global supply networks. Class discussions and case studies will include technology and business process choices in new product development, design, MRP, ERP, distribution and logistics.

STEM570 | Logistics | 3 Credit Hours

This course refers to the planning, implementation and control of the efficient forward and reverse flow and storage of goods, services, and information between the point of origin and point of consumption. This course trains students in the various aspects of logistics management. Primary topics include the management of inventory, facilities, warehousing and transportation, with in-depth study of these individual elements as well as examination of integrated logistics strategy and network design. Other topics with ancillary coverage include sustainability in logistics, international logistics and globalization, competition and co-ordination, role of information flow and IT, etc. Instruction will be by a combination of lectures, case studies and numerical assignments. Students will also run computer simulations of a logistics system, as well as learn to use a commercial logistics planning software. Guest lectures and a facility tour may also be included. The aim is to train students to perform and manage logistical functions within an organization, as well as assess and design the overall logistics strategy of the organization.

STEM580 | Operations Management | 3 Credit Hours

Transformation processes create all value in society. This course provides a framework for systematically examining, understanding, and optimizing such processes. Through a mixture of lectures, case discussions, and hands-on simulations you will learn tools and approaches that are critical for success in a wide variety of service and production settings.

STEM590 | Software Teams and Project Management | 3 Credit Hours

This course has two interrelated components: Team dynamics and managing software development projects; presented in an integrated fashion. Team dynamics content will include such topics as the emergence of behavioral norms in project teams, team decision making, potential sources of conflict, and managing conflict constructively. Project management content will include topics such as Lean Startup principles and Minimum Viable Products, development approaches (e.g. agile, traditional, waterfall), integrating software tools and dealing with the inevitable surprise changes to timing, scope and content.

STEM600 | Big Data Management: Tools and Techniques | 3 Credit Hours

This course teaches the basic tools in acquisition, management, and visualization of large data sets. Students will learn how to: store, manage, and query databases via SQL; quickly construct insightful visualizations of multi-attribute data using Tableau; use the Python programming language to manage data as well as connect to APIs to efficiently acquire public data. After taking this course, students will be able to efficiently construct large data sets that source underlying data from multiple sources, and form initial hypotheses based on visualization. This class will include a lab: after learning new material in a lecture, students will work with their teams on an assigned list of tasks to learn hands-on the tools taught. A final project will enable students to integratively apply all the covered tools to a real-world context. This material is a precursor to advanced statistical analysis, which is taught in other classes.

General Education

BIOL101 General Biology (3 Credits)

A general study of basic concepts of life systems, focusing on the living systems and molecular and chemical metabolism, anatomical terminology, terminology for the movement of the limbs. Prerequisite: None

CHEM101 General Chemistry (3 Credits)

This course explores the structure of the atom, the molecules that form from atoms, and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules.

COMM101 Introduction to Mass Communications (3 Credits)

This course explores the nature and history of the way complex organizations produce public messages and investigates how technological advances in electronic media have changed this. The course starts by examining the development of mass media after the invention of the printing press, the telegraph and telephone, and photography. It then examines changes in the broadcast industry brought about by the invention of television and changes in the commercial networks brought about by the expansion of service providers. The course looks at how various media professions shape mass media messages, and it evaluates the effects of industry regulation. Finally, the course assesses the impact of mass communications on the global village and examines the media's influence on the way people think and behave.

COMM201 Public Speaking (3 Credits)

This course prepares students to develop professional presentations in the increasingly diverse workplace. It focuses on the skills necessary for effective public speaking: organizing materials, selecting appropriate content, developing a comprehensive outline, integrating visual aids effectively, and using an appropriate style of delivery. Students learn the principles of public speaking and critical thinking including the discovery and evaluation of arguments and evidence, organization, style, audience analysis and adaptation, speech composition, and presentation skills.

ENGL101 English Composition I (3 Credits)

English Composition I focus on engaging students as writers and building the reflective awareness needed for success in a wide range of writing experiences within the university. In this course, students write consistently, receive feedback on their writing and give feedback to others, are introduced to academic writing conventions (including using the library, integrating sources, and using a citation system), engage with challenging readings, and begin putting others' ideas in conversation with their own.

ENGL102 English Composition II (3 Credits)

English Composition II intended as a complement to English Composition I. Writing skills used in the first course should be augmented and further refined in the second. This course continues the development of college-level writing skills and practice, providing the student with opportunities to evaluate literature, examine structure, aesthetics, and issues, and organize thinking in written form. In addition, the research paper requirement strengthens the student's skills in investigating, analyzing, synthesizing, and evaluating the ideas of others while also sharpening the student's expression of his/her own conclusions. The introduction to literature enriches the student's general understanding of human experience, which will assist him/her in subsequent courses and in life. Prerequisite: ENGL101

ETHC111 Contemporary Ethics (3 Credits)

This course is a philosophical examination of major contemporary ethical issues. Topics may include

biomedical ethics, business ethics, environmental ethics, human sexuality, and ethics related to life and death decisions. The emphasis is on acquiring the philosophical skills necessary to guide self and others in the process of ethical decision making. Cases are used for study and discussion.

HIST101 US History I (3 Credits)

This course focuses on the origin and growth of the United States from 1492 to 1865. It examines the social, economic, and political development of the country, highlighting major events that took place from the settlement of Jamestown to the Civil War.

HIST102 US History II (3 Credits)

This course focuses on the transformation of the United States from 1866 to the present, from its reconstruction after the Civil War to its emergence as a world leader. Prerequisite: HIST101

LANG101 Introduction to Spanish Language (3 Credits)

Elementary Spanish is designed for students with little or no knowledge of the Spanish language. It focuses on the development of the four basic language skills: listening, speaking, reading, and writing. In addition, students will develop an appreciation of the Hispanic culture throughout this course through readings, forum discussions, and a group cultural project.

LANG102 Introduction to Korean Language (3 Credits)

This course is the first half of the Elementary Korean language course. It is designed for those who have no (or very limited) prior knowledge of Korean. LANG102 meets Monday through Thursday for fifty minutes each day. The goal of the course is to provide a basic foundation that will enable students to acquire and develop the language skills of listening, speaking, reading, and writing in Korean. The process of learning these skills will emphasize task-based practice to develop the student's ability to communicate in real-life situations.

MATH101 College Algebra (3 Credits)

This college-level algebra course provides an understanding of algebraic concepts, processes and practical applications. Topics include linear equations and inequalities, quadratic equations, systems of equations and inequalities, complex numbers, exponential and logarithmic expressions, and functions and basic

PHIL101 Introduction to Philosophy (3 credits)

An introduction to philosophy through topics found in classical and contemporary philosophical writings, such as the nature of truth and knowledge, mind and body, freedom and determinism, right and wrong, and the existence of God. Course content varies from instructor to instructor. Specific course descriptions will be available in the department prior to registration.

PHYS101 General Physics (3 Credits)

Physics I is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy.

POLS111 US Government (3 Credits)

This course explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes, and sources of conflict and consensus.

PSYC101 Introduction to Psychology (3 Credits)

A survey of the field of psychology that provides an overview of the scientific principles and theories in psychology. Topics include: biological psychology, abnormal behavior, motivation, emotion, sexuality and gender, and personality theory.

RELG101 Survey of the Bible (3 Credits)

This course will trace the outline of the Bible and address the background and thematic elements of each Biblical book, considering them synthetically. The purpose is to provide the student a working understanding of the overall plan of God as revealed in the Bible, providing a foundation for further Bible study.

RELG102 World Religions (3 Credits)

This course examines the complexity of religion as a multidimensional phenomenon characterized by heightened experience, ritual practice, powerful myths, ethical teaching, social organization, and theological doctrine. The course explores religious traditions that are alive today and that involve the lives of the majority of people worldwide from the indigenous religions of Africa and North America to the major world religions of the East such as Hinduism, Buddhism, Confucianism, Taoism, and Shinto as well as the western religions of the Book: Judaism, Christianity, and Islam.

SOCL101 Introduction to Sociology (3 Credits)

This course is an introduction to sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. The course will introduce students to the field by focusing on several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

STAT101 Principles of Statistics (3 Credits)

This is an introductory course in statistics that develops skills for performing statistical computations and analyzing data. Topics include measures of central tendency and variation; probability concepts, rules, and distribution; normal and sampling distributions; hypothesis tests; and descriptive and inferential methods in regression correlations. Prerequisite: MATH 101

English as a Second Language (ESL)

Level 1 (Entering Level) - student demonstrates very little understanding of English, has limited verbal expression and relies upon visual cues, does not read or comprehend in English and has little or no ability to write in English.

Level 2 (Beginner Level) - student demonstrates a limited understanding of spoken English, makes significant errors when speaking, is very difficult to understand, comprehends only simple sentences, reads simple words with many modifications and uses identifiable sentence structure, but lacks sequential ideas.

Level 3 (Developing Level) - student demonstrates a fair understanding of spoken English, can be understood when speaking (however, often must rephrase to be understood), reads utilizing strategies and some modifications for comprehension and is developing writing skills.

Level 4 (Expanding Level) - student has an extensive understanding of spoken English, can be easily understood when speaking, reads and comprehends with only minor modifications and writes with occasional grammatical errors in organized sentences.

Level 5 (Bridging Level) - student understands, speaks, reads and writes comparable to a native English speaker. This student is then released from ESL services, but monitored for two consecutive years, then exited from the program.

Level 6 (Reaching Level) - student has been monitored for 2 consecutive years and has been exited from ESL program services.

STUDENT INFORMATION

HANBIT UNIVERSITY does not currently offer student clubs or organizations apart from the Student Government Association described.

At HU, our goal is to help you reach yours. Our student services are designed to support the success of busy individuals like you. We're here to offer guidance so you can thrive in your degree program and achieve your goals.

STUDENT SERVICES

Academic Advising

Academic advising services are provided by the Office of Academic Affairs, assisted in this role by the faculty. The purpose of these services is to assist all students in clarifying their educational goals, developing an educational plan, monitoring their educational progress, and determining transfer pathways. Students also receive information on University policies and procedures in general. These services can help students discover their interests and passions, as well as careers and majors that will allow them to pursue them.

Career Services

The goal of Career Services is to assist all graduates to obtain in field or related field employment. The team is available to assist students throughout their academic programs and continues to offer assistance beyond graduation. It should be understood that the career services offered are not a guarantee of employment.

Community Service

In our commitment to the University's faith, the Office of Student Affairs seeks to engage students within the local and global community through service, whereby exposing them to social issues and giving students a role in addressing them. In order to achieve these aims, Student Affairs facilitates projects and assists students in locating and organizing community service activities that further their educational experience.

Disability Support Services

In accordance with Section 504 of the Rehabilitation Act of 1973, HANBIT UNIVERSITY seeks to give equal opportunity and access to students with disability. The Office of Student Affairs coordinates accommodation requests of students with disability for the university. A student with disability who requires special attention or accommodation is advised to contact the Office of Student Affairs as soon as possible to establish his/her disability and make "Reasonable accommodation" requests.

International Student Services

Immigration Student Services provide international students with guidance on maintaining F-1 immigration status while attending HU, processing F-1 immigration benefits, navigating University policy and understanding F-1 visa restrictions, ensuring University and student compliance with immigration policies, and providing educational tools, including workshops and tutorials.

Library Services

Electronic resources supporting HU's academic programs are available 24/7. Resources include periodical and research databases as well as e-books, providing access to a vast collection of full-text journal articles and information from academic and trade publications.

Tutoring Center

The Tutoring Center partners with students and faculty to enhance student academic skills outside of the

classroom and provide equal access to information presented in the classroom. Our focus is to support students in becoming independent learners and to assist in the achievement of individual learning goals. We are committed to working with students to promote their academic success and ultimate goal of graduation.

STUDENT GOVERNMENT ASSOCIATION

Purpose

Acting as the voice of all students enrolled at HU, the Student Government Association (SGA) actively works to improve the quality of life for the student body, along with the university community as a whole. SGA serves the campus community by addressing student concerns, promoting understanding within the university community, and administering all matters which are delegated to the student government by the university president. All students are members of SGA upon their enrollment and officers and senators are elected on a yearly basis.

Objectives

- To foster student unity.
- To provide financial support for events, projects, and organizations that benefit the education of the student body.
- To oversee such activities of individual classes as it deems necessary to ensure fair and just consideration for all students

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell the following address:

COPYRIGHT COMPLIANCE POLICY

Overview

In undertaking teaching, research, or other University activities, it is often necessary to use, adapt, or link to material that is owned by a party other than the University. The University supports the lawful use of third-party materials for these purposes.

This policy sets out the University's position on the use of third-party materials and associated copyright compliance requirements. As copyright infringements may result in civil or criminal action against the

University and/or the individual responsible for the infringement, copyright compliance is each individual's responsibility.

Scope and Application

This Policy applies to all University Personnel and students.

Policy Principles

- a. The University supports and encourages the lawful use of third-party materials to enhance the activities of the University. All Personnel and students are responsible for observing copyright legislation, and any restrictions or obligations under any licenses or permissions in their use of third-party materials.
- b. Where possible, personnel are strongly encouraged to first consider using third party materials that are freely available on an open access basis.
- c. If no suitable open access third party materials are available, personnel and students have legislative exemptions as individuals to use third party materials for certain purposes (e.g., own research and study; criticism or review).
- d. Personnel must cooperate with the Academic Director or Dean's requests to provide details of their copying or communication of third-party material. Such requests may be issued pursuant to external compliance requirements, or as part of an internal compliance audit.
- e. The University does not condone copyright infringement. The Academic Director is the designated person to receive and action external and internal allegations of copyright infringement by the University or users of University IT facilities. Personnel and students have a responsibility to notify the Academic Director of any:
 - i. allegations that the University has infringed the copyright of a third party; and
 - ii. University material or activity that the Personnel or student reasonably believes is in breach of a third party's copyright.
- f. Personnel and students must not use University facilities or equipment in a manner that infringes the copyright of a third party.
- g. Breaches of this policy or copyright legislation by personnel may constitute misconduct which may lead to disciplinary proceedings including termination. Breaches of this Policy by students may constitute student misconduct. Copyright infringement by an individual may also result in personal liability to, or criminal prosecution of, that individual.

Dealing with Allegations of Copyright Infringements Responsibility: All Personnel and students

- a. Where a notice is received from a third party alleging that any University activity or material infringes that third party's copyright, such notice must be promptly forwarded to the Academic Office for action.
- b. Where Personnel or a student reasonably believes that any University material or activity

infringes copyright, that matter must be promptly reported to the Academic Office.

STUDENT GRIEVANCE POLICY AND PROCEDURE

Students enrolled in or taking courses at HANBIT UNIVERSITY (HU) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The HU Complaint Officer is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of HU faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work or research. Other issues may concern the equity and fairness of program, department, or HU policies. Other university policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other university units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the university's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President.

A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

Informal Action

In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such conversations. In such cases, the best way for a student to resolve a grievance is to approach the parties directly involved in the situation and attempt to reach a resolution informally.

Formal Action

If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

1. The complainant completes a grievance form. The grievance is available on the University website and at the reception desk of the University.
2. The complainant submits the grievance form to the Academic Director.
3. A Student Complaint Officer will be assigned, or the complaint will be directed to the appropriate contact. The complainant will receive a letter via email with the contact person's information or the Student Complaint Officer's information as appropriate. The Academic Director will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Academic Director may choose to hear the complaint at his/her discretion.
4. The Complaint Officer will conduct an investigation.
5. The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
6. The complainant may appeal the ruling by notifying the Academic Director in writing within five days. The Academic Director reviews the investigation and findings. The Academic Director may refer the appeal to a hearing committee at his/her discretion. If the Academic Director was the original decision maker in the grievance, the appeal will go to the Dean.
7. A final decision is made. The Academic Director will make the final decision on the appeal and notify

- the complainant and the accused in writing within 10 working days.
8. The complainant may appeal the final institutional decision by contacting the appropriate state or accrediting agency, as applicable.

Georgia Nonpublic Postsecondary Education Commission (GNPEC)

2082 East Exchange Place, Suite 220, Tucker, GA 30084

Office: (770) 414-3300, Fax: (770) 414-3309 (FAX)

<https://gnpec.georgia.gov/student-resources/student-complaints>

Students may submit complaints about possible violations of TRACS accreditation standards or policies according to the TRACS Complaint Policy.

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road, Forest, VA 24551

434-525-9539

www.tracs.org

Students enrolled in ACAHM pre-accredited programs may submit complaints about possible violations of ACAHM accreditation standards or policies.

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

500 Lake Street, Suite 204, Excelsior, MN 55331

Phone: (952) 212-2434

www.akahm.org

CAMPUS SAFETY AND SECURITY

HANBIT UNIVERSITY strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees. Anyone who is aware of or is the victim of a campus crime should notify a campus administrator immediately or dial 911 for immediate response from local emergency services and or law enforcement officials.

HARASSMENT

All students, staff, and faculty members of HU should be able to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, disability, religion, or any other factor. Such intimidation is considered harassment, is a violation of the victim's civil rights, and is against HU policy. All such behavior is expressly forbidden and will not be tolerated by HU. Any member of the HU community who threatens, upsets, irritates, persecutes, or in any other way disturbs others; or who creates or attempts to create a hostile environment or the perception of a hostile environment on University premises is subject to disciplinary action under this policy, up to and including dismissal from the University. This includes physical threats, intimidation, teasing, bullying, etc. If you feel that you have been a victim of any kind of harassment, please report it to the Director of Student Services or another member of HU administration.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment of students, staff, or faculty members by any member of the University community is against University policies and may be considered illegal in some cases. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace or University environment when

1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or goodwill.
2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
3. The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

The above are examples of behavior that constitutes sexual harassment, but other behavior of a sexual nature may be considered harassment as well. Sexual harassment on HU premises will not be tolerated under any circumstances, and will be severely punished, up to and including dismissal from the University and, if applicable, legal actions against the harasser. Anyone experiencing or observing sexual harassment as a described in any of the above categories should report the incident immediately to the Director of Student Services or another member of HU Administration.

ANTI-HAZING

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University is considered hazing, regardless of the willingness of the participant. Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. Any brutality of a physical nature such as whipping, beating, branding, or forced calisthenics.
2. Excessive exposure to the elements.
3. Forced or required consumption of food, alcohol, drugs, or other substances.
4. Forced physical activity that could adversely affect the physical health or safety of the student.

5. Forced activity that would subject the student to extreme mental stress such as sleep deprivation.
6. Forced exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment.
8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It may be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Atlanta University of Health Science's actions against violators can include the imposition of probation, suspension, or dismissal.

DRUG AND ALCOHOL-FREE CAMPUS

It is HANBIT UNIVERISY's policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of disciplinary sanction, up to and including suspension or expulsion. Atlanta University of Health Science employees are also subject to disciplinary sanctions for violation of these provisions occurring on the University property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions:

Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver's license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid

Federal penalties for drug trafficking may be found at www.justice.gov/dea/druginfo/ftp3.shtml. Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Health Risks:

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited on the table on the following page and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

Drug	Risk of Physical Dependency	Risk of Psychological Dependency	Health Risk
Narcotics i.e. (heroin, oxycodone, morphine)	High	High	Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma and death
Stimulants (e.g., crack/ cocaine, amphetamines, methamphetamine)	Possible	High	fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death

Depressants (e.g., Valium, Xanax, Rohypnol)	Moderate	Moderate	Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP)	None	Unknown	Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants	Unknown	High	Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death
Marijuana	Unknown	Moderate	Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks

Alcohol

For those students who choose to use alcohol, HANBIT UNIVERSITY encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

Counseling, Treatment, and Rehabilitation:

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer. Community resources may be obtained from the office of Student Services.

National Resources:

HANBIT UNIVERSITY also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357

Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP
 Al-Anon: (888) 425-2666 (local information can be found in your local telephone directory)

TOBACCO

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, gutka and paan), is PROHIBITED in HU buildings and on all HU premises, except in designated outdoor areas. These areas contain fireproof ash cans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

FIREARMS, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS

No firearms or ammunition are permitted in outdoor areas of the campus or in any University-owned, student-occupied buildings, or in conjunction with any University-sponsored activity.

For the purpose of this policy, BB guns, illegal knives, blowguns, swords, slingshots, bows and arrows, crossbows, and similar devices are considered "dangerous weapons," and their possession and use are

prohibited.

Explosive of any type, including fireworks, firecrackers, cherry bombs, bottle rockets and the like, are prohibited at all times.

The only three exceptions to this policy are 1) law enforcement officers in the course of their duty; 2) firearms, explosives, and other dangerous weapons used by faculty for educational purposes, and 3) students using firearms, explosives, and other dangerous weapons for educational purposes who have received prior permission from the Director of Student Services.

Items such as air soft guns, paint guns, paintballs, darts, knives, mace, pepper spray, or other realistic toys or replicas used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons. All firearms, explosives, and dangerous weapons will be confiscated.

CHILDREN ON CAMPUS

HU cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the HU campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMALS ON CAMPUS

Animals are not permitted on HU property, except for service animals as permitted by applicable law. Students, employees, or visitors who require a service animal should contact the Main Office for information or assistance.

VISITORS ON CAMPUS

Visitors are welcome to HU. Visitors are responsible for any children that accompany them. All visitors (i.e., anyone who is not a student, faculty member, or staff member of HU) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. HU is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

EMERGENCY PROCEDURES

IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

HU has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan/handout discussed at orientation). The student should be made aware of the building layout. In the event of a medical emergency, the situation should be reported immediately to the Office of Administration.

The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call the HU Office at 678-731-7141.
- Give the HU Office as much information as possible regarding the emergency.

The HU office will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community. Police and

Medical Contact Information:

Gwinnett Medical Center Lawrenceville

24-Hour Emergency Room	678-312-4357
Gwinnett Extended Care Center	678-312-3000
Counseling & Psychiatry of Gwinnett	770-978-9393
Emory University Hospital	404-712-2000 800-75-Emory

Emergency services

DeKalb County Police	404-371-2000
Non-emergency	678-406-7929
Atlanta City Police	404-614-6544

Other Important Numbers

Georgia State Patrol	404-624-7700
Poison Information Center (Statewide)	800-222-1222
Road Conditions (Statewide)	877-694-2511

EMERGENCY PLAN AND CRISIS PROCEDURES

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. HU's Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, HU Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. HU reserves the right to use these cameras in the investigation of any incident on campus and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.

The following procedures should be followed in the event of emergencies:

Fire

In all cases of fire, HU administration must be notified as soon as possible. Fire alarm pulls are throughout the building; pull the alarm and then call 911. During a fire alarm in any building, you are required to evacuate immediately.

- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks

around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.

- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify HU administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.

In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Administration.

Gas Leak

In the event of a gas leak:

- Call 911 and notify AUHS administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a University official.

Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event DeKalb County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the

campus, the Office of Administration will immediately notify the President. The Chief Academic Officer will be notified, and all classes will be immediately informed.

General Precautions

- Remain indoors.
- Go to the safest area in your building (see list below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.

Safest Areas

- Stairwells
- Hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Office of Administration will notify the President, who will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate the building will be announced by HU administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the HU website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via HU website, the main campus telephone number, and broadcast over major television and radio stations.

If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release

HANBIT UNIVERSITY is located near Interstate 85, a major traffic route into and out of Atlanta. Dangerous substances are transported daily on this highway and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the HU campus.

In the event of a chemical spill or radiation release:

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to HANBIT UNIVERSITY administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.

- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.

In case of a spill of potentially hazardous chemicals in or near campus buildings, notify the HU administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

- DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact the HU administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by the HU administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

HU students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to the HU administration.

Active shooter situations

In the extremely unlikely event of an active shooter on the HU campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THEY SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

Hostage Situations

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Crime

HU asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings and to take responsibility for our personal safety and that of those around us. While the campus and associated locations have historically been safe and secure, the possibility always exists that a crime could occur. If you witness or are the victim of any crime, even a “minor” crime such as theft or vandalism, you should report the incident immediately to the HU administration and to the police. The Emergency Plan detailed in this publication explains appropriate actions in a variety of emergency situations, but obviously every situation cannot be anticipated. HU therefore asks all members of its community to be alert, use common sense, obey all HU rules and regulations, and to follow all requisite local, state, and federal laws.

Remember: All HU students and personnel have the right to safety and to feel unafraid on the HU campus.

SPECIAL INFORMATION REGARDING SEXUAL ASSAULT

It is extremely unlikely that crimes of a sexual nature will be committed at HU. However, it is estimated that 11.2% of all University students in the US experience sexual assault through physical force, violence, or incapacitation. The federal Crime Awareness and Campus Security Act of 1990 defines two kinds of sexual assault offenses:

Forcible sex offenses

Forcible rape: the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.

- Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

HU will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement WILL BE CONTACTED; and those found culpable for such crimes, whether through internal HU investigation or through legal action, will be summarily and permanently expelled from HU. HU will cooperate completely with all federal, state, and

local law enforcement agencies in the prosecution of these crimes.

ALL HU INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.

DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF THE AUHS STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.

IF YOU ARE SEXUALLY ASSAULTED:

Get to a safe place and call local law enforcement or the emergency room immediately. Emergency numbers are provided in this Handbook.

- Notify the HU administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise “clean up.”
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.
- Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

GET HELP

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse, & Incest National Network (RAINN) 1-800-656-HOPE or www.rainn.org.
- State: Georgia Network to End Sexual Assault (GNESA) 404-815-5261 or www.gnesa.org
- Local: DeKalb Rape Crisis Center (Day League) 404-371-2561 or www.dayleague.org/

Campus Closings

Campus closings will be reported via email, SMS, the HU website, and on local radio, TV and Internet. If there is any doubt regarding a school closing, DO NOT COME TO SCHOOL until you have checked and verified that HU is open and operating.

PERSONNEL

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Kyung Oh, DC: Dean of Academic Affairs / Institutional Effectiveness
Gloria Yun Kim, Ph D, L Ac: Director of EAM / Student Affairs
Youngki Kim, Ph D, L Ac: Director of Clinic
Jung Seok Kim, Ph D: Director of Business Administration
Seung woo Lee, MBA: CFO / Director of Information Technology
Jarian Jones, MA: Director of Learning Resources
Seongmin Lee, BA: Director of Admissions
Wesley Hyun, AA: Registrar, Director of International Student Services

SCHOOL OF EAST ASIAN MEDICINE

EAM Faculty & Clinical Supervisor

Gloria Yun Kim, Ph. D. Director of East Asian Medicine
Ph D, Kyunghee University, Korea,
MS, Kyunghee University, Korea
MAc, Hanbit University, Duluth, GA

John Kim, DACM
DACM, Pacific College of Oriental Medicine, San Diego, CA
MSTOM, Pacific College of Oriental Medicine, New York, NY
BA, Boston University, Boston, MA

Youngki Kim, Ph D, L Ac: Director of Clinic, Supervisor
Ph D, Kyung Hee University, Korea
MHA, Yonsei University, Korea
BKM, Daejon University, Korea

Hyang Drew, MSOMA, LMT, L Ac
MSOMA, Southern California University, Los Angeles,
CA LMT, Georgia Massage School, Suwanee, GA

Max Fried, DAOM
DAOM, American College of Traditional Chinese Medicine
MAOM, Pacific College of Oriental Medicine

Byeong Hyun, DC, DOM
DC, Parker University
MAOM, Washington College of Oriental Medicine

Huiling Tang, M.D.(China), Ph D, L Ac
Ph D, Beijing University of Chinese Medicine
MSc, Neuropathology, Beijing University of Chinese Medicine
MD (China) Beijing University of Chinese Medicine

Dongming Fan, Ph D(China), L Ac
Heilongjiang University of Chinese Medicine
Professor: Heilongjiang University of Traditional Chinese Medicine
Instructor & Clinic Supervisor: Colorado School of TCM

Azure Duan, Ph D (China), L Ac
Ph D (China) in Integrative Medicine, Chengdu University of Traditional Chinese Medicine
Advisor: Professor Miqu Wang, Pioneer of TCM, Genetics and TCM Psychology
MS, Software Engineering, University of Minnesota BS, ICIS, Minnesota State University

Tae Sun Park, DAOM, L Ac
DAOM, Dongguk University, LA, CA

Biomedicine Faculty

Kyung Oh, DC, Dean of Academic Affairs
D.C. Parker University
BS University of Texas at Austin

Rudy Scarfolloto, DC
D.C., Life University
B.S.in Biology, Brooklyn College.
Diplomate in Clinical Nutrition, Chiropractic Board of Clinical Nutrition. Diplomate in Clinical Nutrition, College of Clinical Nutrition.

Houng K. Park, Ph D
PhD Microbiology and Biochemistry, Georgia State University, Atlanta, GA
M.S. in Plant Pathology, North Dakota State University, Fargo, ND. M.Ed. in Chemistry, Seoul National University, Seoul, South Korea. BS in life science Seoul National University

Moon Lee, Pharm, D
Pharm. D., Mercer University College of Pharmacy and Health Sciences
B.S., University of Georgia May 2008
B. S. in Biochemistry and Molecular Biology

SCHOOL OF BUSINESS MANAGEMENT

Jung Seok Kim, Ph D: Director of Business Administration
Ph D, Sangji University, Korea
MMT, Hanbat University, Korea
MBA in STEM Concentration Program Faculty

Hun Woo Yoo, Ph D
Ph D, Information Systems Engineering, Korea University, Korea
M Div, Theology, Biola University

Jhong Yun Kim, Ph D
Ph D, Korea University, Korea
MBA, Washington University. St Louis, MO

Rahimjon Abdugafumov, Ph D
Ph D Emory University, Atlanta, GA

BBA and BIT Program Faculty

Seung Woo Lee, MBA
MBA, Mercer University, Atlanta, Georgia
BS, Chung-Ang University, Seoul, Republic of Korea
BS in Information Systems, Mercer University, Atlanta, Georgia

Elin Tomov, MS
MS, English, University of ST Kliment Oridski, Bulgaria

Conquella Essex, Ph D
Ph D, in Psychology, Chicago Professional School of Psychology, Chicago, IL
MBA, Brenau University, Gainesville, GA

Myrna Thurmond-Malone, Ph D
Ph D, Pastoral Counseling, Chicago Professional School of Psychology
MA, Psychology, Pastoral Counseling, Chicago Professional School of Psychology

LANGUAGE INSTITUTE

English as a Second Language (ESL) Program Faculty

Brian Hah, BA
BA, Sociology, University of California, Berkeley, CA

Jumbe Lamumba, BA
BA, English, Grambling State University, Opelousas, LA

Robin Chung, BA
BA, Journalism, University of Georgia, Athens, GA