



그레이스 미션 대학교 GRACE MISSION UNIVERSITY
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Spring 2021 Syllabus (대학,대학원-On Campus, Distance
Education-통신)

**GBLA415 / GBLA515 Basic Foundations of
Business** 크리스천 경영의 기초(3 Units)

강의시간 (Time): 토 (Sat) 9:30 am-12:00 pm 강의실: LA

Christian Business Strategy in the Marketplace

Biblical Principles and
Business as Mission



Instructor (담당교수): 제임스구 (James Koo) 교수

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I. Description of This Course (과목 소개)

“Grace Mission University is a higher education institution that equips students so they will be academically enriched and spiritually empowered to lead others to Christ, to deeper lives of discipleship, and to help fulfill the Great Commission.”

The course will give students a Christian business strategy foundation in the marketplace and future employment in the sector. All students must affiliate themselves with the biblical principles of marketing, advertizing, accounting, organization structure, human resources, investment, financial, information system and students are strongly encouraged to prepare the business as mission.

“그레이스미션대학교는 기독교 고등 교육 기관으로써, 학생들로 하여금 풍부한 학문적 소양과 영적 능력을 갖추어 제자의 삶을 살도록 하고, 전도하게 하며, 예수님의 지상명령을 이루도록 한다.”

본 과목은 기본적인 기업 경영의 전략에 대한 전반적인 이해와 중요성, 그리고 기독교 경영 전략을 위한 마케팅, 광고, 회계, 조직활동, 인적자원, 투자, 금융, 정보 시스템 분야에 관한 성경적 원리와 실제적인 비즈니스 선교를 수행할 수 있는 소양을 갖추 수 있도록 한다. 이 과목은 학생들로 하여금 회계 분야와 비즈니스 선교 관련 분야에 대한 필요한 전문적이고 기술적인 기초를 제공해 준다.

II. Program Learning Objectives (PLO, 프로그램 성취목표)

Bachelor of Arts in Thelogy Program Learning Objectives (BATH)

PLO1. That students be equipped to serve the kingdom of God (e.g., Sunday school, youth groups, cell group leaders). 학생들이 하나님의 나라를 섬길 수 있도록 준비시킨다 (e.g., 주일학교 교사, 중고등부 교사, 구역목자, 기타 사역 등).

PLO2. That alumni find appropriate ministry opportunities in intercultural areas or mission contexts. 학생들이 다문화적인 사역지에서 효과적인 사역을 할 수 있게 한다.

PLO3. That graduates be equipped for graduate studies. 졸업생들이 석사과정의 공부를 할 수 있는 준비를 시킨다.

Bachelor of Arts in Christian Counseling Program Learning Objectives (BACC)

PLO 1. Learn and develop empathic listening skills and have a commitment to apply and share theses skills in life and ministry.

PLO 2. Be aware of their personal issues and able to develop a personal network for growth.

PLO 3. Know the basic counseling principles and knowledge in human development, families, abnormal behavior and Christian counseling with wholistic perspective and approaches as they relate to individuals, families, and organizations.

PLO 4. Integrate basic Psychological theories with theology actively with their learning as well as in ministries.

PLO 5. Be equipped for advanced study in effective counseling ministries and graduate studies in the related field.

Master of Divinity Program Learning Objectives (MDiv)

- PLO1. Students begin developing expertise in the ministerial areas through the biblical, theological, and spiritual development. 학생들은 사역분야에서 성경, 신학, 그리고 영적 발달을 통해 사역의 전문성을 개발한다.
- PLO2. That alumni find appropriate ministry opportunities in intercultural areas or mission contexts. 학생들이 다문화적인 사역지에서 효과적인 사역을 할 수 있게 한다.
- PLO3. That graduates be equipped for advanced studies. 학생들이 GMU의 석사과정에서 훈련받음으로 상위과정의 공부를 준비하게 한다.

Master of Arts in Christian Education Program Learning Objectives (MACE)

- PLO1. Students begin developing expertise in the area of Christian Education through the biblical, theological, and spiritual development. 학생들은 사역분야에서 성경, 신학, 그리고 영적 발달을 통해 사역의 전문성을 개발한다.
- PLO2. That alumni find appropriate ministry opportunities in intercultural areas or mission contexts. 학생들이 다문화적인 사역지에서 효과적인 사역을 할 수 있게 한다.
- PLO3. That graduates be equipped for advanced studies. 학생들이 GMU의 석사과정에서 훈련받음으로 상위과정의 공부를 준비하게 한다.

Master of Arts in Intercultural Studies Program Learning Objectives (MAICS)

- PLO1. Students begin developing expertise in the area of cross-cultural ministry through the biblical, missiological, and historical study. 학생들은 사역분야에서 성경, 선교, 그리고 역사적 연구를 통해 사역의 전문성을 개발한다.
- PLO2. That alumni find employment in intercultural ministry or mission contexts. 학생들이 다문화적인 사역지에서 효과적인 사역을 할 수 있게 한다.
- PLO3. That graduates be equipped for advanced studies. 학생들이 GMU의 석사과정에서 훈련받음으로 상위과정의 공부를 준비하게 한다.

Master of Arts in Christian Counseling Program Learning Objectives (MACC)

- PLO 1. Demonstrate knowledge of major theories of Christian counseling and be able to apply this knowledge in ministry contexts.
- PLO 2. Integrate theological tenets with psychological knowledge and skills to offer pastoral care and counseling in a variety of pastoral counseling settings
- PLO 3. Be aware of their personal issues and able to develop a personal network for growth.
- PLO 4. Demonstrate critical thinking ability for academic research and advanced studies.
- PLO 5. Develop expertise in MA Christian Counseling through the biblical, theological and spiritual development as a holistic approach.

III. Course Learning Outcomes Goals (CLO, 과목의 학습목표)

이 과목을 통하여 학생들은 다음과 같은 것들을 습득할 수 있을 것이다.

CLO1. 경영전략에 대한 이해와 중요성을 알게 된다. (PLO1)

CLO2. 기독교 경영 전략을 위한 성경적 원리를 알게 된다(PLO1).

CLO3. 기독교 경영의 전문적인 리더로서의 소양을 준비하게 된다(PLO2).

CLO4. 기독교 경영 전략에 필요한 마케팅, 광고, 회계, 조직활동, 인적자원, 투자, 금융, 정보시스템 분야에 대한 이해를 통하여 효율적인 사역을 하게 한다(PLO2).

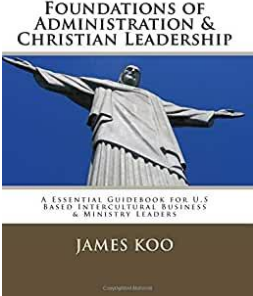
CLO5 박사과정의 전문 사역자로 준비될 수 있는 석사 학위의 학문적 기반을 준비하게 한다(PLO3).

IV. COURSE TEXTBOOKS & REFERENCE BOOKS (교재 및 참고자료들)

A. Textbooks (주교재)

저자	책제목	출판도시/출판사	년도	청구기호
Koo, James	<p>Christian Business Strategy in the Marketplace: Biblical Principles and Business as Mission (Korean Edition) 크리스천 경영 전략 - 성경적 원리와 비즈니스선교</p> 	CreateSpace	2016	
	<p>-Amazon.com 을 통하거나 Class 에서 구매 예정 https://www.amazon.com/Christian-Business-Strategy-Marketplace-Principles/dp/1539415236</p>			

B. Important Readings (부교재)

저자 Author	책제목 Title	출판도시/출판사 Publisher	년도 Year	청구기호 Call No.
Koo, James	Foundations of Administration & Christian Leadership: A Essential Guidebook for U.S Based Intercultural Business & Ministry Leaders  https://www.amazon.com/dp/1725520583/	Amazon.com/ CreateSpace	2018	
Koo, James	Strategic Models for Tentmaking & Business as Mission– Practical Case Studies 전문인 및 비즈니스선교의 전략적 모델 -실제적 사례 https://www.amazon.com/dp/1546560319	Amazon.com/ CreateSpace	2017	ISBN-13: 978-1546560319
Koo, James	Mission History from a Business Perspective: The Evangelical Renewal Movements https://www.amazon.com/dp/1985704617	Amazon.com/ CreateSpace	2018	ISBN-13: 978-1985704619

C. On-line Resources (온라인 웹사이트 자료)

Bamedu - Business as Missions
www.bamedu.com

Understand BAM
www.understandbam.com

DBpia: 논문, 전자책, 학술정보 통합서비스:
<http://www.dbpia.co.kr/>

DBpia ID: GMUdbpia
Password: Gmu#2016

Library
<http://library.gm.edu>

RISS
<http://www.riss.kr/>

e-Book
<http://ebook.gm.edu>

온라인 자료와 도서관 정보 검색과 관련한 추가적인 교육은 무들에 있는 학습도움 IT지원 센터 교육강좌를 참조하길 바랍니다

D. Reference Books (참고서적)

저자 Author	책제목 Title	출판도시/출판사 Publisher	년도 Year	청구기호 Call No.
Needles/ Powers/ Crosson	Principles of Accounting, 12th Edition	Cengage Learning	2014	HF5635 .N35
Dan Busby and John VanDrunen	2018 Church and Nonprofit Tax and Financial Guide: For 2017 Tax Returns	Zondervan	2018	ISBN-13: 978- 0310588740
Warren Ruppel	Not-For-Profit Accounting Made Easy (2nd Edition)	John Wiley & Sons	2007	ISBN-13: 978- 0471789796
Jack A. Henry	Basic Accounting for Churches	B & H Publishing Group	1994	ISBN-13: 978- 0805461459
Otto F. Crumroy Jr., Stan Kukawka, and Frank M. Witman	Church Administration and Finance Manual: Resources for Leading the Local Church	MOREHOUSE PUBLISHING	1998	ISBN-13: 978- 0819217479
Jonathan Berk, Peter DeMarzo) and Jarrad Harford	Fundamentals of Corporate Finance (3rd Edition)	Pearson	2014	ISBN-13: 978- 0133507676
Thomas R. Pope),	Federal Taxation 2018 Comprehensive (31st	Pearson	2017	ISBN-13: 978-

Timothy J. Rupert and Kenneth E. Anderson	Edition) 31st Edition			0134532387
Needles/ Powers/ Crosson	Principles of Accounting, 12th Edition	Cengage Learning	2014	HF5635 .N35
Dan Busby and John VanDrunen	2018 Church and Nonprofit Tax and Financial Guide: For 2017 Tax Returns	Zondervan	2018	ISBN-13: 978-0310588740
Warren Ruppel	Not-For-Profit Accounting Made Easy (2nd Edition)	John Wiley & Sons	2007	ISBN-13: 978-0471789796
Jack A. Henry	Basic Accounting for Churches	B & H Publishing Group	1994	ISBN-13: 978-0805461459
Otto F. Crumroy Jr., Stan Kukawka, and Frank M. Witman	Church Administration and Finance Manual: Resources for Leading the Local Church	MOREHOUSE PUBLISHING	1998	ISBN-13: 978-0819217479
Ebook.gm.edu				
홀리원코리아 교육지원센터	[전자책] 대한민국 발전에 도움을 주신 일터 선교사: 교육(남한 편)	홀리원코리아	2019	
이지영	[전자책] 마이크로 선교 마이크로 엔터프라이즈	샘솟는기쁨	2015	
팀 켈러	[전자책] 운동에 참여하는 센터처치	두란노서원	2018	
진재혁	[전자책] 세상 중심에 서는 영성 리더십	두란노서원	2015-	
존 맥스웰	[전자책] 인생의 중요한 순간에 다시 물어야 할 것들	비즈니스북스	2015	
스탠리 탬	[전자책] 하나님이 나의 기업을 소유하시다	규장	2016	
클라우스 슈밥	[전자책] 제4차 산업혁명	메가스터디북스	2016	

E. Library Tour & Guiding References (도서관과 자료 이용에 관한 안내)

도서관의 자료들을 많이 이용하시기 바랍니다. 도서관에서 비영리단체에 관한 자료들을 찾기 위해서는 도서관 홈페이지 (<http://library.gm.edu>) 자료 찾기에서, “경영 전략” 혹은 “Business as Mission” 라는 단어를 입력하고 찾으면, 한글로 된 자료들을 찾을 수 있습니다.

도서관에서는 학생들의 요구가 있거나, 필요가 있을 경우 도서관을 방문하여 자료를 찾는 것에 대한 설명이 있을 것입니다. 학교에 없는 자료들은 남가주 신학 도서관 협력기구인 SCATLA (Southern California Theological Library Association) 를 통해서 타 학교에서 자료를 구할 수 있습니다. 해당 양식은 도서관에 구비되어 있습니다.

또한 자료가 부족한 경우 학교와 도서관 상호 업무 협약이 되어 있는 Biola University 도서관을 활용하기를 적극 추천합니다. GMIU 학생증을 가지고 방문하여 바이올라 도서관 카드를 무료로 받을 수 있으며, 바이올라 학생과 동일한 규정으로 도서관 사용과 도서 대출을 할 수 있다. 이러한 자격은 학교에 정상적으로 등록된 학생에게만 주어진다.

도서관 사용과 관련한 자세한 안내는 학교 도서관을 방문하여 문의하길 바랍니다

V. Important Elements of the Course (이 과목을 위한 필수 사항들)

학생들은 이 과목을 공부하는데 있어서 다음의 해당되는 사항들을 자세히 읽어보시고 유념하시기 바랍니다.

A. Attendance (출석, CLO1): Forum Weekly Response

이 과목은 매 강의 마다 주제별로 진행됩니다. 결석을 하게 되면 각 주제별 강의를 놓치게 됩니다. 혹시 결석했다면 온라인 강좌를 보시고 메이크업을 하셔야 합니다.

통신학생들은 매주 강의를 듣고 간략하나 강의요약과 reflection을 Moodle Class에 있는 “Weekly Response” 에 1페이지 이상의 요약 올리면 교수가 체크하게 되며 이것은 통신학생의 출석으로 인정됩니다(CLO1) (CLO2).

B. Regular Communication (정기적인 소통)

통신학생들에게 교수와 그리고 다른 학생들과의 정기적인 소통은 매우 중요합니다. 정기적인 소통을 위해서 Forum Weekly Response, Forum Discussion, 이메일, 소셜네트웍 (Kakaotalk, 등), 전화, Zoom Conference 등등 다양한 소통방법을 사용합니다.

특히 모든 강의는 Zoom Syn 방식으로 OnCampus 와 Distance 모두에게 제공 됩니다.

C. Forum Discussion on Moodle Site(무들 포럼토론)

모든 과목에서는 반드시 무들에 접속하여 Forum Discussion Board에서 학생들이 의견을 내놓고 토론할 수 있도록 합니다. Moodle Forum Discussion 을 통해 교수와 온 캠퍼스, 통신학생이 함께 만나게 됩니다.

무들 포럼(Forum) 주제들을 다음과 같다 포럼 토론 참여도 평가 대상이 됩니다.(CLO1)(CLO2).

- 1) 자기 소개서 - 이름, 과정, 간단한 소개, 사역과 비전, 기도 제목 등
- 2) 기업 경영에 대한 나의 생각
- 3) 기업 경영에 있어서 성경적 원리에 대한 나의 생각?
- 4) 내가 적용시킬 수 있는 성경적 원리는 무엇인가?

D. Video Conference (비디오 컨퍼런스)

Please make video conference schedule for all students including online students. Videoconference should be two times or more in a semester. The schedule must be included in your syllabus. For running the video conference, you must install Zoom Video conference program and learn how to use it.

한 학기 동안에 2번 이상 모든 통신 학생들까지 참여하는 Video Conference를 합니다. Video Conference 일정은 강의일정에 표시되어 있고, 사용하는 방법에 대해서는 무드 강의 섹션에 잘 설명되어 있습니다. Zoom Video Conference 프로그램을 설치와 사용법에 대해서는 강의 시간에 설명을 할 것이며, 무들 학생 매뉴얼과 학습도움 IT 센터를 통해서 자세한 정보를 습득할 수 있습니다. 특별히 이번 강의는 모든 강좌를 Zoom Conference Recording 으로 진행하도록 할 예정입니다.

E. Assignment (숙제):

각 주제별로 과제 리포트를 제출하도록 합니다. 과제 리포트는 수업시간에 어떤 방식으로 제출 할 것인지에 따라 제출하게 됩니다. 2개의 정도의 주제별과제가 학생들에게 부여될 예정입니다. 다음과 같은 시간이 소요됩니다.

The minimum is required for undergraduate students and the more is suggested for graduate students per semester.

아래에 열거한 한 학기에 해야 할 최소의 공부시간은 대학부 학생들에게 적용되고, 대학원 학생들에게 요구되는 공부의 질은 확실하게 깊고, 분량은 대학부보다 많아야 합니다.

- 1 unit class = 15 hours study in class, 30 hours homework, 300-500 pages reading
- 2 units class = 30 hours study in class, 60 hours homework, 600-800 pages reading
- 3 units class = 45 hours study in class, 90 hours homework, 900-1100 pages reading
- 4 units class = 60 hours study in class, 120 hours homework, 1200-1400 pages reading

Reading ability = 20-30 pages per hour

Writing ability = 1-2 pages per hour

F. Quiz or Mid-Test (퀴즈 또는 중간시험):

별도의 퀴즈 및 중간시험은 없습니다.

G. Presentation (발표):

주제 발표는 각 주제에 주제에 해당하는 Practice 숙제들을 개인별 발표를 합니다. 회계와 세금보고의 원리를 통해서 배운 지식을 실제 사역에 활용할 수 있도록 합니다. (CLO1). (CLO2), (CLO3)(CLO4).

H. Final Paper (기말 레포트):

If final papers are required, please provide the topic and research process for the students. The final paper for undergraduate students should be 8-12 pages in length and 12-25 pages for graduate students.

이 과목에서 학기말 레포트를 계획하였으면, 레포트 과제, 발표를 준비하는 과정, 전체 발표문 작성과정, 페이퍼형식, 페이퍼 분량 등을 설명해 주시기 바랍니다.

그리고 이 기말페이퍼가 이 과목의 학습목표의 (CLO) 어떤 부분을 이루는지 설명해 주시기 바랍니다. 학기말 페이퍼의 분량은 일반적으로 대학생은 8-12 페이지, 대학원생은 12-25 페이지를 기준으로 합니다. 그리고 이 페이퍼의 성적을 산출하는 기준을 최소한 3단계 이상으로 설명하여 학생들이 최고의 점수를 받기 위해서는 어느 정도의 페이퍼를 써야 하는지 알게 해야 합니다. 다음의 예를 참조하시기 바랍니다.

Points	Description
96-100	Outstanding: The level of research, thinking, and written communication is outstanding. You have read the assigned literature and integrated course materials into your analysis in an exemplary way. Your research goes well beyond course readings. You <i>clearly</i> understand, interact with, and critically evaluate the relevant theories, showing how they are applicable in a particular context. <i>Additionally</i> , you offer new insights or create new understandings and/or theory. Your writing is exemplary, <i>very</i> well organized and makes a compelling case. This is NOT a common grade.
90-95	Very Good: The level of research, thinking, and communication is superior. You have read the assigned literature and integrated course materials into your analysis in a superior way. Your research goes <i>well beyond</i> course readings. You understand, interact with, and critically evaluate the relevant theories, showing how they are applicable in a particular context. Your writing is well organized and makes a compelling case.
87-89	Good: The level of research, thinking, and communication is good. You have read the assigned literature and integrated course materials into your analysis in a competent way. Your research extends beyond course readings. You show competence in understanding, interacting with, and critically evaluating the relevant theories, and in showing how they are applicable in a particular context. Your writing is reasonably well organized and builds a good case.
86 이하	Average & Less: The level of research, thinking, and communication is average level or less. You have read the assigned literature, but weakly integrated course materials into your analysis in a competent way. Your research remains in course readings. You could not show competence in understanding, interacting with, and critically

evaluating the relevant theories, and in showing how they are applicable in a particular context. Your writing is normally organized and builds.

Grade	Description
A 96-100	탁월함 (Outstanding): 연구의 주제, 내용, 사고, 논리, 그리고 표현 등이 뛰어나다. 연관된 이론을 폭 넓게 참고했으며, 연구자가 선택한 주제나 연구 케이스와 적절하게 관련을 시켰으며, 연구와 관련된 상황(Context)을 적절하게 설정하였으며, 연구와 관련된 상황에 적절하게 적용이 이루어진 경우이다. 연구의 결과로 새로운 이해나 혹은 이론이 형성된 경우이다. 또한 참고문헌 형식이나 전체 리포트 형식이 학문적으로 잘 정리된 리포트이다.
A- 90-95	우수함 (Superior): 연구의 수준, 사고, 그리고 표현이 우수하다. 연구의 근거가 되는 이론에 대한 이해가 정확하며 그 이론에 대한 이해와 자신의 연구 주제가 적절하게 조화를 이루었으며 또한 연구를 위해 선택한 상황에 (Context) 적용이 (Application) 잘 반영된 경우이다. 또한 참고문헌 형식이나 전체 리포트 형식이 학문적으로 잘 정리된 리포트이다.
B+ 87-89	훌륭함 (Very Good): 연구의 수준, 사고, 그리고 표현이 좋은 편이다. 이론과 주어진 과제를 정확하게 이해하고 있으며 그 내용을 자신이 선택한 상황에 적절하게 적용하려는 노력이 조금 더 뚜렷하게 나타나는 리포트이다. 또한 참고문헌 형식이나 전체 리포트 형식이 학문적으로 어느 정도 합당한 리포트이다.
B 83-86	만족함 (Satisfactory): 연구의 수준, 사고, 그리고 표현이 만족스럽다. 주어진 과제를 이해하고 있으며, 그 내용을 자신의 상황에 적용 하려는 노력이 조금 더 뚜렷하게 나타나고, 학문적인 수준이 약간 보인다.
B- 80-82	보통 (Acceptable but average at best): 연구의 수준, 사고, 그리고 표현이 만족스럽지 않지만 용납될 수 있다. 과제나 참고하는 자료와 이론을 이해하는 정도가 받아들여질 만 하다. 연구의 결과를 자신의 상황에 적용하려는 노력이 엿보인다.
C+ 77-79	보통 이하 (Acceptable but definitely below average): 연구의 수준이 보통이하로, 많은 발전과 노력이 필요하다.

I. Final Test (기말시험):

Presentation (발표)과 기말 리포트로 대체합니다.

VI. Grading (성적산출 방식)

A. Percentage of Items (항목별 성적분포)

Please provide the percentage breakdown for each item.

위에서 제시한 숙제와 기타 사항들이 전체 성적에 어느 정도의 퍼센트를 차지하는지 써 주시기 바랍니다.

전체 성적은 출석 외에 최소한 3가지 이상의 요소로 이루어져야 합니다.

Grade breakdown 성적분포	Grade standard 성적기준
Attendance: <u> 20 </u> %	A (100-96), A- (95-90),
Homework: <u> 20 </u> %	B+ (89-87), B (86-83), B- (82-80),
Test: <u> </u> %	C+ (79-77), C (76-73), C- (72-70),
Presentation: <u> 20 </u> %	D (69-60),
Forum Discussion: <u> 10 </u> %	F (<60)
Final Paper: <u> 30 </u> %	
Final Exam: <u> </u> %	
Total <u> 100% </u> (or total score: <u> 100 </u>)	

B. Grading Policy (학생들의 성적분포)

Below is the required standard on how the average GPA for the students should be organized. One class should not have too many grades that are high or too many grades that are low. Please distribute the grades according to the following standard.

인가기관에서 평균 GPA를 위해 요구하는 기준입니다. 한 학급에서 너무 많은 학생들이 성적이 낮아도 안되고, 너무 많은 학생들이 성적이 높아도 안됩니다. 다음의 기준에서 많이 벗어나지 않도록 성적을 안배해 주시기 바랍니다.

For undergraduate students, the percentage breakdown of the class should be as follows:

대학부 학생들은 그 학급의 전체 학생수 중에서 다음의 퍼센트에 준해 성적을 처리합니다.

A(A, A-): 25% B(B+, B, B-): 50% C& below: 25%

For graduate students, the percentage breakdown of the class should be as follows:

대학원 학생들은 그 학급의 전체 학생수 중에서 다음의 퍼센트에 준해 성적을 처리합니다.

A(A, A-): 40% B(B+, B, B-): 50% C& below: 10%

VII. Differences Between Graduate & Undergraduate Expectations (대학부와 대학원 학생들의 공부에 대한 구별된 기준)

Undergraduate professors may delete this section as they prepare the syllabus. However, graduate professors must include this section in their syllabus. The faculty who teach both levels of undergraduate and graduate student in the same class must describe clear distinction of the content and rigor characteristic of graduate level education. The requirements of graduate students must meet the quality and expectations of graduate level education. Furthermore, the syllabi of graduate level and undergraduate level should be separated for the clear distinction between the two levels.

Graduate students must pay attention to the following sections listed below. Unlike undergraduate students, graduate students' work requires deeper study and higher quality work. Students are to read the qualities listed below and consider how graduate studies differ from undergraduate studies.

A. The Quality of Graduate Studies (대학원 학생들에게 요구되는 양질의 연구)

Graduate studies are fundamentally different than undergraduate studies. This is not merely a matter of reading more pages and writing longer papers. Graduate students are expected to take significant responsibility in determining what to learn, how to learn it, and in finding learning resources. In addition to submitting course work to professors, graduate students will often submit or orally present work to their peers for comments, suggestions, and ideas for improvement. Sometimes this involves team projects. A research paper at the BA level may primarily require that a student report what authors have said. Instead of simply reporting what authors say, graduate students will often be required to evaluate an author's work, or suggest applications to their ministries. In short, graduate students are responsible to take initiative – they are partners with their professors in their own equipping.

Therefore, each graduate syllabus must explain how the above philosophy will be implemented and what activities will be used to implement the graduate guidelines. To require graduate quality studies, describe how the class will implement any of the following:

Description of how this class will implement the Philosophy of Graduate Education (Choose at least one of the following.)	
# Oral Presentations expected 발표	자신이 연구한 것을 대중 앞에서 말로 표현하고 설득할 수 있는 능력을 배양한다
Original Research Expectations 창조적인 연구 페이퍼	
Evaluation assignments 비평 과제	evaluate a liberally biased paper, identify the un-provable assumptions of a writer, peer evaluation of first draft of term paper, use criteria from class material to evaluate a church or ministry and make recommendations for change 저자 또는 저자들의 선입관, 비약적인 가정 등의 요소들을 찾아내서 건설적으로 비평할 수 있는 능력을 양성한다. 또한 학급동료의 발표나 기말 페이퍼의 아웃라인 등을 서로 비평하고 조언을 줄 수 있는 능력을 배양한다
Three term-paper	outlines with references cited for each point -- references roughly evenly divided between books, serials (i.e. magazines, newspapers, journals) and electronic resources (e.g. Korean Library of Congress – nadinfo@nanet.go.kr). This assignment may be in place of a term paper unless the course description indicates that this class includes a major term paper. 단지 도서관의 자료만 활용하지 말고 다른 자료도 활용하도록 한다. 또한 그러한 참고자료들을 규정에 맞게 인용할 수 있도록 한다. 또한 인용자료들이 책, 잡지, 신문, 온라인 자료 등을 골고루 사용할 수 있도록 한다.
Group Projects 그룹 프로젝트	공동으로 협력하여 더 깊은 연구를 하는 능력을 배양한다.
Experiential Learning from a Ministry Context	apply class material in a ministry formation assignment, teach a lesson or workshop in a ministry context based on class

사역현장을 통한 경험적 연구	materials 사역현장에 연구한 것을 적용하는 능력을 배양한다.
Other assignment that implements our philosophy of graduate education 기타 방법	please describe and obtain authorization from the academic dean 교무학장의 허락을 받아 대학원 학생들의 양질의 연구를 돕기 위한 기타 방법들을 적용할 수 있다.

B. BA vs. Graduate Assignment Requirements (대학부와 대학원 학생들의 과제 비교)

In addition to quantitative differences between graduate and undergraduate studies, there are also differences in the quality of work required. The following table helps illustrate some quantifiable differences between graduate and undergraduate expectations:

	BA (대학부)	Graduate (대학원)
Average Number Of Pages To Read Per Credit (1학점당 한 학기에 읽어야 할 책의 분량)	300-500	500-700
Number Of Pages Expected In Major Term Papers (double spaced, 12 pt font) (학기말 페이퍼의 분량)	8-12	12-25
References Cited (different books, articles, <i>credible</i> websites, online databases) (참고자료)	Minimum 8 citations with at least 2 from books and 2 from periodicals, full-text data bases or <i>credible</i> websites 최소한 8개 이상의 참고자료 (책, 잡지, 온라인 자료 등을 골고루 사용)	Minimum 12 citations with at least 4 from books and 4 from periodicals, full-text data bases, or <i>credible</i> websites 최소한 12개 이상의 참고자료 (책, 잡지, 온라인 자료 등을 골고루 사용)
Number Of Major Term Papers In Degree Program	6-8	9-12

As explained above, please keep in mind that graduate studies are different from undergraduate studies in quantity and quality of work.

C. Classes to Require Major Term Papers

The faculty may require major term paper in teaching listed courses following. However, any professor teaching any course can require major term paper. The faculty is free in requiring major term paper. Please delete this section when you finish this syllabus. This section is only for the faculty.

BA – 8 Classes Requiring Major Term Papers	M.Div. - 9 Classes Major Requiring Term Papers
1. Research and Writing	1. Research and Writing

<ol style="list-style-type: none">2. Church Growth3. Pauline Epistles & Acts4. Christian Apologetics5. History of Christianity 26. Bible Doctrine 27. Poetic Books8. History of Missions	<ol style="list-style-type: none">2. Christian Ethics3. Systematic Theology 14. Major Prophets5. Christian Apologetics6. Gospels7. Pastoral Counseling8. Korean Church History9. Personal Spiritual Formation
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VIII. Distance Education Students Directions

All instructors must keep this section and explain to the distance education students.

Grace Mission University is demanding distance education students the same quality of study with general students who are regularly attending at GMU campus in order to provide a high quality of distance education. GMU hope that distance education students observe well following school regulations and directions for distance education.

A. Service & Development

1. Grace Mission University will seek to provide students with an updated course management system through the use of Moodle (<http://moodle.gm.edu>).
 - a. Provide audio-video recordings per course simultaneously with on-campus lectures
 - b. Provide a place, such as “Forums” and discussion site for assignment submission and feedback
 - c. Promote student social interactions
 - d. Develop more intimate relationships with instructors
 - e. Train and assist instructors and students on the use of Moodle systems.
2. Develop and provide online resources that are accessible to distance education students as well as resident students. The main web page is www.gm.edu.
 - a. Library access
 - b. Online databases
 - c. Online research resources
 - d. Useful and relevant websites
3. Assess the community life needs of distance education students by administering a Classroom Community Scale assessment.
4. Develop faculty involvement in the life of student body
 - a. Through the use of Moodle
 - b. Online chat sessions/forums
 - c. Email communications
 - d. Online conference meetings
 - e. New student orientation and introductions by student dean and members of student government

B. Moodle Learning System

GMU uses Moodle system for distance education because of various effective functions of it. Moodle course management system is implemented to assist in the facilitation of course objectives and assignments. Moodle is utilized to provide lecture notes and recordings, assignment submission and feedback, and forums for class discussions and instruction. Audio-video recordings are uploaded per course in their respective course sites. Students are able to access these recordings at their convenience with course password. Assignments will also be submitted via Moodle per course sites. Students will upload assignments and instructors will provide feedback through the same means.

Moodle is also used to promote student social interaction as well as student/faculty relationships through discussion sessions and course faculty office hours. Discussion sessions may be conducted per instructor’s request. Students can then log on and join discussion chat sessions to ask questions and comment on work.

Instructors and students will need to be trained and assisted to use Moodle course management systems by the technology person. Moodle system provide as following functions.

- 1) Class Management by each instructor
- 2) Include the assignment and class materials etc.
- 3) Prepare the instructor and Operator manuals
- 4) Giving tests and quizzes
- 5) Scheduling the Instructor workshop

C. Registration of the Distance Education Courses

To access and watch video lectures, the students must register the course according to the academic schedule and procedure and get password. All required courses and most elective courses are video recorded and uploaded on the Moodle site (<http://moodle.gmu.edu>) for the distance education students who cannot attend the classes at GMU campus.

After choosing the courses, the distance education students will get counseling with the distance education director regarding the process of distance education. When registering, distance education students should choose a proctor, provide the contact information, and be approved by the director of distance education before the tests given.

D. Taking Courses via Internet

The video streaming of the lecture will be uploaded on the Moodle site (<http://moodle.gmu.edu>) every week for the course within 48 hours after the actual lecture given at the main campus according to the academic schedule of the semester.

The registered student in the course should access the video streaming in Moodle site (<http://moodle.gmu.edu>) every week from the beginning to the end of semester. The student must watch the video streaming carefully and write a summary of the lecture. The student can access the lecture video streaming via internet from anywhere any time with laptop, pad, smart phone, or other devices which can access internet. The students can download the video lectures and keep them for their convenience.

The students should turn in a summary for the video lecture in every week. The summary should be more than one page for one lecture and the summary can include the contents of lectures, student's impressions, and questions.

Each summary of each lecture should be uploaded to the assignment folder on the Moodle site. Each Summary indicates the attendance of lecture for distance education students. If you do not submit a summary of lecture, it will be considered as absence according to the number of times you do not turn in. Thus, it is very important for you to submit all summaries and assignments.

If you have any question or need to discuss, should contact the instructor by "forum" on Moodle site, e-mail, or phone call.

E. Submitting Assignments

Students should be turned in all assignments of the course taking and make sure following attentions. The assignments are the same as indicated in syllabus unless there are different assignments for the distance education students. When the students upload their assignments the Moodle assignment page, the title of the assignment should be written in following contents and order: 1) student's name; 2) class' name; and 3) numbers of the lecture (i. e. John Park- Spiritual Formation-#1). When the students upload a report assignment, the students should write the name of report instead of a number of lectures (i. e. John Park-Spiritual Formation-reading report). When the students e-mail to instructor, the student's name and the title of the assignment should be written in the email title.

The assignments and summary of lecture should be sent according to class schedule

described in course syllabus. If you have proper reasons for postponement of the assignment, please contact the instructor of the course. GMU do not return the assignments, which a student submits, to the student. Thus, if you need your works, you should keep your copies for your benefits.

Occasionally, on-line lecture would be shown late than on time. Thus, GMU allows students to submit the summary of lecture and assignments to the instructor in two weeks after the actual lecture given. However, it is recommend students to submit all assignments on time as possible as they can. The students who do not meet above rules may have a disadvantage on grading.

F. Regular Interactions between the Instructor and the Students

It is required to interact regularly between the instructor and the students as well as between the students in the same course. The student must access the Moodle site and interact with instructor more than once a week via any method of communication. The instructor also must access on the Moodle once a week and response to the students as much as they need synchronously or asynchronously.

To have interactions with the instructor and other students, please access to “forum” on Moodle site or contact the instructor of the course. Also students can contact the instructor and other students via email, SNS, or phone calls. The distance education students can also have some fellowship with other students through school Facebook or the network in school main web site (www.gm.edu).

G. Taking Test

Students should find proctors or overseers for their tests in order to preside over their examinations. A student’s proctor can be a senior pastor, a minister, a professor, one’s supervisor, or someone who can look after while taking an examination. Student’s immediate family members are not qualified as a proctor. The student who has an overseer should inform GMU of the information about the student’s proctor at the beginning of the semester by sending the proctor report attached at the end of this section. Students should have an approval of their proctor whether the proctor (who is selected by a student) is acceptable or not.

The process of taking a midterm examination and final examination is as follows. First, GMU (the instructor or school office) will directly send test materials to a proctor (overseer) through email or regular mail for a student. Second, a student should go to a proctor and take an examination after filling up the proctor report form. Third, a student takes tests under the proctor’s charge with the setup of time, and then, the proctor send both the proctor report form and the test materials directly to school (a instructor or school office) through email or regular mail.

H. Schedule of Courses

The academic schedule of distance education students is the same as that of the main campus. Distance education student must register, start, and finish according to the academic schedule of GMU. The due date of the final assignment will be vary according to the requests of the instructor of the courses the distance education student are taking.

I. Requesting Course Materials & Textbooks

Please, look at each class’ syllabus, and find out course textbooks, important readings and reference books. The course materials are also given on the same page with the video streaming of the course on Moodle. The students must download the course materials and print before watching the video streaming. If you cannot find the course materials, you have to contact the instructor or the distance education director.

If students want to purchase textbooks and reference books, please contact Bogumsa (562-865-7649) and Grace Book store (714-871-6693). Students can also get the books through internet malls. If students who want to purchase the books through GMU may contact school office. If GMU is available to get books, students can get the books after paying a price to GMU.

J. Special Seminar & Student Ministry Formation Program

Students can get credits by taking special seminar. Thus, GMU recommends students to take special seminars through internet as a distance education course. GMU open special seminar in the winter break, summer break or at the beginning of each semester. A process of taking a special seminar is the same as regular class, and students can get materials of the seminar through Moodle site on internet.

Students should take Student Ministry Program. Students can get a student handbook through GMU web site (www.gm.edu), which has information of Student Ministry Program. Student Ministry is required for all students. Thus, in order to graduate, students should take it and finish it according to all processes which are well explained in the student handbook. For undergraduate students, all students should take Student Ministry Program while they are enrolling in GMU. If you have any questions regarding this program, contact the Dean of Students.

K. Other Questions

If you have any questions, please look at GMU Web site (www.gm.edu), School Catalog, and Student Handbook. If you have any questions regarding technical matters such as updating lectures, web site, uploading, etc, please contact Media Director (media@gm.edu).

If you want to call to GMU, you can call following school business time, Monday through Friday, between 1 pm and 5 pm, Pacific Time. You can call as follows: 714-525-0088 (school office), 714-525-0089 (FAX), 714-656-8802 (Academic Dean), 714-514-4533 (Director of Administration).

If you have any questions regarding credits and a process of study, please contact Academic Dean (dean@gm.edu) and Student Dean (studentdean@gm.edu). If you have any questions regarding a registration fee, please contact financial officer (cfo@gm.edu). If you have any questions regarding administration and record, please contact registrar (gm@gm.edu).

The detailed information and directions are described in “Distance education Handbook.” Student should have a copy of “Distance education Handbook” either heard copy or electronic copy.

L. Changes

GMU is developing our curriculums in order to provide higher education. Thus, it might be any changes in distance education. If GMU has any changes, we will let you know as soon as possible. If you are informed any changes, please be understand and follow the changes. Finally, GMU really appreciate all students who do their best to study for the Kingdom of God. We have confidence that God will guide us in his good will. May God richly bless you and your work!

감독관에 대한 안내 말씀 (Directions for the Proctor)

Thank you for your cooperation and efforts. This student is a distance education student in Grace Mission University. Distance education students are in difficult situations to attend school regularly, so that they cannot be properly advised for their study. Because of this situation, Grace Mission University recommends students to find advisers or overseers for their study to improve their quality of education and to properly evaluate their outcomes of education. Please, fill out the form in the next page and mail it, scan, or take picture and email to the instructor. The school committee will review and accept you as the proctor (overseer) of the student. You will receive test materials through email or regular mail for your student. When you receive the test materials inform the student, manage their tests or practices with the setup of time. It will be great help to give the student advices in various aspects of the student's study and ministry.

When the students finish their test, put this report form and the test materials in the envelope. Please, seal the envelope and mail it directly to school, scan the documents and send them via email to the instructor with attached files and direct the student to upload the electronic files to Moodle system. Please, ask the student for postage and the addressed envelope in case of direct mail. The address of Grace Mission University is "1645 W. Valencia Dr., Fullerton, CA 92833 USA." If you have any question, please contact staffs of GMU by phone (1-714-525-0088) or e-mail (gmu@gm.edu).

- From the administration office, Grace Mission University –

M. Proctor Report Form 감독자 (관리자) 보고서

학생 정보 (Student Information)

이름 (Name) _____

시험과목 (Name of Test): _____ 성경시험 (Bible Test), 기타 (Etc.)_____

시험종류 (Category): 중간고사 (Mid Term), 기말고사 (Final Exam), 기타 (Etc.)_____

시험방법 (Method of Test): 책을 보지않는 일반시험 (Closed Book Test): _____

오픈북시험 (Open Book Test): _____

시험날자 (Date of Test): _____

시험시간 (Time of Test): 시작 (Start) _____ - 마침 (End) _____

시험장소 (Place of Test): _____

조연자 또는 감독자 (Proctor Information)

이름 (Name): _____

직위 (Position or Title): _____

학생과의 관계 (Relationship to the Student): _____

전화 (Phone): _____ 이메일 (E-Mail): _____

주소 (Address): _____

서명 (Signature): _____ 날자 (Date): _____

Grace Mission University

IX. TENTATIVE SCHEDULE (강의 계획표)

Date 날자	Lesson 강의	Topics 강의 주제	Readings & Assignments 독서 및 과제
2/6	1강	경영의 성경적 원리	교재준비, 강의 계획표 및 과제 숙지, 자기소개 Teaching Materials and Lesson Plans
2/13	2강	기독교 경영 전략	
2/20	3강	분야별 성경적 경영 전략	
2/27	4강	성경적 마케팅 전략	
3/6	5강	성경적 광고 전략	
3/13	6강	성경적 회계 전략	
3/20	7강	조직행동과 성경적 원리	
3/27		Spring Break	
4/3	8강	인적자원과 성경적 원리	
4/10	9강	정보시스템, 운용과학과 성경적 원리	
4/17	10강	보험, 투자와 성경적 원리	
4/24	11강	기업법과 성경적 원리	
5/1	12강	경영학적 관점에서 비즈니스 선교	
5/8	13강	비즈니스 와 선교	
5/15	14강	비즈니스선교 전략	
5/22	15강	결론 및 소감발표 Present Concluding Thoughts	과목 Evaluation, 소감발표, 기말 레포트, Subject Evaluation, Final Report, Concluding Thoughts

X. PRAYER REQUEST CARD (기도 요청서)

Professors may make adjustments to the following but may not delete this section in the syllabus.

The questions below are prepared to provide information of the seminary students in Christ in order to help them and pray for them. Confidentiality must be strictly observed. Please provide the current information but if the student does not wish to provide certain information below, then they will not be penalized in any manner.

이름: Name	(한글) Korean	(영문) English
생년월일: Birth Date	19 년 Year	월 Month 일 Day
주소: Address		
전화 번호: Phone	(셀 폰)Cell Phone	(집)Home (work)
이메일 주소: Email		
가족관계: Family	미혼 single	기혼 married 자녀 children: 남 son 여 daughter
직업: Occupation		
출석교회: Church		
직분: Position in Church		

What is your motive and vision for coming to seminary?

신학교에 오시게 된 비전이나 동기는 무엇입니까?

What are your 3 topics to learn in this class? 이 과목을 통해 배우고 싶은 3가지는

무엇입니까?

What are your 3 prayer requests for the semester? 이번 학기 동안 함께 기도할 제목 3가지는

무엇입니까?