The policy of The Salvation Army is to provide equal opportunity and equal consideration to all individuals without regard to race, national origin, color, creed, sex, age or physical disability.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all Federal, State and Local regulations governing such matters, including requirements as to fire, safety, building safety, and health.
# The Salvation Army College for Officer Training at Crestmont

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Welcome to Crestmont

On behalf of the officers and employees of The Salvation Army Western Territory College for Officer Training at Crestmont, I would like to extend to you our warmest welcome to the College for Officer Training at Crestmont. You are about to embark on the opportunity of a lifetime as you engage your heart and mind in answering God’s call by becoming an officer in The Salvation Army.

This beautiful campus has served as a sacred setting for thousands of individuals who have come with a teachable spirit to learn more about themselves, their God and the mission within The Salvation Army. This is the heart of our training program.

The training that you will receive here is balanced with both an emphasis on the academic, as well as the practical application of what is learned in the classroom setting. Our education program at CFOT is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC-ACCJC). This accreditation certifies that the courses taken at Crestmont meet commonly accepted standards of academic excellence. Cadets who successfully complete their two-year residential training program may receive an Associate of Arts in Ministries degree.

We take great pride in our approaches to the learning that you are about to receive. The goal of CFOT is to form Officers in knowledge, character, spirit and capabilities in order to sustain and advance the mission of The Salvation Army wherever they will be appointed.

Our entire staff is here to serve you as you begin to prepare yourself for a life of ministry. We are joint partners in this great mission of The Salvation Army. May God richly bless you as you begin your training for this wonderful opportunity of service as an officer in this great Salvation Army!

Blessings,

Timothy Foley, Major
Training Principal
College for Officer Training at Crestmont

August 2014
The Salvation Army College for Officer Training at Crestmont

BOARD OF GOVERNANCE

Crestmont Council Mission and Statement of Purpose

The Crestmont Council is the educational authority for the College for Officer Training at Crestmont, an educational unit of The Salvation Army, a California corporation (the Western Territory of The Salvation Army in the United States), and is responsible for the oversight of education and training of The Salvation Army's candidates for officership, including the approval of the liberal arts curriculum and the quality of the training and practical field experience, as well as using its general powers to use discretionary power in implementing the policies and procedures of the Western Territory of The Salvation Army in the United States in its educational, accreditation and administrative duties. The Council is responsible for the quality, integrity, and financial stability of the College and for ensuring that the mission of the College is being carried out consistent with the fiscal policies and practices of the Western Territory of The Salvation Army in the United States. The Council shall ensure that the religious and moral content of the College's programs and courses of study shall be consistent with Salvation Army beliefs and principles.

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<td>Mr. Guy Jamison, Esq.</td>
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The Salvation Army was founded by the Reverend William Booth, who felt called to leave his ministry in the Methodist Church to minister to the poor in the East End of London, England. Originally called the Christian Mission, the movement was renamed The Salvation Army in 1878 when a military form of organization was adopted to facilitate its progress. Today, The Salvation Army operates in 126 countries and other territories around the world.

The Salvation Army is an international Christian movement with a complex network of worldwide social service activities.

Today, continuing efforts are being made to adopt methods and strategies to meet the new demands and conditions of our time. Yet, the underlying principles and convictions laid down by its Founders still remain the guiding force in today’s Army.

International Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

CFOT Mission Statement

The purpose of the College for Officer Training is to develop men and women, in knowledge, capabilities, spirit and character, who will be able to sustain and advance the mission of The Salvation Army in the salvation of the world.

CFOT Vision Statement

The College for Officer Training should produce Salvation Army officers who:

• Know God  
• Know Themselves  
• Know Their Mission

Academic Excellence Commitment

The College’s mission, curriculum, instruction and student assessments are aligned and implemented in ways that reflect current knowledge about the learning process and the preparation cadets need for officership in The Salvation Army Western Territory. To be considered excellent, these four elements are integrated with field training experiences and a pervasive commitment to spiritual formation and officer development. This is to develop in our cadets conceptual understanding and appropriate cognitive and ministerial skills that cadets will be able to utilize when faced with new situations and challenges in their assignments wherever located.

Character and Purposes Of The Salvation Army

The purpose of The Salvation Army is to love God and man, preach the gospel, and express a practical concern for the needs of humanity. This is referred to as having a, “Blood and Fire” spirit for the mission of The Salvation Army.

The Doctrines Of The Salvation Army

We believe that the Scriptures of the Old and New Testaments were given by inspiration of God; and that they only constitute the divine rule of Christian faith and practice.

We believe there is only one God, who is infinitely perfect—the Creator, Preserver and Governor of all things—and who is the only proper object of religious worship.

We believe that there are three persons in the Godhead—the Father, the Son and the Holy Ghost—undivided in essence and co-equal in power and glory.

We believe that in the person of Jesus Christ the divine and human natures are united; so that He is truly and properly God, and truly and properly man.

We believe that our first parents were created in a state of innocence but, by their disobedience, they lost their purity and happiness; and that in consequence of their fall, all men have become sinners, totally depraved, and as such are justly exposed to the wrath of God.
We believe that the Lord Jesus Christ has, by His suffering and death, made an atonement for the whole world, so that whosoever will, may be saved.

We believe that repentance toward God, faith in our Lord Jesus Christ, and regeneration by the Holy Spirit are necessary to salvation.

We believe that we are justified by grace through faith in our Lord Jesus Christ, and that he that believeth hath the witness in himself.

We believe that continuance in a state of salvation depends upon continued obedient faith in Christ.

We believe that it is the privilege of all believers to be “wholly sanctified”, and that their “whole spirit and soul and body” may “be preserved blameless unto the coming of our Lord Jesus Christ” (I Thess. 5:23).

We believe in the immortality of the soul; in the resurrection of the body; in the general judgment at the end of the world; in the eternal happiness of the righteous; and in the endless punishment of the wicked

Core Values at CFOT
- Love for God who loved us first
- Compassion and respect for others throughout the world
- Faithfulness to God and Man
- Commitment to proclaiming Salvation and Holiness
- Responsibility to God and Man
- Integrity of character and deed
- Servant Ministry to others including the poor and disenfranchised
- Kindness and humility
- Stewardship of resources

These are the core values we use every day in all we do. These are constants and consistency markers in our ever-changing world. These are the values and Wesleyan theological principles we choose to use as benchmarks, guides and essential tenets.

Statement of Faith
All cadets of the College are expected to follow the essential elements of the Christian faith and life shared as a community of believers. All staff and cadets have declared their allegiance to the doctrinal beliefs of The Salvation Army and realize that these will have implications on the academic, social and spiritual life of the College.

Purposes Of CFOT
1. To train cadets to express a firm personal commitment to biblical Christianity and to the Lordship of Jesus Christ and to seek a life of Holiness.

2. To develop the spiritual life of cadets and cultivate characteristics necessary for effective spiritual leadership in The Salvation Army.

3. To teach cadets (and officers) how to preach the gospel, disseminate Christian truths, minister to basic human needs, provide personal counseling and undertake the spiritual and moral regeneration and physical rehabilitation of all persons in need.

4. To facilitate within a disciplined Christian atmosphere the process of enculturation of each cadet from the status of civilian to that of The Salvation Army officer.

5. To provide cadets with the knowledge, vocational skills and practical application needed for effective Christian service as Salvation Army officers.

6. To train cadets to utilize and apply Salvation Army policies and procedures to the operation and administration of Salvation Army units.

7. To provide each cadet a comprehensive program of cadet services, which include counseling, health care, child care, housing, nutrition and meals, financial aid and transportation.
Institutional Student Learning Outcomes

The purpose of the College for Officer Training is to develop men and women in knowledge, capabilities, spirit and character, who will be able to sustain and advance the mission of The Salvation Army in the salvation of the world. To that end the College has adopted the following ten institutional student learning outcomes and a concurrent set of four institutional support goals that undergird the desired learning outcomes. In addition, the College promotes the need for continuous learning and has an extensive network of professional development opportunities as evidence of its commitment to lifelong learning.

1. Knowledge. Upon graduation, Cadets will demonstrate the knowledge necessary to “sustain and advance the mission of The Salvation Army in the salvation of the world.” This will require comprehensive knowledge of the following areas:
   1.1 The Bible and its application
   1.2 The theology of the Christian church and Salvation Army distinctives.
   1.3 The Salvation Army administrative and business principles, practices, procedures and policies.
   1.4 Policies and practices regarding The Salvation Army worship traditions, corps programs and evangelical practices.

2. Capabilities. Upon graduation, Cadets will demonstrate the capabilities necessary to “sustain and advance the mission of The Salvation Army in the salvation of the world.” This will require capabilities in the following areas:
   2.1 Communicating in written, spoken, visual and artistic forms to diverse audiences.
   2.2 Locating, evaluating, and using print materials, personal communications, observations, and electronic media to solve problems.
   2.3 Effectiveness in Christian leadership that reflects multi-cultural sensitivity, global awareness and community building for the development of self and others.
   2.4 Developing and managing resources (fiscal, human, physical and technology).

3. Spirit & Character. Upon graduation, Cadets will demonstrate the spirit and character necessary to “sustain and advance the mission of The Salvation Army in the salvation of the world.” This will require that graduates demonstrate:
   3.1 A continuing and disciplined commitment to personal, spiritual and leadership development and Bible study.
   3.2 The integrity and ethics and skills set necessary for effective decision-making.
   3.3 A commitment to wellness and self-care that promotes a healthy lifestyle and officer-ship.

Institutional Campus Support Commitments

1. Vital Christian Environment built upon Wesleyan Holiness Principles
   The College for Officer Training provides a pervasive Christian environment that fosters the integration of academic and cadet life programs as well as experiential field training.

2. High Quality Integrated Spiritual Development, Learning and Living Programs
   Consistent with the College’s mission and purpose, it promotes academic excellence and spiritual maturity by offering high quality programs and services.

3. Mission-Driven Classroom and Field Training Experiences
   The College has a mission congruent with the international mission of The Salvation Army and undergirded by a formal Academic Excellence Commitment and Campus Core Values. The mission is evident in all aspects of the college and a particular focus in classrooms and field training programs.

4. Strategic Plan-Based Budget and Resourcing of Programs to Support the Mission
   The College has a Board-approved three year Strategic Plan that matches goals with resources on a priority basis to adequately support the ongoing academic and spiritual mission, purposes and programs at the College.
College Certification and Degree Offerings

The Salvation Army College for Officer Training at Crestmont is one of four training centers in the United States, having as its purpose the training of men and women to effectively serve God as officers in The Salvation Army. The Salvation Army, a world-wide church and social services organization, sponsors similar colleges throughout the world.

Crestmont is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC-ACCJC), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The College also holds affiliate status with the Association for Biblical Higher Education (ABHE). Since January, 1990, the College has been authorized to grant an Associate of Arts in Ministries Degree upon successful completion of the requirements and prescribed program of instruction. The College is also a member of the American Association of Community Colleges and Council for Christian Colleges and Universities.

The College is approved for training and education of veterans under the provisions of Title 38, U.S. Code. The College is authorized under Federal Law to enroll nonimmigrant students.

History of Crestmont

From the earliest days of The Salvation Army in the Western Territory, cadets have been trained in “Salvation Warfare” at various “Training Garrisons.” In 1885, the San Francisco No. 2 Corps established a Men’s Training Garrison. In 1890, a Women’s Training Garrison was opened, also in San Francisco. About the same time, the “Salvation Castle Training Garrison” was opened in Oakland, California. Later, other “Garrisons” opened in Portland, Oregon and Tacoma, Washington. This system continued until 1905 when all training of officers from the Western United States was moved to Chicago, Illinois.

In 1920, the Western Territory was organized and the Territorial Headquarters and College for Officer Training were located in San Francisco. The College changed locations in 1927 and moved to 901 Silver Avenue in San Francisco. It was there for eight years before returning to its original location at 101 Valencia Street. Again the College moved in 1942 to 1450 Laguna Street in San Francisco, and was there until 1975 when it moved to its current location in Rancho Palos Verdes, California.

Decision-Making Process/Participation

Leadership and Governance:
This standard requires that educational institutions have clearly articulated, assessed, and functional decision-making processes in existence. The policy contained herein articulates the policy at Crestmont, with attention to the organizational and decision-making structure, a communications protocol and a statement on leadership and governance role and definition.

Purpose and Process:
The College is committed to promoting communication and information sharing among and between the various councils of the College to enhance the quality of decision-making. Informed decisions are a product of engaging people representing important functions and expertise at the College and providing an opportunity for input, discussion and review of important matters. At Crestmont, there are in existence nineteen councils whose definitions, memberships and roles within the organization are detailed and updated annually in the Crestmont Manual.

The Crestmont Council serves as the official governing Board of the College. The Council’s official By-Laws refer to the council as the “educational authority for the College”, an educational unit of the Salvation Army, whose responsibilities include the oversight of education and training at the college. The Council’s powers include approval of the curriculum and the training and field experience as well as being responsible for the overall quality, integrity and financial stability of the college. The Council is also required to ensure that the religious and moral
content of the college’s programs and courses of study are consistent with Salvation Army beliefs and principles. The Council has an active role in assessing the performance of the principal and in assessing on an annual basis its own performance.

The College’s Executive Council is the primary decision-making committee on the campus. The Executive Council has an additional responsibility in consultation with the Principal for determining those matters that also need to be referred to the Crestmont Council for a board decision. These are usually the more substantive issues and/or policies that require additions or revisions to mission, program, staffing or budget.

Matters involving the Curriculum Council, Personnel Council and the Command Finance Council are significant areas of decision making, and councils that routinely refer recommendations for action or consideration to the Executive Council. Every effort is made by the Crestmont Council and the Executive Council (as well as all other councils) to match meaningful and appropriate data with informed decision-making.

The goal of the college is to appoint cadets, officers, and staff to the councils who have an informed and genuine interest in such governance and program matters and have them use assessment data and experience to make recommendations and decisions in support of the college and its cadets. To date, the council process at Crestmont is vital to the college’s effectiveness. The councils are active and engaged, meeting regularly to fulfill their responsibilities to the College and its cadets.

Data collected through the assessment processes is shared with councils and used to improve the quality of decision-making. Matters are referred back to a committee or council by the Executive Council if additional data or input is perceived to be needed to make a quality judgment.
The Salvation Army Western Territory
College for Officer Training at Crestmont

Building A
Eugene & Hazel Rice Chapel (1)
Board Room A (1)
Garden Room (1)
Music Director's Office (1)
Soldier's Hall (1)
Kitchen (1)
Terrace Room (1)
Upper Room (2)
Marketplace (1)

Building B
Adam Gifford Education Bldg
Museum (1)
Lectorium (1)
Information Technology (1)
Classroom K (1)
Resource Center (1)
Classrooms B, C, D, E, F, G, J (2)
EL Specialist Office/Lab (2)
Library (2)
Academic Achievement Center (2)

Building C
Lawrence & Wilma Smith
Administration Building
Training Principal (2)
Assistant Training Principal (2)
Campus Services (2)
Personnel (2)
Curriculum (2)
Field Training (2)
Planning/Accreditation v
Main Mail Room (1)
Business Admin. (1)
TED (1)
Boardroom C (1)
Room C-115 (1)
Classrooms (1)

Building D
Richard E. Holtz Conference Center
Tradewest Boutique (1)
Courtyard Cafe (1)
Fitness Center (1)
Lounge (1)

Building E
Siemon Hall
Cadet Apartments (1, 2 & 3)
Cadet Mailboxes (1)
Main Lounge (1)
Bradley Center (1)
Fitness Center (1)
Prayer Room (1)

Building F
Family Care Center (1)

Building G
Cadet Commons (1)
Costume Room (1)

Building H
Maintenance (1)
Crestmont contains the following Departments and Facilities:

Building A

Adam Gifford Education Building - Building B
The Lectorium, Classroom K, Information Technology offices and The Salvation Army Museum of the West are on the ground floor. The second floor contains classrooms, the College Library, the Academic Achievement Center, the English Language Lab, and the offices of the Educational Specialist and the English Development Specialist.

The Lawrence & Wilma Smith Administration Building - Building C
The ground floor houses the main lobby, Territorial Education Department, Board Room C, Cadet and Families Care Specialist Office, the CFOT Business Department, main mail room, and meeting rooms. The second floor houses the offices of the Training Principal, the Assistant Training Principal, the Curriculum Department, the Field Training Department, the Personnel Department and the Campus Services Department.

Building D
Courtyard Café, Tradewest Boutique, Fitness Center, Lounge.

Building E - Siemon Hall
Bradley Center, Main Lounge, Cadet Mailboxes, Fitness Center, Prayer Room (first floor). Cadet Housing (all three floors).

Building F
Family Care Center

Building G
Cadet Commons, Costume Room

Building H
Maintenance workshop and offices, storage and cadet cleaning supplies. Recreation areas are located on the northern side of Buildings A (Basketball Court) and E (Family Lawn), and on the eastern side of Building D (Camel Lawn); and may be used by cadets and their families.

The Peninsula Racquet Club, located on the campus, is available for use from Monday to Friday, 8:00 a.m. to 9:00 p.m., and on Saturday and Sunday from 7:30 a.m. to 7:30 p.m.

The College consists of 44 acres upon which are located seven major buildings. The main entrance gate is located at 30840 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275.
Admission Information

Admission Procedures

All applicants for the College for Officer Training must meet certain qualifications prior to entrance to the College. They must be soldiers of The Salvation Army for at least six months. They must receive backing from the leaders of their respective corps; i.e., the corps officer, local officers, as well as from divisional officers, before receiving acceptance from the Territorial Candidates’ Board.

Applicants must be individuals of good moral and spiritual character and will be screened via criminal records and other background checks. They must have demonstrated leadership ability, emotional stability and have good physical health. All applicants must complete the Pre-Training non-credit course.

The applicant must be a high school graduate. Certain exceptions are made for persons who pass all sections of the G.E.D. test and are issued a High School Equivalency Diploma as well as foreign high school transcript evaluations from the International Education Research Foundation that verify an equivalent to high school graduation. It is recommended that all applicants have two years of college work, military training or work experience following high school, prior to entering the College for Officer Training. Applicants who are accepted are eligible for the Associate of Arts in Ministries degree upon completion of all degree requirements.

Official transcripts from high school and any colleges attended are required to be submitted. Original copies of these documents are required. Official certified true copies of academic records issued by the institution of study or relevant government body may be acceptable as original; notarized copies are not acceptable. In addition, translations must be submitted for all records not officially issued in English. These must be in the same format as the original language documents, line by line, word by word and must be typed. The International Education Research Foundation (IERF) has negotiated a special discount with the University Language Services for applicants who use their translation services. This service can also be contacted through their website for the discount.

Entrance Exams

English Competency:
All cadets must be able to communicate with people in their community, with other Christian groups, with Divisional and Territorial command heads, with Advisory Boards, and with community groups that often fund and support the work of The Salvation Army, in the dominant language of the culture. Good communication skills include both spoken and written English. This competency will be assessed, objectively, by scores from the Accuplacer reading comprehension, sentence structure and writing samples. If the cadet does not meet minimum English standards early after entry to Crestmont, they may be required to take classes in English Development until proficiency is adequately demonstrated.

Mathematics Competency:
All cadets must be able to demonstrate numerical competency, and to be able to perform such tasks as to balance books, write checks, pay bills, confirm billings and develop budgets. Often, numbers are embedded in written documents and understanding how simple mathematical principles are derived from and must be applied to the written materials is essential. This competency will be assessed, objectively, by scores from the Accuplacer Arithmetic test. If the cadet does not meet minimum Mathematics standards early after entry to Crestmont, they may be required to take the Fundamentals of Mathematics course.

Bible Content Exam:
The Bible Content Exams have been designed to help CFOT measure the overall level of general biblical training as the cadet enters CFOT. At the end of the second year, the cadet will take another Bible Content Exam to see if there has been any advancement in the cadet’s overall Bible knowledge.
Readmission Policy
A cadet who has left the College for Officer Training for any reason must reapply through their Divisional Headquarters to the Territorial Candidates’ Board. Each case for re-admission will be considered on an individual basis.

CFOT Refund Policy
Should there be a separation of the cadet from the College for Officer Training during the two period, a prorated tuition/fee refund may be considered in the case of cadet paid expenses.

THE SALVATION ARMY SOURCES FOR FUNDING

Cadet Loan Fund $1,000.00
1. All cadets will be eligible at the beginning of the second year of training to apply for a cadet loan, if included in the initial candidate budget. Approval will be based on need. See the current College Personnel Handbook for more information.

Student Loan
2. “Candidates entering CFOT who have repaid previous loans, whether partial or in full, and payments are not in default, will be eligible for an additional loan not to exceed a total outstanding liability of $9,000.00”. See Policies and Procedures, Part 2, Procedure 10-13.

Officers’ Children Education Scholarship
3. The scholarship is limited to $7,100.00 per year, or a maximum of $14,200.00 for training, providing the cadet has not used the total allowed ($28,400.00) for prior educational expenses. (The Officer’s child must be 18 years of age or older).
4. Finally, various other need and non-need based scholarships have been made available to the College to enable cadets with certain abilities, needs, or qualities to complete their education. Information on these grants are published by the Personnel Department.

Financial Aid

Veterans’ Benefits
Veterans released from active duty after January 31, 1955, have eligibility for financial aid. Application forms are available at all Veterans’ Administration offices, active duty stations, and American embassies in other countries.
In accordance with the approved change, the U.S. Civil Service Commission has granted The Salvation Army an exception to the provisions of the Federal fund-raising Manual relating to non-discrimination with respect to religion and sex.

At the request of the U.S. Civil Service Commission, The Salvation Army has identified the following classifications to be covered by the exception:

1. Teachers in religious oriented programs.
2. Institutional chaplains.
5. Counselors in religious oriented programs.
7. Recreation directors (if working with group of one sex).
8. Program workers (if working with group of one sex).

Residential Information

Statement of Academic Ethics & Cadet Conduct

The Cadet’s Rule: Cadets are expected to conduct themselves, at all times, as Christians and Officers in Training.

It is the aim of the College to provide a healthy environment, free from destructive elements that might hinder academic excellence and personal growth. Each cadet is expected to abide by all the regulations of the College and to govern his/her personal conduct by the standards of Christian living and example. The cadet is preparing for a life of dedicated service to God and The Salvation Army. This life demands full commitment to Biblical principles and dedication of one’s skills and talents to the honor and glory of God.

The curriculum attempts to stimulate not only intellectual growth, but also spiritual, ethical, and emotional growth. In this spirit it is the desire of the College to create a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail.

It is expected that each cadet will pursue self-improvement and develop their full personal potential. The College encourages independent
intellectual effort, while not tolerating dishonesty, cheating, or plagiarism in any form. Salvation Army.

The policy of the College is that no cadet be allowed to continue as a cadet, who is proven guilty, while in training, of any unethical conduct such as:

1. Repeated, deliberate untruthfulness
2. Dishonesty Immorality
3. This would include any other conduct which renders the cadet, in the judgment of the Training Principal, unfit to be a representative of The Salvation Army. See later sections for further specific statements on academic honesty.

Grievance Process
(CFOT At Crestmont)
The first opportunity for the resolution of a misunderstanding or disagreement is to deal with the matter on an individual level with those involved. If satisfaction is not realized in this way, there are two options available:

1. When it is an issue involving the cadet body, the problem should be presented to the Cadet Council for consideration after discussion with the cadet advisor.
2. Other matters should be brought to the officer bearing responsibility in the area involved.

If desired, appeal interviews can be arranged with staff officers in the following order:

- Department Head
- Assistant Training Principal
- Training Principal

The established grievance procedure for the resolution of cadet and employee complaints is also utilized for discrimination questions. The Director of Personnel is designated to coordinate non-discrimination compliance efforts and to investigate grievances as they relate to cadets. Director of Personnel (310) 544-6483.

The Director of Business Administration is designated to coordinate non-discrimination compliance efforts, and to investigate grievances as they relate to employees. Director of Business Administration (310) 544-6419.

ACCJC Complaint Policy**
Cadets and members of the public may file a formal complaint about a member institution by following the Commission’s Policy on Student and Public Complaints against Institutions. The process is detailed at their website. In addition, The Director of Library Services/Museum has a copy of the policy, procedures and form for filing such a complaint. In this case, the complainant must demonstrate that all remedies at the institution have been exhausted.

**Accrediting Commission for Community & Jr. Colleges

Sexual Harassment Policy
Cadets have a responsibility to report any incidence of sexual harassment and are expected to abide by The Salvation Army’s Policy on Sexual Harassment (Policy and Procedure, Part Two 13-19). All cadets are required to complete MI429-Sexual Harassment Prevention Seminar.

Social Life
The life of the cadet at the College for Officer Training is based on the “whole person” concept. The cadet is not only an intelligent being, but one with spiritual, emotional and social capabilities as well.

To help develop the emotional and social facets of cadet life, opportunities are provided for recreation in such sports as tennis, basketball and volleyball, and for socialization in such activities as picnics, session outings, and other similar activities.

Health Services
The cadet is offered assistance in securing health services as needed. Adequate health coverage is provided by The Salvation Army cadet medical plan. (Refer to the Personnel Handbook for details)
Mental Health Services

Mental health services are provided for cadets in their time here at CFOT. Professional therapists are available on campus (free of charge) to assist cadets and their families to achieve emotional, psychological, social, and spiritual wellness. Off-campus therapy is also provided when deemed necessary, along with psychiatric services and medication management.

Family Care Center

The College Family Care Center exists to offer family care services for the cadets. This well equipped center provides for physical care and for the growth, development, behavior, discipline, individuality, culture, dignity and Christian education of each child. Cadets/students will contribute to the cost of room and board for their children.

Campus Emergency and Crime Reporting

Campus security and the safety of the cadets, their families, the faculty and volunteers of the College for Officer Training at Crestmont is a priority administration. In keeping with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clergy Act, CFOT has put into practice procedures to respond and report any crimes and emergencies.

General Procedures of Reporting a Crime or Emergency:

1. All individuals on campus are encouraged to report all crimes and public safety related incidents to a Personnel Officer in a timely manner. Any life threatening emergency or crime should be reported to the Los Angeles County Sheriff’s Office by calling (911). To report a non-emergency security or public safety matter, call The Personnel Department.

2. All CFOT incident reports are forwarded to the Principal’s office for review and potential action by the Personnel Office. The Personnel Office will proceed with a thorough investigation, then report adds finding to the proper authorities. If assistance is required by the LA County Sheriff’s department or the Rancho Palos Verdes fire department, CFOT will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including CFOT, will provide assistance to the victim and friends that may include crisis counseling at any time of the day.

3. Crimes should be reported to a Personnel Officer providing timely warning notice to the community, when appropriate and to ensure inclusion in the annual campus safety report.

To Report a Crime or Emergency:

Life-threatening Emergency or Crimes: (911)

Medic First Aid – First Responder & Non-Life-Threatening Crimes:

Office: 310-265-6177
Cell: 650-302-4830
Home: 310-541-5845

Director of Personnel:

Office: 310-544-6483
Cell: 310-989-2410
Home: 310-750-6978

Family Care Center Director:

Office: 310-544-6441
Cell: 310-989-2413
Home: 310-750-6978

Urgent Situation Concerning Property:

Office: 310-544-6453
Cell: 310-896-6446
Home: 424-206-2443

Alcohol and Illegal Drugs:

The CFOT campus has been designated “Alcohol, Tobacco and Drug Free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by CFOT. Violators are subject to CFOT disciplinary action, criminal prosecution, fine and imprisonment.
Cadet Council

The Cadet Council is a body of cadets, elected by their peers, which meets monthly and acts as a liaison between the cadet body and the College staff to foster mutual understanding. The Cadet Council is not a judicial nor policy-making body, but serves as a vehicle for cadet input into the training program.

The Council consists of: the chairman, two representatives at large, and two representatives from each session. Each year the Training Principal appoints a staff advisor and an alternate advisor. The staff advisor will act as liaison between staff and cadets, advising the Cadet Council on staff policy and attitude toward those proposals presented in Cadet Council; to the end that the Council may move more wisely in preparing proposals for staff.

Academic Freedom Policy Statement

At CFOT, we believe academic freedom presents an opportunity to be exercised and a responsibility to do so. Such freedom must be carried out with civility, mature judgment and the awareness of the broad representation of Christian faith that exists throughout the college. Accordingly, CFOT affirms its commitment to freedom of inquiry and expression in academic endeavors and underscores the need for faculty responsibility to support and advance the mission. The college recognizes that academic freedom is defined by accepted academic standards, and by the mission, values and character of the college. We seek to maintain a spiritual-based and academic community in which members of the faculty are free to engage in scholarly inquiry and expression within an intellectual context shaped by the Christian tradition.

The college follows these principles in its practice of academic freedom:

- Members of the faculty are entitled to the rights and privileges and bear the obligations of academic freedom in the performance of their duties. Members of the faculty are free to pursue truth and knowledge within their academic areas of instruction in their writings and public statements in their fields of professional competence. Faculty members should always strive for accuracy, appropriate restraint and respect for the opinions of others.

- Faculty members are entitled to freedom in the classroom in discussing their subject. Faculty should be careful not to introduce controversial matters which have no relation to the subject or may unnecessarily or prematurely hurt the development of students intellectually, spiritually, emotionally or socially.

- In their roles as members of the broader global and campus community, faculty members need to be cognizant that the public will form perceptions of their profession and their institution by their utterances.

- The only complaints that will be considered are those alleging faculty violations of professional standards in the discipline or advocating positions incompatible with those commitments articulated in the documents that are central to the college’s identity as a Christian college, and then only when the evidence supporting the allegation is more substantial than rumor, inference or hearsay. Such alleged violations should be referred to the Director of Curriculum who may recommend a sanction ranging from counseling to disciplinary action or termination of employment. A faculty member who believes his or her academic freedom has been unduly restricted may pursue resolution via a review and recommendation by the Director of Curriculum for a response and decision by the Executive Council of the college.

General Education Objectives

The General Education Program is designed to provide cadets the opportunity to learn, exercise, and refine lifelong learning skills which will help them to comprehend and function effectively in the modern world. The courses are designed to introduce the cadets to fundamental knowledge in theology, culture and the society in which the cadet lives. Additionally, courses offered will provide better self-awareness.
Essential General Education skills required for effective ministry in today's complex societies include a basic ability to handle and interpret numerical concepts and mathematics. Reasoning with numbers in the development of budgets, goals and other plans and developing an empirical, problem-solving style of thinking and communication are essential to all organizations and managers or stewards. Additionally, the variety of communication styles helpful in different social situations and cultural expectations must be developed.

Educational and Grading Policies

1. The College operates on the quarter system. One quarter unit represents 12 class instructional hours.

2. Electives: Two elective courses are required for graduation. The same elective class cannot be taken more than once. The same Worship Arts course can be taken more than once.

Several elective classes are offered for both grade and pass/fail. When the cadet registers for a class, he/she will declare himself/herself for either a grade or pass/fail. The instructor will make careful note of this. At no time during the quarter can the cadet change his/her mind and opt for the opposite way of grading. Pass/Fail classes are not entered into GPA determinations.

3. Duplicate use of Materials and Assignments: It is expected that cadets will use original written and program materials for classes and or Field Training assignments. Multiple use of assignments may be allowed for Field Training purposes only, and will be pre-approved by instructors and/or brigade officers.

4. Chart on page 22 shows the grading system used.

5. Final grades are given following the completion of the academic quarter. A request for change of grade for any course must be submitted in writing to the instructor with a copy to the Director of Curriculum no later than two weeks from issue of quarter grade report. Change of grades for other than clerical errors will not be accepted after the two week grace period.

6. Incomplete Course Grade:
Course instructors are able to award incompletes to cadets who may need more time on task to complete the course SLOs satisfactorily. If the final grade is not reported within one month of the beginning of the next quarter, the letter “I” will be dropped and the grade will be calculated on the value of the work previously completed. When warranted, the Director of Curriculum with the support of the instructor can recommend to the Executive Council that the extension deadline be modified. This would allow faculty to accommodate the cadets they perceive as needing slightly more time to complete their work and SLOs satisfactorily.

In the matter of illness or academic circumstances beyond the control of the cadet, he/she may not be able to complete course work as prescribed in a class syllabus. The cadet who is unable to complete work prescribed in a course, Field Training practicum, Summer Internship or Christmas Intensive may apply to his/her instructor prior to the end of the quarter and/or practicum for consideration of a grade classification of Incomplete.

The cadet shall file a “Petition for a Grade of Incomplete” with the Director of Curriculum for the College for Officer Training, indicating the reason for petition. The petition will have the recommendation and signature of the course instructor for which the cadet requests an Incomplete grade also noting what assignments or exams must be completed by the cadet. The petition will also have the recommendation and signature of the Director indicated above. The Director of Curriculum will recommend appropriate action to the Executive Council before the Incomplete Grade may be given.

7. Withdrawal From a Course:
In extreme circumstances, a cadet may decide they need to withdraw from a course, offered either for grade or pass/fail. This alternative is to be used only for the most stringent of reasons as the course, in its entirety will need to be made up at a later date; thus only
extreme illness or other circumstances beyond the control of the cadet should warrant this decision.

The cadet must petition the College for withdrawal from a course by filling in the proper form obtained from the Director of Curriculum. The petition must normally be filed before the end of the fifth week in which the course is taken for credit. Withdrawal from any course must be approved by the Instructor, the Director of Curriculum, the College for Officer Training Executive Council and the Principal.

8. Pass/Fail and Graded Classes: A cadet must obtain a 70% or better to pass a pass/fail course.

9. Late Work
Cadets are responsible for all assigned work. Penalties are imposed according to the guidelines indicated in each class syllabus.

10. “F” Policy:
In the case of failed grades in required courses, the cadet and the instructor would need to confirm which SLOs have not been satisfactorily completed. If it seemed additional work would warrant and enable the cadet to satisfactorily meet the course SLO requirements, the repeated course proposal to be submitted in writing from the cadet would require approval by the instructor and the Director of Curriculum. The time provisions used with Incompletes would also be used in the case of such additional time being granted.

To facilitate such a course repeat, cadets would be graded on a pass/fail basis in the repeat course and, if the Pass grade is awarded, the initial “F” grade would be deleted from the calculation of the accumulative grade point average (not the transcript) in compliance with the repeated “F” policy in the current catalog.

11. Policy on GPA Calculation for Make-up Course:
In those cases where a cadet who has failed a course, repeats the course and earns a passing grade in the same course, both grades will appear on the transcript, however only the passing grade will be calculated into the grade point average. In addition, a cadet cannot use this policy if an “F” grade is received for academic dishonesty. This policy applies in those cases where the college does elect to schedule a repeated course; the associate degree schedule and time-frame limits that reality. Finally, a cadet must complete an application for applying this policy to their record. The application form is available in the Curriculum Department and requires the approval of the Director of Curriculum.

12. Graduation:
The Associate of Arts in Ministries degree is granted upon successful completion of 90 credits in the prescribed course of study, a G.P.A. of 2.0 or better, and no unresolved failures in the General Education courses. The cadet must also have a high school diploma or GED.

13. Enrolled cadets graduate under the catalog requirements in place at the time they enter the CFOT. In those cases where requirements or course offerings are modified during the two year enrollment period, the Director of Curriculum will work with the cadet(s) to ensure the cadet’s graduation requirements are fairly interpreted and applied to facilitate graduation.

14. Commissioning as an officer in The Salvation Army is granted upon satisfactory completion (grade of “C” or better) of all course-work required by The National Curriculum Standards and upon recommendation of the Training School staff.

15. Under exceptional circumstances supported by campus/THQ administrative judgment and documented cadet personal/academic difficulties, THQ staff based on a recommendation from the Director of Curriculum and the Training Principal, has the authority to transfer a cadet from the AA degree program enrollment and require the cadet to meet the officer commissioning requirement, as defined by the national standards.
Unsatisfactory Status for Academic Reason and Academic Probation

Placement of a cadet on unsatisfactory academic status or on academic probation is an administrative decision made by the Director of Curriculum based on published college academic criteria at the recommendation of the CFOT Executive Council. The Director of Curriculum for the College for Officer Training will notify the Council when a question of cadet academic status arises. When a cadet earns unsatisfactory academic status or academic probation, that decision will be conveyed to the cadet by the Director of Curriculum.

Cadets failing to achieve a quarterly grade point average of at least 2.0, or who earn a grade of “F” in any one credit unit or above course, will be recommended for placement on unsatisfactory academic status or on academic probation for the following quarter.

This will result in the following process:

• The cadet will be notified in writing by the Director of Curriculum that he/she is on unsatisfactory academic status or on academic probation.
• If the cadet is on unsatisfactory academic status or academic probation, the Director of Curriculum will recommend to the CFOT Executive Council steps to assist the cadet in improving their grades and college standing. These may include, but are not limited to:
  1. Assignments to Library or Academic Achievement Center on Saturday, evenings, or during other personal time.
  2. Assignment to staff officer who will act as tutor or advisor.
  3. Limitation of involvement in extracurricular activities.
  4. Restriction from serving on Cadet Council. When a cadet is on unsatisfactory academic status, the Director of Curriculum will periodically evaluate the cadet and may recommend to the CFOT Executive Council a continuance on unsatisfactory academic status beyond one quarter, with the intent of assisting the cadet to acquire the necessary skills to gain satisfactory status and/or for possible recommendation that the cadet be placed on probation for academic reason.
• The Review Council, with the intent to see if recommendation for termination should be made to the Principal, will evaluate any cadet on academic probation for two quarters.
• The Training Principal will decide if recommendation for termination should be made to Territorial Administration.
• Territorial Administration will decide whether or not to terminate the cadet from the CFOT.

When the decision is made to place a cadet on probation for academic reasons, the Secretary for Personnel at THQ and the cadet’s Divisional Command Head will be informed. Academic probation status will also be reflected on the educational transcript.

When a cadet reaches a cumulative grade point average of 2.0 and has passed all courses as required, the cadet will be considered in good standing, all academic probation requirements discontinued, and the Secretary for Personnel at THQ and the cadet’s Divisional Commander will be notified. to meet the officer commissioning requirements as defined by the National Standards

ADDENDUM - Veterans Only
Cadets can remain on Academic Probation for only two quarters. At the end of the second quarter, if the cadet’s progress is still unsatisfactory, the cadet’s VA enrollment will be interrupted and the Veterans Administration will be notified.

ATTENDANCE POLICY
Timely attendance at all scheduled college activities is expected as the entire educational program is planned for the developing of the cadet into an officer. Any absence or tardiness diminishes the learning experience for the cadet and the group. Cadets are expected to attend all class sessions.

Therefore, there is a process and consequence for absence and tardiness.
Absence/Tardiness Procedure:
1. When cadets are going to be absent from any class, seminar, or college activity for any reason, they must notify the instructor/advisor for that activity and the Director of Personnel as soon as possible.

2. When a cadet is either absent from or tardy to a class, seminar, or other college activity, the absence or tardiness is registered in the Attendance Record by the instructor and may result in grade or point reductions.

3. Each instructor has the right to determine whether a cadet may attend class via web-cam or other virtual means. This may only occur with a physician’s orders to remain at home over an extended period of time. Instructors will include their policy in the syllabus and review it with cadets at the beginning of the course.

4. Each cadet is expected to acquaint himself/herself with the schedules that are posted on Lotus Notes, the Cadet Bulletin Board in building “B” and in the Weekly Bulletin.

5. Tardiness: Cadets are expected to be on time for all classes, seminars, and events. Excessive tardiness may impact the cadet’s grades, academic standing and will be considered in the Personnel Review. Each course syllabus states penalties for tardiness. Two tardies equal one absence.

6. Exception: The sole exceptions are a) service on a on a College Council or Committee on or off campus business that is required by the College and supervised by the Director of Curriculum; and b) medical matters requiring a cadet to remain in quarters as documented by a physician.

Outcomes for Absence:
Classes:
Cadets will be responsible for work missed during any absence. They must contact their instructors as soon as possible to cover any class work.

In the event that a cadet misses one-fourth of a course for any reason, the course will be considered incomplete and arrangements will be made for additional work to complete the course. Once one-fourth of the course has been missed, the cadet will meet with the instructor and the Director of Curriculum to determine whether the cadet will continue in the course for the remainder of the quarter.

Seminars:
The series of seminars offered by the college are required for commissioning as a Salvation Army officer and attendance is imperative. Doctor’s appointments may not be scheduled during any of the seminars. In the event that a seminar must be missed, the cadet must meet with the Director of Curriculum or seminar coordinator to determine what course of action will be taken to make up the missed seminar.

Field Training:
The Field Training Department will record attendance for field training activities and the Personnel Department will follow-up with any cadet with frequent absences and tardiness. If absences continue, the cadet will meet with the Assistant Principal for any action needed. Also, cadets who have excessive absences will be brought before the Review Council.

In the event that a cadet misses one-fourth of field training for any reason, the course will be considered incomplete and arrangements will be made for additional work to complete the course.

Cadets absent from any Out-Sunday, Spring Campaign, Fall Blitz or scheduled Field Training seminar will complete an equivalent make-up assignment per the approval of the Director of Field Training. Cadets who have not completed required Out-Sunday or Out-Sunday Make-Up attendances will receive a grade of incomplete for Field Training and will be required to complete the Out-Sunday Make-Up assignment.

All other Field Training activities require on-time attendance. Two tardies equal one absence, and two absences will require an approved make-up assignment.
Chapel and Assembly:
Attendance will be taken by the Session Advisors. The Personnel Department will follow-up with any cadet with frequent absences and/or tardiness.

Maternity Leave Guidelines
- Maternity leave for the mother is 4 weeks
- Maternity leave for the father is 1 week
- During any absence from class, both parents are responsible for obtaining notes from other cadets and keeping up with the class
- If you miss any exams or assignments that are due during your absence, you will need to contact your instructor to make arrangements for any missed work
- A webcam is available to the parents if you chose to use for purposes of viewing class lectures
- Parents will need to switch off every day in terms of classroom attendance when they return to class.
- The Family Care Center will be made available when the baby is 8 weeks old.
- If the baby is not able to go to the Family Care Center after 8 weeks, a note from the doctor is required and should be submitted to the Director of Personnel.
- It is the parents’ responsibility to put in writing to all of their instructors what the arrangements will be in terms of class attendance and should also submit a copy of this information to the Director of Curriculum.

These guidelines are contained in the maternity leave agreement form which the cadet (mother), cadet (father), Training Principal and Director of Curriculum will sign off on.

Cadet’s Rule and Academic Dishonesty
- The Cadet’s Rule: Cadets are expected to conduct themselves, at all times, as Christians and Officers in Training.
- Two broad categories define acts of academic dishonesty: cheating and plagiarism. It should be noted the category of cheating extends to homework and lab assignments, as well as to exams.
- A Christian, intellectual community such as the College for Officer Training at Crestmont requires the highest standards of academic honesty. For this reason, the Curriculum Department defines the operation of the Rule of Conduct in instances of demonstrated academic dishonesty.

At CFOT, cheating is defined in 3 principle ways:
1. Copying from other cadets or from written materials.
2. Providing or receiving unauthorized assistance to or from another.
3. Collaborating on assignments without the instructor’s authorization.

Plagiarism is defined as copying from a book, article, notebook, or other source of material, whether published or unpublished, without giving proper credit through the use of quotation marks, footnotes, and other customary means of identifying courses, or passing off as one’s own the ideas, words, writings, and experiments of another.

In short, plagiarism gives “the impression that you have written or thought something that you have in fact borrowed from someone else” (Gibaldi 30).

There are three common kinds of plagiarism:
1. One is to use the exact language of someone else without putting this quoted material in quotation marks and giving its source.
2. A second kind of plagiarism occurs when a writer presents, as his/her own, the sequence of ideas or the arrangement of material of someone else, even though he/she expresses it in their own words. The language may be theirs, but they are presenting and taking credit for another person’s work.
3. Finally, and most blatantly, plagiarism occurs when a cadet submits a paper written by another as their own work. All three kinds of plagiarism represent serious forms of academic dishonesty. Cadets may avoid plagiarism by using appropriate quotations and citing the source or
by acknowledging in parentheses or footnote indebtedness to another writer.
Consequences for academic dishonesty will result in a grade of “0” for the assignment—up
to a “Fail” for the entire course. In addition, anyone caught in academic dishonesty will
forfeit any academic award given in connection
to the completion of the Associate of Arts in
Ministries degree.

Further consequences will result in the following actions:
1. One Act of Academic Dishonesty: Academic Probation

2. Two Acts of Academic Dishonesty: General Probation

3. Three Acts of Academic Dishonesty: Grounds for Termination

The policy of CFOT will recommend that no cadet may continue in training, proven guilty
for any acts of repeated academic dishonesty.
Recommendation will be forwarded to the Training Principal that the cadet is an unfit representative
of The Salvation Army.

Academic Awards

On completion of the two-year training program, cadets will be eligible to receive the following awards:

1. Certificate of Salvation Army Officer Training.
   All cadets will receive the Certificate of Salvation Army Officer Training, signifying satisfactory
   completion of the training requirements for commissioning as a Salvation Army officer.

2. With Merit. Cadets who have, over the two years of training, achieved a G.P.A. of 3.60 but not
   more than 3.74, will be awarded the Principal’s List with Merit.

3. With Distinction. Cadets who have, over the two years of training, achieved a G.P.A. of 3.75
   but not more than 3.89, will be awarded the Principal’s List with Distinction.

4. With Honor. Cadets who have, over the two years of training, achieved a G.P.A. of 3.90 or
   above, will be awarded the Principal’s List with Honor.

Policy on Acceptance of Transfer Credit

It shall be the policy of the College for Officer Training at Crestmont to accept unit transfer
academic credit from a legitimate institution accredited by a U.S. Department of Education
recognized accrediting body or that the institution, if in another country, is approved by the legitimate
accreditation or quality assurance agencies that operate in that country.

Responsibilities:
The Director of Curriculum is responsible for the establishment of appropriate standards for
the acceptability of transfer credit and for the enforcement of the standards of acceptability and
for maintaining appropriate records on all transfer of credit. The Curriculum Department will inform
Cadets during orientation as to which credits are transferable.

Foreign Institutions:
Acceptance of credit from foreign schools shall be subject to the student obtaining a transcript
evaluation from the International Education Research Foundation (IERF), the pioneer
in credentials evaluation services, established in 1969 as a non-profit, public-benefit agency and
a Charter Member of the National Association of Credential Evaluation Services (NACES®),
a recognizing body for credentials evaluation services in the U.S. The service is located in
Culver City, California.
Acceptable Credit:

1. The stated policy at Crestmont is consistent with The Salvation Army mission of educating and training officers, and those academic courses that have a specific Salvation Army doctrinal or applied ministry component must be taken at Crestmont, with exceptions considered only for those cadets transferring into the College from other accredited Salvation Army colleges.

2. The courses that can be transferred from other colleges into Crestmont College include those transfer lower division courses comparable in content to courses such as College Writing, Public Speaking and survey courses in the Old and New Testament or any course at Crestmont that does not contain a specific doctrinal or applied ministry curricular component. Students who have majored at the undergraduate or graduate level in Psychology may be eligible for transfer credit consideration.

3. Second party credits will not be accepted. Transcripts from all previously attended institutions are evaluated separately.

4. Accepted transfer credits may be applied as hours earned to our degree as if the coursework were taken here. Credits awarded represent the units awarded by the transfer institution converted to the quarter hours system.

5. Only courses with an earned grade of “C” or better will be accepted for transfer credit at Crestmont.

6. All transcripts will be evaluated by the Curriculum Officer and records of accepted credits will be reported to the Curriculum Council. In addition, any curriculum-related change in academic program as a result of transferred credit will be referred to the Curriculum Council for their consideration.

7. Where equivalency of transfer credits is difficult to assess or where there is a lack of consensus, the Curriculum Department Transfer Credit Advisory Committee will be convened to determine an equivalency matter. The committee consists of the Director of Curriculum, the Curriculum Officer and the Director of Institutional Planning and Accreditation.

8. Cadets transferring credits have the option of taking a CFOT course for credit or doing an Independent Learning Agreement. An Independent Learning Agreement will hold the same unit value as the CFOT course not taken. Grading will also be on the same scale as the CFOT course not taken.

9. Crestmont is pledged to act consistently and fairly in its review of the courses that cadets propose to transfer for credit. Cadets will also be treated equitably as they seek to transfer credit.

10. The College because of its mission and curriculum is committed to ensuring that cadets take the majority of their work at Crestmont; consequently, the number of courses eligible to be considered for transfer credit is limited to those courses that do not have a specific Salvation Army doctrinal or applied ministry component. (See Item 2 under Acceptable Credit).

Addendum Credit Evaluation Procedures:

Prefatory Statement: The College is committed to full-time attendance that promotes a dynamic learning environment and an ethos that values class esprit de corps. Because of our ministries mission, every effort is made to reinforce the engagement of cadets in the curriculum of the college. At the same time, the college recognizes the need to grant credit in non-Salvation Army and general education courses and works individually with cadets to properly manage schedules that are congruent with Army ethos but also consistent with the awarding of transfer credit.

1. Cadets can transfer credits only from fully accredited institutions that are listed in the US Department of Education listing as approved.
2. Cadets who have an accumulative average in prior college or university work that is below a 2.0 accumulative average are not eligible for transfer credit consideration.

3. Those cadets who have transferable course credits in Math and English must score well on entry proficiency exams in these two areas to have the credit transferred meet the Crestmont college requirement.

4. Transfer courses accepted for Crestmont credits must fall in those areas referenced in section 2 of the approved policy: namely, College Writing, Public Speaking, Old and New Testament Survey courses, and comparable Social Science courses in Psychology. Other courses completed at other institutions are not routinely considered for transfer purposes, but can be reviewed upon request by the Department of Curriculum.

5. The College reserves the right in major theology/divinity courses to require the re-taking of the course(s) if the nature of the religious teaching is not directly related to the Salvationist doctrine and tradition. In such cases, the cadet would receive transfer credit as elective credit toward the degree, but would have to enroll in and complete the Salvation Army version of the course for graduation purposes.

6. Quarterly Review: Any cadet who receives transfer credits is required prior to quarterly registration to review their academic record and proposed quarterly schedule with a representative of the Curriculum Department to ensure proper term enrollment and for approval to take other courses or experiences in lieu of transfer credits. Cadets at the college are generally expected to enroll in a full-time schedule each term. Such a quarterly review has been proposed for all cadets, not just transfer cadets.
The Salvation Army College For Officer Training at Crestmont

**Independent Learning Agreement**

In harmony with the Commissioners’ Conference, the following guidelines are established for cadets who have completed satisfactorily college work and request transfer of credit arrangements.

**Independent Learning Agreement:**

The Independent Learning Agreement is a study in any area conducive to the academic growth and ministry development of the cadet. It may be elected for fulfillment of credited educational requirements of the College for Officer Training when transfer of credit is arranged for a satisfactory course. The Independent Learning Agreement must be approved by the Director of Curriculum after completion of a Independent Learning Agreement contract between the proposed instructor and the cadet. The responsibility of obtaining this proposed contract, instructor and agreement is the cadet’s and must be completed one week prior to the academic term in which it is to occur. The Independent Learning Agreement can be graded or pass/fail. The Independent Learning Agreement Course will carry the same course number with an “IS” indicated at the end.

**Elftman Memorial Library**

Each cadet will want to make use of the library facilities. The library is a place of study and research.

The library at the College houses over 40,000 titles and subscribes to extensive on-line Theological journal databases. In field surveys the library ranks high in resources among other similar colleges in the State of California. The facility is registered as a comprehensive source of information in the fields of religion and religious social work with the California State Library Association.

The library catalog is available on-line via the Crestmont website:

[www.crestmont.edu/library.htm](http://www.crestmont.edu/library.htm)
Cadets should take time in their first weeks at the College to acquaint themselves with the library. Library staff are available to assist cadets during open hours:

**Monday through Friday**
8:15 a.m.  8:30 p.m.

**Saturday**
10:00 a.m. – 6:00 p.m.

**Closed Sundays and Holidays**

### Academic Achievement Center
The Academic Achievement Center’s mission is to provide tutoring and academic support for all cadets at Crestmont. The center is located in Building B (The Adam Gifford Education Building) on the second floor across from Classroom J. An Educational Specialist is available on a walk-in basis or by appointment. The center provides a variety of services from tutoring, writing support, learning softwares, academic counseling and a variety of workshops.

**Hours:**
**Monday through Thursday**
1:00 p.m.  9:00 p.m.

**Saturday**
10:00 a.m. – 3:30 p.m.

**Closed Fridays, Sundays and Holidays**

### English Language Lab
The English Language Lab’s mission is to provide assistance to all students needing help in the areas of writing, reading and speaking English.

The lab is located in Building B (The Adam Gifford Education Building) on the second floor right next to the copy room.

### Computers
Laptop computers are provided to all cadets for use at CFOT. The user will be responsible for the maintenance, control of the computer and legal software. Cadets will be responsible for cost of repair due to neglect or abuse. The Information Technology section will provide technical support for all CFOT computers.

### Computer/Cell Phone Use in Class
Computers are allowed to be used in class for educational purposes only. The use of computers for personal business such as emails, instant messaging, shopping online, doing homework for other classes, and conducting any unauthorized online research, is not permitted. **There is a zero tolerance policy regarding this.** Violators of this policy will lose the privilege of using computers during class time.

All cell phone usage is prohibited in the classroom.

### Study Hours
Occasionally, daytime study hours may be assigned. These should be used as such and not for personal requirements. Quiet must be maintained during this time.

### Transcripts
Each cadet is given a quarterly grade report. One official copy of transcripts is provided at no charge to each cadet upon commissioning.

Please note the following guidelines regarding transcript requests:

- $ 5.00 processing fee for official copies
- $ 3.00 processing fee for unofficial copies
- Transcripts cannot be faxed to cadet, another college, university, school or outside party
- All transcript requests will be processed through mail or can be picked up
- Personal checks are accepted. Please allow 2 weeks for check to clear before transcripts are mailed
- We accept Visa, MasterCard and Discover
- You can access the transcript request form at: [www.crestmont.edu/students.htm](http://www.crestmont.edu/students.htm)

Privacy laws prohibit telephone requests. All requests must be in writing. Most colleges require that official transcripts be sent directly from the institution. To avoid unnecessary requests and expenses, please check with the institution before you request transcripts.
### Academic Schedules

#### Associate of Arts Degree Program

**SUMMER 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(June 18 - August 3)</td>
<td>7 Weeks</td>
</tr>
<tr>
<td>2nd yrs. Summer Assignments Begin</td>
<td>June 18</td>
</tr>
<tr>
<td>2nd yrs. Summer Assignments End</td>
<td>Aug 3</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Aug 4 - 18</td>
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<tr>
<td>Officers’ Councils</td>
<td>Aug 6-8</td>
</tr>
<tr>
<td>Staff Conference</td>
<td>Aug 13</td>
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<tr>
<td>1st yrs. Cadets Arrive</td>
<td>Aug 19</td>
</tr>
<tr>
<td>2nd yrs. Cadets Return</td>
<td>Aug 19</td>
</tr>
<tr>
<td>Candidates/CFOT Dinner PM</td>
<td>Aug 19</td>
</tr>
<tr>
<td>Orientation</td>
<td>Aug 20 - 29</td>
</tr>
<tr>
<td>Welcome Circus/Picnic</td>
<td>Aug 23</td>
</tr>
<tr>
<td>Spiritual Sunday w/ Training Principal</td>
<td>Aug 24</td>
</tr>
<tr>
<td>2nd yrs. Sexual Harassment Prevention Seminar AM</td>
<td>Aug 27</td>
</tr>
<tr>
<td>1st yrs. Protecting the Mission Seminar AM</td>
<td>Aug 29</td>
</tr>
<tr>
<td>2nd yrs. Emergency Disaster Seminar</td>
<td>Aug 29</td>
</tr>
<tr>
<td>Fellowship Sunday/Praise Meeting</td>
<td>Aug 31</td>
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<tr>
<td>Labor Day Holiday</td>
<td>Sept 1</td>
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**FALL QUARTER 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>(September 2 - November 14)</td>
<td>11 Weeks</td>
</tr>
<tr>
<td>Fall Quarter Begins</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Out Sunday</td>
<td>Sept 7</td>
</tr>
<tr>
<td>Welcome Banquet PM</td>
<td>Sept 12</td>
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<tr>
<td>Welcome of Cadets</td>
<td>Sept 13</td>
</tr>
<tr>
<td>Spiritual Day with Territorial Commander</td>
<td>Sept 14</td>
</tr>
<tr>
<td>1st yrs. Emergency Disaster Seminar</td>
<td>Sept 19</td>
</tr>
<tr>
<td>2nd yrs. Multi-media Seminar</td>
<td>Sept 19</td>
</tr>
<tr>
<td>Out Sunday</td>
<td>Sept 21</td>
</tr>
<tr>
<td>2nd yrs. Prepare &amp; Enrich Seminar/Room Inspections</td>
<td>Sept 26</td>
</tr>
<tr>
<td>Spiritual Life Focus</td>
<td>Sept 28</td>
</tr>
<tr>
<td>2nd yrs. Community Service Day AM</td>
<td>Oct 3</td>
</tr>
<tr>
<td>Out Sunday</td>
<td>Oct 5</td>
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<tr>
<td>1st yrs. 2nd yrs. ARC Congress</td>
<td>Oct 10 - 12</td>
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<tr>
<td>2nd yrs. Emergency Disaster Seminar</td>
<td>Oct 17</td>
</tr>
<tr>
<td>Spiritual Day with Training Principal/Country Fair</td>
<td>Oct 19</td>
</tr>
<tr>
<td>1st yrs. Christmas Intensive Seminar</td>
<td>Oct 24</td>
</tr>
<tr>
<td>2nd yrs. Christmas Intensive Seminar</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Out Sunday</td>
<td>Oct 26</td>
</tr>
<tr>
<td>Fall Blitz</td>
<td>Oct 31 - Nov 2</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Rest Day</td>
<td>Nov 3</td>
</tr>
<tr>
<td>Retired Officers Sunday</td>
<td>Nov 9</td>
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<tr>
<td>Discipleship Outing</td>
<td>Nov 14</td>
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<tr>
<td>Fall Quarter Ends</td>
<td>Nov 14</td>
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<tr>
<td>Fellowship Divine Sunday/Advent Family Night</td>
<td>Nov 16</td>
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**INTERIM PERIOD 2014**

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>(November 17 - December 22)</td>
<td>5 Weeks</td>
</tr>
<tr>
<td>Interim Period Begins</td>
<td>Nov. 17</td>
</tr>
<tr>
<td>1st &amp; 2nd yrs Travel Day/Decor Date/Room Inspect</td>
<td>Nov. 17</td>
</tr>
<tr>
<td>1st &amp; 2nd yrs. Christmas Intensive</td>
<td>Nov 18 - Dec 23</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Nov 27</td>
</tr>
<tr>
<td>Interim Period End</td>
<td>Dec 22</td>
</tr>
<tr>
<td>Cadets Depart for Christmas Break</td>
<td>Dec 22</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>Dec. 23 - Jan 2</td>
</tr>
<tr>
<td>New Year’s Day Holiday</td>
<td>Jan 3</td>
</tr>
<tr>
<td>Cadet Christmas Party PM</td>
<td>Jan 3</td>
</tr>
<tr>
<td>Spiritual Day with Territorial Commander</td>
<td>Jan 4</td>
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</table>

**WINTER QUARTER 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(January 5 - March 20)</td>
<td>11 Weeks</td>
</tr>
<tr>
<td>Winter Quarter Begin</td>
<td>Jan 5</td>
</tr>
<tr>
<td>1st yrs. Mentoring Orientation Sem/Protecting the Mission</td>
<td>Jan 9</td>
</tr>
<tr>
<td>2nd yrs. Mentoring Orientation Seminar</td>
<td>Jan 9</td>
</tr>
<tr>
<td>Out Sunday</td>
<td>Jan 11</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Multi-cultural Perspect. Ministries Seminar</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Multi-cultural Sunday</td>
<td>Jan 18</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday</td>
<td>Jan 19</td>
</tr>
<tr>
<td>Out Sunday</td>
<td>Jan 25</td>
</tr>
<tr>
<td>1st yrs. Emergency Disaster Seminar/Room Inspections</td>
<td>Jan 30</td>
</tr>
<tr>
<td>2nd yrs. Commissioning Photos/Room Inspections</td>
<td>Jan 30</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Serve Safe Food Manage Cert Option</td>
<td>Jan 31</td>
</tr>
<tr>
<td>Spiritual Day with Chief Secretary</td>
<td>Feb 1</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Valentine’s Day Prep/Brigade Photos</td>
<td>Feb 6</td>
</tr>
<tr>
<td>1st yrs. Future Officers Fellowship PM</td>
<td>Feb 6</td>
</tr>
<tr>
<td>2nd yrs. Year Retreat PM</td>
<td>Feb 6</td>
</tr>
<tr>
<td>1st yrs. Future Officers Fellowship</td>
<td>Feb 7 - 8</td>
</tr>
<tr>
<td>2nd yrs. Year Retreat</td>
<td>Feb 7 - 8</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Valentine’s Day Distribution</td>
<td>Feb 13</td>
</tr>
<tr>
<td>Spiritual Life Focus</td>
<td>Feb 15</td>
</tr>
<tr>
<td>President’s Day Holiday</td>
<td>Feb 16</td>
</tr>
<tr>
<td>Out Sunday</td>
<td>Feb 22</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Women’s Ministries Sem/Rm Inspect</td>
<td>Feb 27</td>
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<tr>
<td>Spiritual Day with Training Principal March 1 Discipleship Outing</td>
<td>Feb 27</td>
</tr>
<tr>
<td>Out Sunday Mar 8</td>
<td>Mar 6</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Prayer Seminar</td>
<td>Mar 13</td>
</tr>
<tr>
<td>Fellowship Sunday</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Winter Quarter Ends</td>
<td>Mar 20</td>
</tr>
<tr>
<td>Spiritual Day with Training Principal</td>
<td>Mar 22</td>
</tr>
<tr>
<td>Spring Campaigns</td>
<td>Mar. 23 - Mar 29</td>
</tr>
<tr>
<td>1st yrs. &amp; 2nd yrs. Rest Day</td>
<td>Mar 30</td>
</tr>
</tbody>
</table>
### Academic Schedules

**SPRING QUARTER 2015**

(March 31 - June 5) .......................... 10 Weeks

Spring Quarter Begins ...................... Mar 31

Good Friday Service ....................... Apr 3

Easter Sunday/Soldiering Sunday .......... Apr 5

2nd yrs. Mentoring Seminar PM (Off Campus) ..... Apr 10

1st yrs. & 2nd yrs. Southern California Celebration Event ....... Apr 11

Spiritual Sunday with Chief Secretary .... Apr 12

1st yrs. Emergency Disaster Seminar .... Apr 17

2nd yrs. Statistics Seminar AM ........ Apr 17

2nd yrs. Officer Care & Development Seminar PM .... Apr 17

Out Sunday .................................... Apr 19

1st yrs. Protecting the Mission Seminar ... Apr 24

2nd yrs. Disney Institute Seminar (Off Campus) ...... Apr 24

Spiritual Life Focus/Youth Musical PM .... Apr 26

2nd yrs. Spokesperson Training Seminar PM .... Apr 30

2nd yrs. Spokesperson Training Seminar .... May 1

1st & 2nd yrs. Bike-a-thon ................. May 2

Out Sunday .................................... May 3

1st yrs. Community Service Day/Room Inspections ... May 8

2nd yrs. Empower Seminar/Room Inspections/Packing May 8

Mother's Day Soldiering Sunday May 10

1st yrs. Summer Assignment Seminar AM .... May 15

2nd yrs. SA Procedures: Benefits Seminar AM .... May 15

Out Sunday .................................... May 17

1st yrs. Social Service Site Visits .......... May 22

2nd yrs. Study/Packing AM ............... May 22

Spiritual Day with Training Principal .... May 24

Memorial Day Holiday/Picnic .............. May 25

Youth Celebration Sunday/2nd yrs. Mantle Service PM .... May 31

Spring Quarter Ends ......................... Jun 5

Discipleship Outing/Private Farewell Banquet PM .... Jun 5

1st & 2nd yrs. Spiritual Day with Territorial Commander .......... Jun 7

2nd yrs. Covenant Service PM .............. Jun 7

Commencement/Silver Star ................. Jun 12

Commissioning ............................... Jun 14

2nd yrs. Cadets Depart for Summer Assignments ..... Jun 16

2nd yrs. Summer Assignments Begin ........ Jun 17

New Lieutenants Depart .................... Jun 17

### CFOT Daily/Weekend Schedule

**MONDAY - FRIDAY**

**Morning**

Wake - 7:15 am ................ Breakfast in Quarters

7:15 - 7:45 am (M, Tu, Th & F) Work Assignments (House Duties)

8:15 - 9:15 am (M - Th) .......... First Class Period

9:15 - 10:15 am ................ Second Class Period

10:10 - 10:25am ................. Break

10:25 - 11:20 am ................ Third Class Period

11:25 - 12:20 pm ............... Fourth Class Period

12:20 - 1: 20 pm ................ Lunch

**Afternoon**

1:25 pm (M) ........................ Assembly

1:25 pm (Tu & Th) ............... Chapel

1:25 pm (W) ......................... Discipleship

2:10 - 3:05 pm (M, Tu, Th & F) Fifth Class Period

2:30 - 4:30 pm (W) ........ Work Assignments (House Duties)

3:10 - 4:05 pm ................ Sixth Class Period

5:00 pm ............................ Dinner

Adjustments will be made in the daily schedule for Seminars, Field Training Activities & Special Programs.

**CFOT Sunday Schedule**

**In-House Sundays**

9:00 - 9:30 am ............ Sunday School Assembly

9:30 - 10:10 am ............ Sunday School Classes

10:30 - 12:00 pm .......... Morning Meeting

12:30 - 1:30 PM ............ Lunch

1:30 pm - Evening ........ Rest and Meditation

5:00 pm ........... Evening Meeting (Quarterly)

**Out-House Sundays** ........ As Scheduled

Adjustments will be made in the weekend scheduling as required.

**Sunday Meetings**

**Spiritual Day:** A private Sunday designed specifically for cadets. Leaders will be either the Territorial Commander, Chief Secretary or Training Principal.

**Fellowship Sunday:** Includes cadet and officer families, school age and up. Will be led by either an officer on staff or invited guest.

**Spiritual Life Focus:** Designed to provide an intentional focus on the spiritual life of the cadet. The disciplines of the spiritual life are examined Biblically and experientially. Led by the Director of Personnel and supported by the Personnel Department.
Field Training
The following pages describe the Field Training public ministry activities that are incorporated into the curriculum of the College for Officer Training. This provides a practical “hands-on” experience for the cadet in order to develop and strengthen ministry skills.

Field Training Experience
Field Training, as defined in this publication, is a controlled, supervised and practical public ministry experience incorporated into the curriculum of the College for Officer Training. The purpose of the field training practicum is to provide a venue for application of the academic knowledge gained by the cadet through classroom learning with regards to public ministries and corps administration. Relevant and contemporary field training activities are regularly under development and in various stages of implementation at the College for Officer Training. These include methodologies in social service, corps ministries and evangelism for which the goals are to alleviate human suffering and to reach the lost for Christ. Field training is a graded course and as such rubrics are used to assist in the grading process. The field training rubric helps to assess development and performance in twelve public ministry and program leadership skills. In addition, each cadet receives a corps and brigade officer graded evaluation to assist in development as an officer-in-training.

Field Training courses held over the two-year training period are:
1. MI180 Field Training Practicum I (3 credits)
   For the first-year of training.
2. BU 178 Christmas Intensive I (1 credit)
   For the first-year of training.
3. Summer Courses:
   BU 274 Business Administration (2 credits)
   ENG 272 Communications (2 credits)
4. MI 280 Field Training Practicum II (3 credits)
   For the second-year of training.
5. BU 279 Christmas Intensive II (1 credit)
   For the second-year of training.

After successful completion of Field Training, a cadet receives 12 college credits.

Field Training Brigades
One of the learning highlights for every cadet is the opportunity to be assigned to a brigade with other cadets for the purpose of evangelistic outreach in the community. The brigade membership is made up of first and second-year cadets selected to share the gospel of Jesus Christ in a close-knit team formation. Brigade members plan, organize and conduct various ministry activities and events under the supervision of their brigade officer. Each cadet will be given opportunities to observe successful programs at corps, special Salvation Army events, and designated non-Army ministries.

Field Training Brigade Activities
A. Community Service Ministry-Assigned brigades of first and second-year cadets travel to selected Salvation Army units and community programs to observe and participate in a variety of ministry opportunities. These experiences provide the cadets opportunities to gain knowledge applicable to their future appointments as Salvation Army officers.
B. Weekday Field Training for Cadet Family Body
   Under the supervision of the Field Training Department, cadets lead weekly programs for youth, adult and families for the benefit of the cadet family body.
C. Out-Sundays-Under the leadership of Crestmont brigade officers, cadets plan and lead worship meetings and programs for children, adults and families in a variety of settings such as corps, nursing homes, correctional institutions and hospitals.
D. In-Sundays-Chapel service and Sunday School classes are held for cadets and their families on designated In-Sundays where the cadets worship on campus.
E. Fall “Blitz” Evangelistic Campaign - October 31- November 2, 2014 Cadet brigades will travel to the Golden State Division for a weekend evangelistic campaign at selected corps and units.
F. Spring Evangelistic Campaign-March 23-29, 2015: Cadet brigades travel to selected corps and divisions of the Western Territory to conduct a week of evangelistic campaigns.
First-Year Cadet Activities
In addition to their brigade assignments, first-year cadets participate in many activities designed to broaden their knowledge of the practical aspects of Salvation Army service. Children do not accompany first-year cadet parents in Field Training activities in order for each cadet parent to receive the full benefit of the training experience. Child care will be available during scheduled activities.

Christmas Intensive I
During the months of November and December, first-year cadets are assigned to selected corps and divisions within the Western Territory to receive practical training on the spiritual and administrative side of the Christmas effort.

Second-Year Cadet Activities
In addition to their brigade assignments, second-year cadets are involved in progressively more independent activities, designed to solidify and affirm their knowledge of the practical aspects of Salvation Army officership. Children accompany second-year cadet parents on Out-Sunday assignments and when possible, to their Christmas Intensive II corps. Children also accompany their parents to the corps assignment during the Summer Internship.

Summer Internship
June 18 - August 3, 2015:
Cadets of the Messengers of Light session are assigned to designated corps for their summer internship to receive “on-site” training. Supervision is provided by the corps officer. Each cadet will be required to complete assigned coursework in business administration and communications. The summer curriculum is an integral part of the total training college experience and consists of study in:

- Business Administration
- Homiletics
- Evangelism
- Salvation Army Procedures
- Pastoral Ministries
- Spiritual Formation

Christmas Intensive II
During the months of November and December, second year cadets are assigned to selected corps and divisions within the Western Territory to receive advance training on the spiritual and administrative side of the Christmas effort.

Youth Councils/Conferences
First and second-year cadets are selected to represent the college at the various Divisional Youth Councils and conferences around the territory (women’s & men’s retreats, Boot Camp and Worship Arts Retreats). They lead workshops, share their testimonies, give devotionals, lead Bible Studies and interact with the delegates in their capacity as Salvation Army cadets.

Extended Field Experiences
1. Fall “Blitz” Campaign (Both Sessions)
   October 31 - November 2, 2014
   An Evangelistic Campaign conducted by brigades of cadets.
2. Christmas Intensive (Both Sessions)
   November 18 - Dec. 22, 2014
   Christmas Internship at a corps or social service unit for “on-site training under actual field conditions.
3. Spring Campaigns (Both Sessions)
   March 23 - 29, 2015
   Evangelistic Campaigns conducted by brigades throughout the divisions of the Western Territory.
4. Summer Internship (Messengers of the Light)
   June 18 - August 3, 2015
   Summer Internship at a corps or social service unit for “on-site training under actual field conditions.
**First Year Cadets**
The College for Officer Training at Crestmont confers an Associate of Arts in Ministries Degree. The Degree Program is designed to train men and women to serve God effectively as officers in The Salvation Army.

### Course Requirements
**Associate of Arts Degree**

<table>
<thead>
<tr>
<th><strong>Biblical Studies</strong> (8 Quarter Units Required)</th>
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<tbody>
<tr>
<td>BI 132 Old Testament Survey I 2 Units</td>
</tr>
<tr>
<td>BI 133 Old Testament Survey II 2 Units</td>
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<table>
<thead>
<tr>
<th><strong>Theological Studies</strong> (8 Quarter Units Required)</th>
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<tbody>
<tr>
<td>EC 141 Theology I 2 Units</td>
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<tr>
<td>EC 142 Theology II 2 Units</td>
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<table>
<thead>
<tr>
<th><strong>Mission and Ministry</strong> (15 Quarter Units Required)</th>
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<tbody>
<tr>
<td>ENG 167 Homiletics I 2 Units</td>
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<tr>
<td>ENG 169 Homiletics II 2 Units</td>
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<tr>
<td>ENG 171 Homiletics III 1 Unit</td>
</tr>
<tr>
<td>MI 101 Salvation (Pre-Training) N/C</td>
</tr>
<tr>
<td>MI 150 Intro to Public Ministry 2 Units</td>
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<thead>
<tr>
<th><strong>Supervised Ministry</strong> (4 Quarter Units Required)</th>
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<tbody>
<tr>
<td>BU 178 Christmas Intensive I 1 Unit</td>
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<tr>
<th><strong>Business and Management</strong> (3 Quarter Units Required)</th>
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<tbody>
<tr>
<td>BU 062 Fundamentals of Mathematics N/C</td>
</tr>
<tr>
<td>BU 154 Business Management I 2 Units</td>
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<thead>
<tr>
<th><strong>General Education - English &amp; Communications</strong> (4 Quarter Units Required)</th>
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</thead>
<tbody>
<tr>
<td>ENG 095 Intro to Academic Writing N/C</td>
</tr>
<tr>
<td>ENG 101 College Writing 2 Units</td>
</tr>
<tr>
<td>ENG 102 Public Speaking 1 Unit</td>
</tr>
<tr>
<td>ENG 187 English Language I* 2 Units</td>
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</tbody>
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<thead>
<tr>
<th><strong>General Education - Natural &amp; Social Sciences</strong> (2 Quarter Units Required)</th>
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<tbody>
<tr>
<td>PSY 156 Introduction to Psychology 2 Units</td>
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</tbody>
</table>

**Note:**
All courses in the CFOT curriculum are expected to be satisfactorily completed by cadets. No cadet will be commissioned as an officer who has not met The Salvation Army National Standard Requirements. Successful completion of all seminars and lectures is required for graduation. Please see pages 47-48 for a list of the seminars and lectures.

N/C - No credit course
First Year Cadets

The College for Officer Training at Crestmont confers an Associate of Arts in Ministries Degree. The Degree Program is designed to train men and women to serve God effectively as officers in The Salvation Army.

<table>
<thead>
<tr>
<th>General Education - Worship Arts (2 Quarter Units Required)</th>
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</thead>
<tbody>
<tr>
<td>MU 120 Music Leadership* 1 Cum MU 364 Vocal Technique* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 122 Music Fundamentals* 1 Cum MU 372 Playing Piano for Worship I* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 126 Praise and Worship* 1 Cum MU 373 Playing Piano for Worship II* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 307 Cadet Chorus Lab (1 Cum per Year) MU 379 Vocal Ensemble* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 325 Percussion* 1 Cum MU 381 Beginner Brass* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 333 Drama* 1 Cum MU 382 Brass Ensemble* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 337 Sound* 1 Cum MU 387 Playing Guitar for Worship* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 340 Performance* 1 Cum MU 392 Timbrels* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 350 Bass Guitar* 1 Cum MU 397 Singing for Non-Singers* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 351 Dance* 1 Cum MU 398 Music Theory* 1 Cum</td>
<td></td>
</tr>
<tr>
<td>MU 362 Instrumental Tech (Brass)* 1 Cum</td>
<td>* Elective</td>
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<table>
<thead>
<tr>
<th>Electives (2 Quarter Units Required)</th>
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</thead>
<tbody>
<tr>
<td>BI 303 Romans 2 Units BI 375 Prison Epistles 2 Units</td>
<td></td>
</tr>
<tr>
<td>BI 306 Wisdom Literature 2 Units BI 377 Pastoral Epistles (1 &amp; 2 Tim &amp; Titus) 2 Units</td>
<td></td>
</tr>
<tr>
<td>BI 307 Genesis 2 Units BI 385 Old Testament Studies &amp; Archaeol 2 Units</td>
<td></td>
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<tr>
<td>BI 310 I &amp; II Samuel 2 Units BI 386 Book of Acts 2 Units</td>
<td></td>
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<tr>
<td>BI 313 New Testament Studies &amp; Arch 2 Units BI 390 Biblical Justice 2 Units</td>
<td></td>
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<tr>
<td>BI 315 Gospel of Luke 2 Units BU 350 Administrative Leadership 2 Units</td>
<td></td>
</tr>
<tr>
<td>BI 325 Biblical Equality 2 Units MI 309 World Missions 2 Units</td>
<td></td>
</tr>
<tr>
<td>BI 329 Major Prophets 2 Units MI 310 Urban Ministries 2 Units</td>
<td></td>
</tr>
<tr>
<td>B1334 Isaiah &amp; Jeremiah 2 Units MI 335 Prayer 2 Units</td>
<td></td>
</tr>
<tr>
<td>BI 337 Psalms and Proverbs 2 Units MI 365 Cultural Contexts of Ministry 2 Units</td>
<td></td>
</tr>
<tr>
<td>BI 342 Revelation 2 Units PSY 327 Conflict Resolut &amp; Relationship Dev 2 Units</td>
<td></td>
</tr>
<tr>
<td>BI 370 Gospel of John 2 Units PSY 328 Communication &amp; Conflict Resolut 2 Units</td>
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<tr>
<td>BI 374 Philippians 2 Units SCI 201 Officer Wellness 2 Units</td>
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</tbody>
</table>

Total Number of Quarter Units Required for First Year: 48 Quarter Units

Note:
All courses in the CFOT curriculum are expected to be satisfactorily completed by cadets. No cadet will be commissioned as an officer who has not met The Salvation Army National Standard Requirements. Successful completion of all seminars and lectures is required for graduation. Please see pages 47-48 for a list of the seminars and lectures.
Second Year Cadets

The College for Officer Training at Crestmont confers an Associate of Arts in Ministries Degree. The Degree Program is designed to train men and women to serve God effectively as officers in The Salvation Army.

<table>
<thead>
<tr>
<th>Biblical Studies (6 Quarter Units Required)</th>
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</thead>
<tbody>
<tr>
<td>BI 232 New Testament Survey I 2 Units</td>
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<tr>
<td>BI 233 New Testament Survey II 2 Units</td>
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<tr>
<td>BI 234 New Testament Survey III 2 Units</td>
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<thead>
<tr>
<th>Theological Studies (4 Quarter Units Required)</th>
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<tbody>
<tr>
<td>EC 238 Comparative Beliefs 2 Units</td>
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<tr>
<td>EC 243 Theology IV 2 Units</td>
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<table>
<thead>
<tr>
<th>Mission and Ministry (12 Quarter Units Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 265 Homiletics IV 1 Unit</td>
</tr>
<tr>
<td>ENG 266 Homiletics V 1 Unit</td>
</tr>
<tr>
<td>ENG 267 Homiletics VI 1 Unit</td>
</tr>
<tr>
<td>MI 298 Virtual Corps Training 2 Units</td>
</tr>
<tr>
<td>MI 322 Emerging Trends in SA Ministry 2 Units</td>
</tr>
<tr>
<td>EC 238 Comparative Beliefs 2 Units</td>
</tr>
<tr>
<td>MI 298 Virtual Corps Training 2 Units</td>
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<thead>
<tr>
<th>Supervised Ministry (8 Quarter Units Required)</th>
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<tbody>
<tr>
<td>BU 274 Summer Intern/Bus Admin 2 Units</td>
</tr>
<tr>
<td>BU 279 Christmas Intensive II 1 Unit</td>
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<tr>
<td>BU 279 Christmas Intensive II 1 Unit</td>
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<tr>
<td>MI 280 Field Training Practicum II 3 Cum</td>
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<tr>
<td>MI 280 Field Training Practicum II 3 Cum</td>
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<tr>
<td>MI 280 Field Training Practicum II 3 Cum</td>
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<table>
<thead>
<tr>
<th>Business and Management (6 Quarter Units Required)</th>
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<tbody>
<tr>
<td>BU 254 Business Management II 2 Units</td>
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<tr>
<td>BU 258 Business Management III 2 Units</td>
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<tr>
<td>BU 255 Financial Management 2 Units</td>
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<table>
<thead>
<tr>
<th>General Education - English &amp; Communications (3 Quarter Units Required for ESL Program)</th>
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</thead>
<tbody>
<tr>
<td>ENG 287 English Language IV* 1 Unit</td>
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<tr>
<td>ENG 289 English Language VI* 1 Unit</td>
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<tr>
<td>ENG 288 English Language V* 1 Unit</td>
</tr>
<tr>
<td>ENG 289 English Language VI* 1 Unit</td>
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<table>
<thead>
<tr>
<th>General Education - Natural &amp; Social Sciences (6 Quarter Units Required)</th>
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<tbody>
<tr>
<td>HIS 200 History: 1865-Present 2 Units</td>
</tr>
<tr>
<td>SCI 204 Contemp Health &amp; Physiology 2 Units</td>
</tr>
<tr>
<td>SOC 200 Introduction to Sociology 2 Units</td>
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</tbody>
</table>

Note:
All courses in the CFOT curriculum are expected to be satisfactorily completed by cadets. No cadet will be commissioned as an officer who has not met The Salvation Army National Standard Requirements. Successful completion of all seminars and lectures is required for graduation. Please see pages 47-48 for a list of the seminars and lectures.
Second Year Cadets

The College for Officer Training at Crestmont confers an Associate of Arts in Ministries Degree. The Degree Program is designed to train men and women to serve God effectively as officers in The Salvation Army.

<table>
<thead>
<tr>
<th>General Education - Worship Arts (1 Quarter Unit Required)</th>
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<tbody>
<tr>
<td>MU 120 Music Leadership*</td>
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<tr>
<td>MU 122 Music Fundamentals*</td>
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<tr>
<td>MU 126 Praise and Worship*</td>
</tr>
<tr>
<td>MU 307 Cadet Chorus Lab</td>
</tr>
<tr>
<td>MU 325 Percussion*</td>
</tr>
<tr>
<td>MU 333 Drama</td>
</tr>
<tr>
<td>MU 337 Sound</td>
</tr>
<tr>
<td>MU 340 Performance*</td>
</tr>
<tr>
<td>MU 350 Bass Guitar*</td>
</tr>
<tr>
<td>MU 351 Dance</td>
</tr>
<tr>
<td>MU 362 Instrumental Tech (Brass)*</td>
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</tbody>
</table>

* If you received a Incomplete or failed a worship arts class in your first year of training, you will be required to take a elective worship arts class in your second year of training.

<table>
<thead>
<tr>
<th>Electives (2 Quarter Units Required)</th>
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<tbody>
<tr>
<td>BI 303 Romans</td>
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<tr>
<td>BI 306 Wisdom Literature</td>
</tr>
<tr>
<td>BI 307 Genesis</td>
</tr>
<tr>
<td>BI 310 I &amp; II Samuel</td>
</tr>
<tr>
<td>BI 313 New Testament Studies &amp; Arch</td>
</tr>
<tr>
<td>BI 315 Gospel of Luke</td>
</tr>
<tr>
<td>BI 325 Biblical Equality</td>
</tr>
<tr>
<td>BI 329 Major Prophets</td>
</tr>
<tr>
<td>B 1334 Isaiah &amp; Jeremiah</td>
</tr>
<tr>
<td>BI 337 Psalms and Proverbs</td>
</tr>
<tr>
<td>BI 342 Revelation</td>
</tr>
<tr>
<td>BI 370 Gospel of John</td>
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<tr>
<td>BI 374 Philippiams</td>
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</tbody>
</table>

| BI 303 Romans                        | 2 Units |
| BI 306 Wisdom Literature             | 2 Units |
| BI 307 Genesis                       | 2 Units |
| BI 310 I & II Samuel                 | 2 Units |
| BI 313 New Testament Studies & Arch  | 2 Units |
| BI 315 Gospel of Luke                | 2 Units |
| BI 325 Biblical Equality             | 2 Units |
| BI 329 Major Prophets                | 2 Units |
| B 1334 Isaiah & Jeremiah             | 2 Units |
| BI 337 Psalms and Proverbs           | 2 Units |
| BI 342 Revelation                    | 2 Units |
| BI 370 Gospel of John                | 2 Units |
| BI 374 Philippiams                   | 2 Units |

| BI 303 Romans                        | 2 Units |
| BI 306 Wisdom Literature             | 2 Units |
| BI 307 Genesis                       | 2 Units |
| BI 310 I & II Samuel                 | 2 Units |
| BI 313 New Testament Studies & Arch  | 2 Units |
| BI 315 Gospel of Luke                | 2 Units |
| BI 325 Biblical Equality             | 2 Units |
| BI 329 Major Prophets                | 2 Units |
| B 1334 Isaiah & Jeremiah             | 2 Units |
| BI 337 Psalms and Proverbs           | 2 Units |
| BI 342 Revelation                    | 2 Units |
| BI 370 Gospel of John                | 2 Units |
| BI 374 Philippiams                   | 2 Units |

Total Number of Quarter Units Required for Second Year: 45 Quarter Units
Total Number of Quarter Units Required for Two Year Period: 93 Quarter Units

Note:
All courses in the CFOT curriculum are expected to be satisfactorily completed by cadets. No cadet will be commissioned as an officer who has not met The Salvation Army National Standard Requirements. Successful completion of all seminars and lectures is required for graduation. Please see pages 47-48 for a list of the seminars and lectures.
Course Description

The following pages contain a catalog description of course offerings and units of credit.

Biblical Studies

BI 132
Old Testament Survey . . . . . . . . . . . . . . . . . . . . . . . . . (2)
A survey study of the history of the Old Testament covering the Pentateuch. The emphasis will be in the development and growth of the Jewish nation and humanity’s relationship with God. The study will also include historical and cultural information and how to interpret the Old Testament.

BI 133
Old Testament Survey II . . . . . . . . . . . . . . . . . . . . . . . . . (2)
A survey of the history of the Old Testament covering the historical and poetic books from Joshua through the Song of Solomon. Special emphasis will be given to the historical and cultural backgrounds of the books studied.

BI 134
Old Testament Survey III . . . . . . . . . . . . . . . . . . . . . . . . . (2)
A survey of the history of the Old Testament covering the Major and Minor Prophets. Special emphasis will be given to the historical and cultural backgrounds of the books. The emphasis will be on the growth of the Jewish nation and man’s relationship to God and the study will include geographical and cultural information in order to help the cadet understand that era in history.

BI 135
Biblical Exegesis . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (2)
This course is designed to introduce cadets to the foundational principles of biblical exegesis. Cadets will learn to draw meaning from the Biblical text in light of historical, generic, and literary contextual considerations. Competency in the process will be demonstrated through a portfolio covering exegetical exercises and a final paper demonstrating their familiarity and mastery of methodology, as well as interpretive gleanings from the text.

BI 232
New Testament Survey I . . . . . . . . . . . . . . . . . . . . . . . (2)
This course will survey the Synoptic Gospels and Acts of the Apostles including cultural, social, religious, and political backgrounds. This survey also includes the important role these scriptures play in Christian faith and practice.

BI 233
New Testament Survey II . . . . . . . . . . . . . . . . . . . . . . (x)
A survey of the writings of Paul contained in the New Testament. An emphasis is placed on the historical context and the continuing message and meaning today.

BI 234
New Testament Survey III . . . . . . . . . . . . . . . . . . . . . . (2)
A survey of the New Testament writing of John and the General Epistles. An emphasis is placed on the social, cultural, political and religious backgrounds. This survey includes the important role these scriptures play in Christian faith and practice.

BI 303
Romans . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (2)
A study of the Epistle of Romans with emphasis on preaching the text and Pauline theology. Major themes covered are: justification by faith, living in the Spirit, and God’s mercy to all.

BI 306
Wisdom Literature . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (2)
A study of the Wisdom Books which will include studies from both the narrative and prophetic books, but focusing specifically on the Psalms, Job, Proverbs, Ecclesiastes and the Song of Songs. We will examine key texts both in their context and also in relation to the rest of the Old Testament. We will relate this study to practical Christian living. We will discuss the potential impact of these works on our own lives as ministers, on our congregations and on the culturally diverse communities we seek to reach.

BI 307
Genesis . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (2)
An analysis of the book of Genesis based on theological themes not chronology or history.
This course will focus on God’s call and decisive dealing with creation throughout the book. Topics such as the image of God, the promise of God, family and exile will be considered in this course. Direct application to preaching Genesis will be made.

**BI 310**
**I & II Samuel** . . . . . . . . . . . . . . . . . (2)
This course is a study of the books of I and II Samuel. This study will include the transformation of Israel from a theocracy to a monarchy, with an in-depth study of the lives of Samuel, Saul, and David.

**BI 313**
**New Testament Studies & Archaeology** . . . . (2)
A study of archaeological evidence from Biblical sites and how this evidence helps us to better understand the Bible. During the course cadets will experience a wide range of presentations of data in various formats including videos, slides, DVDs, and a trip to the Getty Museum.

**BI 315**
**Gospel of Luke** . . . . . . . . . . . . . . . . . (2)
The course will introduce the cadet to the message of Luke. This message will be studied in regards to the historical situation to which Luke was responding in his day and its relevance for the Church today. The emphasis on this course is upon the careful examination of the actual text of Luke.

**BI 325**
**Biblical Equality** . . . . . . . . . . . . . . . . . (2)
This course is designed to provide a biblical and theological basis for biblical equality and its theological implications for the Church as a believing and practicing body. How this relates to the fulfillment of God’s commission in theory and praxis will be explored. Special attention will be given to The Salvation Army’s unique egalitarian foundation and its present day ecclesiastical structure and praxis.

**BI 329**
**Major Prophets** . . . . . . . . . . . . . . . . . . (2)
This course introduces the cadet to the Old Testament books Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel. This course identifies significant theological and historical themes of these works as well as provides models for Salvation Army ministry. This course brings clarity to the significance of these prophetic materials not only for ancient Israel, but also for people of faith today.

**BI 334**
**Isaiah & Jeremiah** . . . . . . . . . . . . . . . . . . (2)
This course introduces the cadet to the Old Testament books of Isaiah and Jeremiah. This course identifies significant theological and historical themes of these works as well as provides models for Salvation Army ministry. This course brings clarity to the significance of these prophetic materials not only for ancient Israel, but also for people of faith today.

**BI 337**
**Psalms & Proverbs** . . . . . . . . . . . . . . . . . (2)
A study of Wisdom Literature from Psalms and Proverbs, focusing on poetic and prophetic elements of each book. We will discuss the potential impact of these books on our lives as ministers.

**BI 342**
**Revelation** . . . . . . . . . . . . . . . . . . . . . . . (2)
A study of the New Testament apocalypse with attention to the genre, socio-historical setting, cultural-religious context and the variety of Christian interpretations. The theology of Revelation and its pastoral applications will also be covered.

**BI 370**
**Gospel of John** . . . . . . . . . . . . . . . . . . . . . (2)
The course will examine the language, themes, structure, theology, history and distinctive features of the Gospel of John. Cadets’ appreciation of this book’s relevance for preaching and teaching will be enhanced.
BI 374
Philippians . . . . . . . . . . . . . . . . . . . . (2)
This course will closely examine Paul’s epistle to
the Philippians in light of appropriate contextual
considerations. Cadets will become familiar
with the Roman colony of Philippi, the text of the
epistle to the Philippian church, and significant
interpretational issues within this text. Mastery of
the course material will be demonstrated through
quizzes, reflective writing assignments, and a final
project. The goal of this course is to establish an
intimate and informed familiarity with Philippians,
which will be the catalyst for future study, spiritual
formation, exhortation, and evangelism.

BI 375
Prison Epistles . . . . . . . . . . . . . . . . . . . (2)
This course will be an in-depth study into
Paul’s “Prison Epistles”: Ephesians, Philippians,
Colossians, and Philemon. This course will
examine the historical background, theological
principles and application of each of these books.

BI 377
Pastoral Epistles (1 & 2 Timothy & Titus) . . . (2)
An in-depth study of the Pastoral Epistles: 1-2
Timothy and Titus. In this course, the historical
background, purpose of the writing and the
relevance to pastors will be studied.

BI 385
Old Testament Studies and Archaeology . . . (2)
A study of archaeological evidence from Biblical
sites and how this evidence helps us to understand
the Bible. During the course cadets will experience
a wide range of presentations of data in various
formats including videos, slides and a traveling
museum exhibition from the Bade Museum on
loan from the Pacific School of Religion. They will
also take a field trip to the Los Angeles County
Museum of Art where they will observe artifacts
from ancient civilizations of the Near East.

BI 386
Book of Acts . . . . . . . . . . . . . . . . . . . . (2)
The course will explore the emergence of the
Apostolic Church, its leaders, personalities, the
geographical, religious, cultural background
and historical setting, as well as its theological
and missiological foundations. The cadets will
enhance their appreciation of the book’s relevance
for preaching and teaching.

BI 390
Biblical Justice . . . . . . . . . . . . . . . . . . . (2)
In both Old and New Testament we see God
delivering justice through the protection of his
people and his persecution of the wrongdoer. This
justice is not something we are merely to observe,
but is a command from God that we are called
to obey. This course will discuss what justice
entails; detailing its biblical and world definition,
defining who should be a recipient of it, and how
we can carry it out in our world today. It will also
discuss global issues that disproportionately affect
women, the impoverished, and other vulnerable
communities.

Business and Management

BU 062
Fundamentals of Mathematics . . . . . . . . . (N/C)
This course is designed for those who require
developmental Mathematics. We will cover
Arithmetic of whole numbers, integers, and
rational numbers. In addition, we will cover
percents, ratios, and fractions with application to
the work of the corps officer. Emphasis will also
be placed on overcoming Math anxiety to achieve
success.

BU 154
Business Management I . . . . . . . . . . . . . (2)
An introduction to the general principles of
Business Management as they pertain to the work
of The Salvation Army Officer.

BU 161
Technology Applications . . . . . . . . . . . . (1)
This course is a continuation of computer
information systems. This course will
provide advancement in the concepts, theory,
methodology, and terminology of computers
and their role in society, as well as in the work
of The Salvation Army. The course will provide
intermediate training in the use of Microsoft
Office 2010 and Lotus Notes 8.5.

BU 162
Advanced Technology Applications . . . . . (1)
The course will provide cadets with advanced skills in the Microsoft Office 2010 applications that are used in The Salvation Army environment. It will explore the use in the business field and also the ministry field.

BU 254
Business Management II . . . . . . . . . . (2)
An application of the principles of Business Management to the specific responsibilities of The Salvation Army officer.

BU 255
Financial Management . . . . . . . . . . (2)
This course is an introduction to corps management, financial reporting, financial software and financial practices as they pertain to the work of a Salvation Army officer.

BU 258
Business Management III . . . . . . . . . . (2)
An application of the principles of Business Management to the specific responsibilities of The Salvation Army officer.

BU 350
Administrative Leadership . . . . . . . . . (2)
This course provides instruction on techniques for effective leadership in the administration of a Salvation Army corps. It includes material and discussion on personnel administration, officer procedures and the principles of effective leadership.

General Education

English & Communications

ENG 095
Introduction to Academic Writing . . . . . N/C
This course introduces cadets to the basics of academic writing. It shows how academic writing applies to all aspects of communication. It identifies the unique aspects required to produce good academic writing. It improves their understanding of the writing process, focuses on improving sentence structure, and highlights language (grammar) features of English writing.

ENG 101
College Writing . . . . . . . . . . . . . . . . . . (2)
College Writing prepares cadets to write at a college level. This includes writing clear, well formatted, well-developed, well-organized, and grammatically correct writing. The course is structured to review the basics of the writing process, review and/or learn MLA format in the context of writing, and understand and synthesize published writing. Cadets will also respond to materials that they have researched by writing at least one short research paper in MLA format.

ENG 102
Public Speaking . . . . . . . . . . . . . . . . . . (1)
This course will provide basic principles for effective spoken communication. Focus is placed on understanding nine behavioral skills to develop confidence and believability, and a personal style for communication in public ministry settings including Bible reading, testifying, business meetings, worship meeting leadership, preaching, service club talks and others.

ENG 187
English Language I . . . . . . . . . . . . . . . . (2)
This ESL foundational course covers grammar skills in context. It focuses on learning the structure of English through the use of critical thinking skills in reading, writing, speaking and listening. It also highlights new vocabulary and pronunciation in the use of grammar items.

ENG 188
English Language II . . . . . . . . . . . . . . . (1)
This course, for the intermediate to advanced ESL cadet, builds on the concepts learned in College Writing. It continues to focus on clarity in writing. Grammar and vocabulary building are emphasized.

ENG 189
English Language III . . . . . . . . . . . . . . (1)
This course is designed for the intermediate to advanced ESL cadet. It focuses on the study of idioms and their practice.
ENG 190  
Information Literacy & Research Skills . . . . (1)  
Cadets are introduced to the skills needed to effectively gather information from on-line and print resources. Development of a research topic and the creation of effective strategies for finding relevant information are discussed and practiced. The following information literacy and research skills are emphasized: understanding the research process; selecting appropriate print and electronic sources to answer research questions; effectively using Web search engines and CFOT Library electronic resources to find information; and evaluating, organizing, and correctly citing the information found.

ENG 287  
English Language IV . . . . . . . . . . . . . . (1)  
This course is designed for intermediate to advanced ESL cadets. It focuses on the fundamentals of English grammar and usage.

ENG 288  
English Language V . . . . . . . . . . . . . . . (1)  
This course builds on concepts mastered in English 188. The primary focus of this course is recognizing common errors in English grammar and being able to correctly use them in listening, speaking, reading, and writing.

ENG 289  
English Language VI . . . . . . . . . . . . . . . (1)  
This course teaches cadets how to put their English skills into practice in business settings. Reading, writing, speaking and listening skills are addressed in the writing and delivering of letters, reports and presentations.

SPA 101  
Introduction to Spanish . . . . . . . . . . . . . . (2)  
The goal of this course is to teach basic Spanish vocabulary, grammar, literacy, and conversation skills to cadets with little or no knowledge of the Spanish language. Cadets will be expected to learn words from a variety of vocabulary lists. They will learn to read, write, speak and understand some basic conversational themes. This course is preparatory to a more advanced study of the language.

General Education  
Natural & Social Sciences  
HIS 200  
History: 1865 - Present . . . . . . . . . . . . . . . . (2)  
This course traces the history and development of The Salvation Army from its origins to the 21st Century. Emphasis will be placed on the historical context, significant individuals and events, organizational and theological developments that have shaped the mission and ministry of The Salvation Army within the context of societal changes through the past 150 years.

PSY 156  
Introduction to Psychology . . . . . . . . . . . . . . (2)  
This is an introductory course in the study of behavior and mental processes. This course will survey the major theories, principles and methodologies of psychology with an emphasis on their relation to ministry and the individual.

PSY 328  
Communication & Conflict Resolution . . . . (2)  
This course seeks to explore and understand communication from both a verbal and non-verbal standpoint, and to identify techniques that will assist cadets in dealing with conflicts. Cadets will explore the basic skills necessary for effectively dealing with conflict resolution in their overall ministry. Cadets will learn about group dynamics and will gain tools to assist them in working within various groups. They will explore how non-verbal communication impacts interactions, and ways to increase the positive outcomes of these interactions. Cadets will look at ways that these various skills will assist them in their Corps ministry.

SCI 204  
Contemporary Health & Physiology . . . . . . . . (2)  
This course presents a holistic approach to health and wellness with the objective of learning and integrating the concepts into a life-long healthy lifestyle. The course will include an examination of the eight major organ systems and their operations. Primary emphasis is placed on self-awareness and disease prevention in a variety of ministries and work place settings. There will be
a practical application of the course as defined in keeping the body healthy through exercise and promoting wellness through a Health Fair.

SOC 200
Introduction to Sociology . . . . . . . . . . (2)
This course introduces cadets to sociological modes of thinking about the events, relationships and social phenomena which form the fabric of American life and much of our history. It examines the ways in which people affect and are affected by their society; additionally, it examines and helps cadets interpret the nature of the social order and disorder. The course also has a substantive “social work” focus and prepares cadets for this important role.

General Education Worship Arts

MU 120
Music Leadership . . . . . . . . . . . . . . . . . . . . (1 cum)
This course will introduce the cadet to basic conducting techniques, score reading, brass and vocal pedagogy and rehearsal techniques. Corps music programs and Salvation Army music publications will also be explored.

MU 122
Music Fundamentals . . . . . . . . . . . . . . . . . . . (1 cum)
This course introduces the fundamentals of music theory and prepares cadets for further study in theory and musicianship. Beginning with pitch, rhythm notation, and time signatures, this course will proceed through the keyboard, key signatures, major scales and common musical markings.

MU 126
Praise and Worship . . . . . . . . . . . . . . . . . . . (1 cum)
This course is designed to provide the cadet with an opportunity to be a part of a Praise and Worship group, to develop a Praise and Worship repertoire and to be introduced to the resources that are available. Cadets will look at the Biblical principles of worship and how to be an effective lead worshipper, how to set up and balance the band (microphones, amps and mixing boards), and the function of each instrument in the group. More traditional forms of worship such as The Salvation Army Songbook will also be looked at and how to blend the various Worship genres available today will be discussed.

MU 307
Cadet Chorus . . . . . . . . . . . . . . . . . . . . . . . . . . . . (1 cum)
This course is designed to provide the cadet with no or limited choral experience an opportunity to learn to sing in an ensemble setting, to improve their singing voice, to develop the “inner ear” and to learn to identify and interpret basic notation, intervals and rhythmic patterns.

MU 333
Drama . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (1)
An introduction to basic drama techniques designed to prepare the cadet for utilization and teaching of these skills in Christian ministry.

MU 337
Sound . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (1 cum)
This course will cover the ever-growing and changing technology that is emerging in the audio recording and live audio field; however, it will strongly focus on the fundamentals of audio techniques.

MU 340
Performance . . . . . . . . . . . . . . . . . . . . . . . . . . . . (1 cum)
This course is for the more advanced musician who wishes to develop as a performer. After ensuring a strong foundation in music theory and sight reading, it will explore various aspects of performance and developing the cadet’s musicality (interpretation and expression) and rehearsal techniques.

MU 350
Bass Guitar . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (1 cum)
This course provides an introduction to music notation and its application to playing the bass guitar, tuning and playing techniques and proceeds through pieces and exercises of advancing difficulty for the elementary player. Concepts of music theory and musicianship are emphasized. Bass accompaniment patterns and playing using chord symbols and lead/lyric sheets will also be introduced.
**Worship Arts**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tr>
<td>MU 351</td>
<td>Dance</td>
<td>(1)</td>
<td>An introduction to basic dance techniques and different styles of dance designed to prepare the cadet for utilization and teaching of these skills in Christian ministry.</td>
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<tr>
<td>MU 362</td>
<td>Instrumental Technique (Brass)</td>
<td>(1 cum)</td>
<td>This course continues the brass player’s development of tone, technique, articulation, and other musical, technical and functional skills using exercises, studies and selected pieces representative of the four stylistic periods of Western music and Salvation Army and Christian repertoires.</td>
</tr>
<tr>
<td>MU 364</td>
<td>Vocal Technique</td>
<td>(1 cum)</td>
<td>This course is designed to help those with vocal skills to become more proficient performers.</td>
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<td>MU 372</td>
<td>Playing Piano for Worship I</td>
<td>(1 cum)</td>
<td>This course provides an introduction to music notation and its application to playing the piano and proceeds through pieces and exercises of advancing difficulty for the elementary player. Concepts of music theory and musicianship are emphasized. The Simplified Piano Tunebook of The Salvation Army will be introduced, as will chord structures, accompaniment patterns and playing using chord symbols and lead/lyric sheets.</td>
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<tr>
<td>MU 373</td>
<td>Playing Piano for Worship II</td>
<td>(1 cum)</td>
<td>This course continues the cadet’s development of musical, technical and functional skills at the Piano using exercises, studies and pieces of advancing difficulty. The Piano Tunebook and lead sheets will also be used as the cadet continues their look at chord structures and accompaniment patterns in preparation for providing accompaniment for solo contributions to worship.</td>
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<tr>
<td>MU 379</td>
<td>Vocal Ensemble</td>
<td>(1 cum)</td>
<td>This course is designed to provide the cadet with prior ensemble experience an opportunity to further develop their sense of ensemble (dynamics, tone, intonation, balance and blend). Cadets will also receive information on the history and current spiritual and evangelistic use of vocal ensembles within The Salvation Army.</td>
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<tr>
<td>MU 381</td>
<td>Beginner Brass</td>
<td>(1 cum)</td>
<td>This course provides an introduction to music notation and its application to playing a brass instrument, tone production, technique and articulation and proceeds through pieces and exercises of advancing difficulty for the elementary player. Concepts of music theory and musicianship are also emphasized, as is care and maintenance of the instrument.</td>
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<tr>
<td>MU 382</td>
<td>Brass Ensemble</td>
<td>(1 cum)</td>
<td>This course is designed for the more technically proficient cadet. It will provide them with an opportunity to play more advanced music, to further improve their technique, and develop their sense of ensemble (dynamics, tone, intonation, balance and blend).</td>
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<tr>
<td>MU 387</td>
<td>Playing Guitar for Worship</td>
<td>(1 cum)</td>
<td>This course provides an introduction to music notation and its application to playing the guitar, stringing, tuning and playing techniques and proceeds through pieces and exercises of advancing difficulty for the elementary player. Chord structures, accompaniment patterns and playing from chord symbols and lead/lyric sheets will also be introduced.</td>
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<tr>
<td>MU 392</td>
<td>Timbrels</td>
<td>(1 cum)</td>
<td>This course is designed to provide instruction on the tambourine. Cadets will be instructed on The Salvation Army’s distinct style of playing the instrument. Course will include beginning rhythm patterns, as well as choreography to Salvation Army music.</td>
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MU 397
Singing for Non-Singers . . . . . . (1 cum)
This private vocal lesson will train cadets individually to listen to the notes they are singing and to be more confident about producing the right pitch note.

MU 398
Music Theory . . . . . . . . . . . . . . . . (1 cum)
This course is designed to continue the cadet’s development in theory and musicianship. After refreshing the cadet’s knowledge of the topics covered in Music Fundamentals (MU122), the course continues with intervals, triads, seventh chords, inversions and minor scales. The start of four-part writing, voice leading principles, melodic construction and harmonic support of melodies will also be introduced.

Mission And Ministry

ENG 167
Homiletics I . . . . . . . . . . . . . . . . . . (2)
This course will serve as the foundation to the Homiletics program. It will include an introduction to sermon development and structure as well as experience in sermon writing and delivery.

ENG 169
Homiletics II . . . . . . . . . . . . . . . . . . (2)
The course addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life.

ENG 171
Homiletics III . . . . . . . . . . . . . . . . . (1)
A synthesis of oral and written communication skills will be developed toward more effective exposition of Biblical texts. This course will focus on different methods of sermon preparation and delivery.

ENG 265
Homiletics IV . . . . . . . . . . . . . . . . . . (1)
This course is an intermediate course that will build on the principles and skills taught in prerequisite courses. This course will focus on sermon series and preaching calendars as well as preaching for special occasions.

ENG 266
Homiletics V . . . . . . . . . . . . . . . . . . (1)
This course is an advanced Homiletics class that will build on the principles and skills taught in prerequisite courses. This course will focus on preparing sermons that include audio, video or other elements.

ENG 267
Homiletics VI . . . . . . . . . . . . . . . . . (1)
This advanced course is the capstone of the Homiletics sequence. It will focus on innovative sermon styles and provide opportunity to prepare sermons for use during post-graduation.

MI 101
Salvationism (Pre-Training) . . . . . . . . (N/C)
The Pre-Training course focuses on what it means to be a Salvation Army officer. In this course candidates will evaluate their personal callings to officership and explore the many facets of officership including personal and community life.

MI 150
Introduction to Public Ministry . . . . . . . . (2)
Public Ministries presents to the cadet the many and varied possibilities of worship and ministry. This course is designed to give The Salvation Army requirements, as well as allow freedom of worship in traditional Salvation Army and worship settings.

MI 158
Introduction to Christian Education . . . . . . (2)
This course is designed to familiarize the cadet with the growing field of Christian Education. Class to include: (1) A definition of and rationale for Christian Education; (2) Selection of meaningful literature and materials, and (3) Principles leading to an effective Christian Education Ministry.

MI 176
Evangelism I . . . . . . . . . . . . . . . . . . (1)
An analysis of the principles and methods of evangelism necessary to establish an effective program, both public and personal. Special attention will be placed on interpersonal relationships, fellowship, and media for effectively communicating the Gospel message.
Virtual Corps Training . . . . . . . (2)
The Virtual Corps Training course is designed to simulate real-life situations that a Salvation Army Corps Officer may experience. Utilizing on-line technology and traditional classroom settings, each cadet will employ their educational experiences in Salvation Army day-to-day operations through a virtual practicum. The focus of Virtual Corps Training will be on areas of the cadet’s education beyond those received during their practicum experiences in field training.

World Missions . . . . . . . . . . . . . (2)
A Biblical, theological, historical and cultural analysis of the impact of the global mission of the church. Particular attention will be given to The Salvation Army’s role in global mission and current trends in various missional contexts. The cadet will be exposed to The Salvation Army’s global organizational structure: understanding its historic underpinnings, its evolution, and its present day praxis in the areas of social justice and international development.

Urban Ministries . . . . . . . . . . . . (2)
This course will examine the theological missiological and practical aspects of ministry in an urban setting.

Emerging Trends in Salvation Army Ministry . (2)
This course will focus on current ministry trends and developments in The Salvation Army. Significant time will be spent on exploring contemporary operational ministries within The Salvation Army as case studies for emerging patterns. Theories of post modernity, generational issues, challenges facing ministry in the 21st Century will be explored.

Prayer . . . . . . . . . . . . . . . . . . . . . (2)
This course in prayer will focus on the different concepts that are in the integral part of an effective Officer’s prayer life. This will include concepts relating to: Biblical prayer, leading a prayer meeting, prayer walks, prayer at the penitent form, prayer journaling, praying with purpose, fasting, and dissecting the Lord’s Prayer.

Cultural Contexts of Ministry . . . . . . . (2)
This course explores the cultural contexts in which an officer’s ministry takes place; unity and diversity, cross cultural, multi-cultural, denominational and kingdom contexts and values will be explored along the way. Special attention will be given to the cultural context of the cadet and how understanding one’s own context can lead to a better understanding of others, and thus help to strengthen interpersonal relationships that lead to effective ministry.

Music in The Salvation Army I . . . . . . . . (2)
This course is designed to introduce the cadet to the significant role that music plays within the worship and evangelical practices of The Salvation Army. With an appreciation for both the unique music mediums of The Salvation Army and contemporary worship styles and technologies, this course will introduce the cadets to the skills, knowledge and resources needed to maximize and lead in the use of music in Worship.

Music in The Salvation Army II . . . . . . . . (1)
Following on from Music in The Salvation Army I, this course takes a continued look at the significant role that music plays within the worship and evangelical practices of The Salvation Army. Particular emphasis is placed on contemporary worship styles and the skills and resources necessary for being an effective Worship Leader and maximizing the contribution of the Praise and Worship team to worship.
PSY 157
Introduction To Pastoral Care . . . . . . . . (2)
This Pastoral Care course is designed to assist cadets in knowing and understanding what it means to be a Salvationist Shepherd Officer and to be equipped for the calling as shepherds of the flock. The course will study the officer's call, philosophy of ministry, various pastoral roles, and spiritual life ministry.

PSY 205
Introduction to Addiction & Recovery . . . (2)
This course seeks to explore and understand addiction from a biological, psychological, social, and spiritual standpoint. Cadets will learn about the causation of addictions, and the various theories explaining the causation. Cadets will be exposed to the variety of treatments currently used in treating addictions. They will also learn about The Salvation Army's response to addictions and how they can better help those struggling with addictions.

PSY 252
Counseling Techniques . . . . . . . . . . (2)
The aim of this course is to allow cadets to acquire the fundamental skills needed to provide counseling within the corps or other Army settings. The course will emphasize the nature of pastoral counseling and basic communication and interview skills, and will acquaint the cadet with common issues faced by counselors in a pastoral setting. The primary focus of the class will be on the application and practice of basic counseling skills.

Supervised Ministry
BU 178
Christmas Intensive I . . . . . . . . . . . . (1)
First year cadets will participate in the College for Officer Training Christmas program (to include kettle work, caroling, and special Christmas programming).

BU 279
Christmas Intensive II . . . . . . . . . . . . (1)
This course is designed to provide intensive instruction in the philosophy behind and methodology of Salvation Army Christmas Programming. Cadets will be familiarized with the purpose, as well as the planning and administration of the various programs and events that are associated with the Christmas season. In addition to the classroom instruction, cadets will receive an opportunity to apply the information learned in the context of a local corps and/or ARC facility. This portion of their training will be provided directly by field officers and supervised by the Field Training Department.

BU 274
Summer Internship in Business Administration (2)
This course involves the cadet in field work under the direct supervision of an active field officer Emphasis is placed in the areas of Business Administration and Salvation Army Procedures in the assigned setting.

ENG 272
Summer Internship in Communications . . . (2)
This course involves the cadet in field work under the direct supervision of an active field officer Emphasis is placed in the area of communications in the assigned corps setting.

MI 180
Field Training Practicum I . . . . . . . . . . (3 cum)
This course will take concepts learned in the classroom and apply them to real-life ministry through the Field Training program. Included will be teaching Bible classes, practicing evangelism, casework, community relations, addiction treatment ministry, children's ministries, and work with the elderly. This course is supervised by Field Training officers.

MI 280
Field Training Practicum II . . . . . . . . . . (3 cum)
This course will take concepts learned in the classroom and apply them to real-life ministry through the Field Training program. Included will be teaching Bible classes, practicing evangelism, casework, community relations, addiction treatment ministry, children's ministries, and work with the elderly. This course is supervised by Field Training officers.
Theological Studies

EC 141
Theology I ................................. (2)
An introduction to the development of the Christian Church and its doctrine, from Pentecost through the present day. This course will chart the history of Christianity, focusing primarily upon key personalities and events leading to, and arising out of the development of major themes in Christian doctrine and theology.

EC 142
Theology II ................................. (2)
Theology II is an introduction to the methods of study in theology with an emphasis on the Wesleyan approach. Further topics will include the study of Trinitology, Christology, and pneumatology with an emphasis on the nature of God, and corresponding doctrines of The Salvation Army.

EC 143
Theology III ................................. (2)
A general overview of the nature of human beings, the study of work of God in salvation, and the necessary response of man to God’s action in Christ, the redemptive work of God, with an emphasis on the corresponding doctrines of The Salvation Army.

EC 243
Theology IV ................................. (2)
A general overview to living the Christian life including the maintenance of salvation, sanctification, eschatology, and afterlife issues with an emphasis of the corresponding doctrines of The Salvation Army.

EC 238
Comparative Beliefs ........................ (2)
This course offers a comparative study of world religions. The focus of the course is to acquire a broad overview of world religions by analysis of theological, philosophical, and insight into these religions through a cultural lens. Cadets will examine sacred texts, art, and iconography as well as religious experience and practice. Religions considered primarily are: Islam, Hinduism, Buddhism, and Judaism, as well as other faiths, an overview of cults, and a final analysis of religion and how it affects world views.

EC 361
Ethics ............................................ (2)
This course is designed to aid the cadet in the development of a Christian social ethic that is grounded in a faithfully critically reading of the Biblical witness. Special attention will be given to the moral life and teachings of Jesus, the Biblical vision of the Kingdom of God, and the centrality of discipleship in the development of a transformational social ethic embodied in the living tradition of communities formed by the Gospel and the Holy Spirit.

Required Seminars/Lectures (Non-Credit)

BU 228
S.A. Procedures:
Health Care Benefits Seminar ......................... (N/C)
The Health Care Provisions Seminar will inform cadets on the medical, hospital obstetrical, optical, and sick leave benefits and allowances.

BU 229
S.A. Procedures:
Statistics Seminar .................................. (N/C)
An overview of all statistical forms in use, with special emphasis on the reporting of corps activity and casework services.

BU 231
Officer Care & Development Orientation .......................... N/C
An overview of the Pastoral Care Department, its purpose and how it functions. An overview of the Cadet Ministry Development Plan, its purpose, process, and completion.

BU 233
Spokesperson Training Seminar ......................... (N/C)
This session is geared toward officers, senior management and PR professionals who may have to speak to the news media about a challenging topic. The training is four hours in length and is designed for no more than four people at a time. The first two hours cover the principles of what reporters want, how they operate, and how we should respond in order to protect the Army’s
good image. Using crisis scenarios and key messages from real situations around the territory, participants spend the last two hours giving a mock interview and critiquing the results.

**MI 120**
**Emergency Disaster Services** . . . . . . . . . (N/C)
This course is designed to give the cadets an introduction to The Salvation Army’s responsibilities during times of disasters in the United States or other parts of the world. In addition to the introduction, this course will cover (CISM) Emotional and Spiritual Care for those who have been affected by disasters.

**MI 152, 154, 155**
**Salvationism Lectures** . . . . . . . . . . . (N/C)
Lectures by officers on subjects related to the spiritual matters of officership pertaining to the development of character, as well as depth of spiritual experience.

**MI 252, 253, 254**
**Salvationism Lectures** . . . . . . . . . . . (N/C)
Lectures by officers on subjects related to the spiritual matters of officership pertaining to the development of character, as well as depth of spiritual experience.

**MI 331**
**Multi-Cultural Perspectives for Ministry** . . . . . . (N/C)
Series of seminars designed to instruct and sensitize cadets to multicultural issues and initiatives in ministry.

**MI 336**
**Protection the Mission Seminar** . . . . . . . (N/C)
A seminar required of all cadets giving information regarding child protection as it relates to molestation and abuse. Included is the psychology of abuse/molestation, signs of abuse, risk factors, responsible selection, screening and training of workers, policies and reporting laws. Also provided are resources for screening potential workers and instructions for the use of such materials.

**MI 345**
**Disney Institute Seminar** . . . . . . . . . . . (N/C)
A seminar to provide the cadets with training in leadership and innovation. The cadets attend the seminar off campus at Disneyland in Anaheim, CA.

**MI 409**
**Community Care Ministries Seminar** . . . . (N/C)
Tools and techniques of ministry in Rest Homes, hospitals, V.A. Hospitals, etc.

**MI 412**
**Women’s Ministry Seminar** . . . . . . . . . . . (N/C)
An introduction to the various Women’s Ministries programs and their field application and organization.

**MI 420**
**Holiness Seminar** . . . . . . . . . . . . . . . . . . . (N/C)
This seminar is designed to provide a deeper understanding of the theological and practical aspects of the Christian doctrine of holiness. The doctrine of holiness will be considered from the perspective of biblical, historical, systematic, and practical theology. The contemporary relevance of the Wesleyan understanding of holiness for the Christian life and the practice of ministry will be stressed.

**MI 426**
**Prayer Seminar** . . . . . . . . . . . . . . . . . . . . (N/C)
This seminar in prayer will focus on the different concepts that are in the integral part of a cadet’s spiritual life. The seminar will include concepts relating to: Biblical prayer, prayer walks, prayer at the penitent form, prayer journaling, and praying with purpose and fasting.

**MI 429**
**Sexual Harassment Prevention Seminar** . . . . (N/C)
A seminar presenting the sexual harassment prevention policies and procedures for The Salvation Army in the Western Territory.
MI 428
Mentoring Orientation and Seminar . . . . (N/C)
Success as an officer and a key component of spiritual formation is mentoring. All graduating cadets select a successful and experienced officer to be their mentor for their first five years of Officership. The Mentoring Orientation introduces the concepts and design of the Mentoring process to the cadets and initiates the process of selecting a mentor. The Mentoring Seminar is a time when the cadets meet with their mentors and the process of mentoring is commenced. During the seminar all aspects of the process are clearly articulated so that agreement and understanding of expectations is understood by all participants.

MI 440
Advisory Board Seminar . . . . . . . . (N/C)
A seminar to provide an overview of the role that the Advisory Board plays in the fundraising and community relations program of a corps or institution.

MU 342
Multimedia Ministries . . . . . . . . (N/C)
This seminar is designed to introduce Cadets to the numerous mediums that can be used to enhance the worship experience. As well as looking at existing resources, cadets will learn the capabilities of these mediums and develop the skills and knowledge to use them in their worship services.

PSY 228
Prepare and Enrich Seminar . . . . . . . (N/C)
A comprehensive seminar leading to the certification of cadets in offering premarital and marital counseling.

SOC 124
Substance Abuse and Rehabilitation Seminar (N/C)
An introduction to the field of substance abuse and rehabilitation as it pertains to the work of The Salvation Army Officer.
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<td>Major Clayton Gardner</td>
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College Staff
2014-2015

Business Administration

Captain Kelly R. Nolan . . . . . . . . . . . . . . . . . . . . . . . . Director of Business Administration
Captain Catherine W. Nolan . . . . . . . . . . . . . . . . . . . . . Finance Officer
Lieutenant Stephen Milner . . . . . . . . . . . . . . . . . . . . . . Property Officer
Marsha Pratt . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Graphic Services Specialist
Jennifer Chang . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Human Resources Clerk
Tony Guzman . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Working Foreman
Andrew Brown . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Facilities Maintenance Foreman

Campus Services

Major Cindy Foley . . . . . . . . . . . . . . . . . . . . . . . . . . . Director of Campus Services
Captain Hannah Lee . . . . . . . . . . . . . . . . . . . . . . . . . . Campus Services Officer
Debbie Melott . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Assistant Director of Campus Services

Assigned to Campus

Vivian Bradley . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Therapist for CFOT
Michael Moss . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . IT Support Supervisor/Silvercrest Liaison
Jaime Ramirez . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Manager of IT Education
Julie Sutton . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Cadet and Families Care Specialist
College For Officer Training

Training Staff

The following pages list all staff providing instruction and/or instructional support at the College for Officer Training during the 2014 - 2015 school year.

Faculty

Bradley, Ethan
(English Development Specialist)
M.A., TESOL, Biola University; B.A., English, Northern Arizona University.

Chatterjee, Sheila
(Director of Library and Museum Services)
M.L.I.S., Information Science, Catholic University of America; B.A., Latin, University of Minnesota.

Darling, Lieutenant Nathan
(Curriculum Officer)

Foley, Major Cindy
(Director of Campus Services)
A.A., Ministries, The California State Department of Education; The Salvation Army School for Officers' Training, Rancho Palos Verdes, California.

Foley, Major Tim
(Training Principal)

Francis, Captain Annalise
(Curriculum Officer)

Francis, Captain William
(Personnel Officer)
D.Min.(ce), Ashland Theological Seminary, S.T.M., (Master of Sacred Theology), Boston University School of Theology; M.A., Missions, Gordon/Conwell Theological Seminary; M.A., Church History, Gordon/Conwell Theological Seminary; B.A., Music, Hunter College, CUNY; The Salvation Army School for Officer Training, Suffern, New York.

Gardner, Major Clayton
(Personnel Officer)

Gardner, Major Pamela
(Personnel Officer)
B.A.(ce), Counseling for Christian Ministries, Nazarene Bible College; A.A. Ministries, The Salvation Army School for Officers' Training, Rancho Palos Verdes, California.

Hartman, Dr. James S.
(Director of Institutional Planning and Accreditation)
Ph.D., Higher Education Administration and Counselor Education, Ohio University; M.A., Sociology, Ohio University; M.Ed., Counseling and Student Personnel Services, Ohio University; B.A., Sociology and German, Heidelberg College.

Helms-Cox, Major Nancy
(Director of Field Training)

Helton, Captain Erica
(Personnel Officer)

c - Currently Enrolled
Jones, Major Brian
(Director of Curriculum)
D.Min., Azusa Pacific University; M.Div., Azusa Pacific University; M.A., Theology, Fuller Theological Seminary; B.A., Religion, Azusa Pacific University; The Salvation Army School for Officers’ Training, Rancho Palos Verdes, California.

Lee, Captain Dean
(Curriculum Officer)
M.Div., Trinity Evangelical Divinity School; B.A., Biblical Theology, Moody Bible Institute; A.A., Ministries, The Salvation Army College for Officer Training at Crestmont, Rancho Palos Verdes, California.

Lee, Captain Hannah
(Campus Services Officer)
R.N. Graduate, Kae Jung Nursing College, Korea; A.A., Ministries, The Salvation Army College for Officer Training at Crestmont, Rancho Palos Verdes, California.

Milner, Lieutenant Briana
(Family Care Officer)
A.A., Ministries, The Salvation Army College for Officer Training at Crestmont, Rancho Palos Verdes, California.

Milner, Lieutenant Stephen
(Property Officer)
A.A., Ministries, The Salvation Army College for Officer Training at Crestmont, Rancho Palos Verdes, California.

Moss, Ms. Jeannie
(Educational Specialist)
B.A., Women’s Studies, California State University, Long Beach; A.A., Liberal Studies, Emphasis in Theater and Music, Long Beach City College.

Nolan, Captain Catherine
(Finance Officer)
M.S., Accounting, Walden University; B.S., Accounting, University of La Verne; A.A., Ministries, The Salvation Army College for Officer Training at Crestmont, Rancho Palos Verdes, California.

Nolan, Captain Kelly
(Director of Business Administration)
M.B.A., Project Management, Walden University; B.S.E.E., Electronics Engineering, University of California, Santa Barbara; A.A., Ministries, The Salvation Army College for Officer Training at Crestmont, Rancho Palos Verdes, California.

Ochoa, Lieutenant Clarissa
(Field Training Officer)
B.A.(ce), Counseling for Christian Ministries, Nazarene Bible College; A.A., Ministries, The Salvation Army College for Officer Training, Rancho Palos Verdes, California.

Quintanilla, Lieutenant Jesus
(Personnel Officer)
A.A., Ministries, The Salvation Army College for Officer Training at Crestmont, Rancho Palos Verdes, California.

Ramirez, Jaime
(Manager of IT Education)
M.B.A., Technology Management, University of Phoenix; B.S., Business Administration with Information Technology, California State University, Dominguez Hills; A.A., Business Administration, Los Angeles Southwest College.

Riesebieter, Christian
(Worship Arts Director)
M.M.(ce), Euphonium Performance, Azusa Pacific University; B.M., Music Performance, Boston Conservatory; A.A., General Studies, San Diego Mesa College.

Riesebieter, Erin
(Music Education Director)
M.A., Music Education, Boston Conservatory; B.M., Vocal Performance, Boston Conservatory.

Saunders, Major Brian
( Assistant Training Principal)
D. Min., Fuller Seminary; M.A., Theology, Fuller Theological Seminary; B.A., Political Science, Azusa Pacific University; A.A., Ministries, The Salvation Army, School for Officers’ Training, Rancho Palos Verdes, California.

ce - Currently Enrolled
Sutton, Duncan  
(Research Analyst to the Director of Institutional Planning & Accreditation)  
ED.D.(c) Educational Leadership, California State University, Long Beach; M.A., Music Education, California State University, Long Beach; B.A., Music, Colchester Institute School of Music, England.

Sutton, Julie  
(Cadet and Families Care Specialist)  
M.A., M.F.T., Clinical Psychology, Emphasis in Marriage and Family Therapy, Azusa Pacific University; B.A., Psychology, Colorado Christian University.

Wild, Major Ivan  
(Director of Personnel)  
M.A., Theology, Fuller Theological Seminary; B.A., Biblical Studies, Bay Area Bible College; A.A., Educational Studies, Glendale Community College; A.A., Ministries, The Salvation Army School for Officers’ Training, Rancho Palos Verdes, California.

Wild, Major Jennifer  
(Family Care Director)  
A.A., Ministries, The Salvation Army School for Officers’ Training, Rancho Palos Verdes, California.

c - Candidate

Adjunct Instructors

Barry, Dr. Timothy  
Doctor of Chiropractic., Cleveland Chiropractic College, Los Angeles; B.S. Human Biology; Cleveland Chiropractic College, Los Angeles; A.S., El Camino College.

Chang, Tracey  
M.A., TESOL, Biola University; B.A., English and American Literature, University of California, Los Angeles; B.A., Graphic Design, Kingston University, London, United Kingdom.

Hill, Cathy  
(Physical Trainer)  
B.A., Education, Trinity University, Wales, United Kingdom.

Martin, Major Jeff  
M.S., Leadership, Grand Canyon University; B.S., Management Studies, University of Maryland; A.A., Liberal Arts, Azusa Pacific University; The Salvation Army School for Officers’ Training, Rancho Palos Verdes, California.

Wood, Barbara  
M.A. English/Literature, Chapman University; B.A., English/Writing, Biola University.
The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.”

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.
The Salvation Army College For Officer Training at Crestmont

30840 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275

310.377.0481
www.crestmont.edu