



BRENTWOOD  

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UNIVERSITY

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**Phone: (949) 667-0802**

***School Catalog***  
***January 1, 2017 to December 31, 2017***

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While the university administration has made every effort to ensure that the policies and procedures of this catalog are correct, Brentwood University reserves the right to make changes and issue addendums to the current policy as needed. This catalog will be updated January 1<sup>st</sup> of every year to ensure that the University's objectives are carried forward. However, other updates may take place during the year. In this case, the university will inform students of changes. The catalog may be found at [www.brentwood.university](http://www.brentwood.university).

## **STATE APPROVAL AND ACCREDITATION**

### ***State Approval***

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

### ***The Bureau for Private Postsecondary Education***

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **ACCREDITATION**

Brentwood University is accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC). ASIC accreditation helps students and parents make a more informed choice and will also help a school, college, university, training provider or distance education provider, demonstrate to the international student body that they are a high quality institution.

ASIC is recognised by UKVI in UK, is a member of the CHEA International Quality Group (CIQG) in USA and is listed in their International Directory, is a member of the BQF (British Quality Foundation), are affiliates of ENQA (European Network for Quality Assurance) and are institutional members of EDEN (European Distance and E-Learning Network)."

## **MISSION, VISION, AND INSTITUTION OBJECTIVES**

### ***Mission Statement***

Brentwood University endeavors to provide current and effective graduate business education programs to qualified learners. Instruction is delivered via programs that are adaptable to student needs or interests. This institution was founded with the goal of sustaining innovative and flexible, educational challenges and to do so via a student-centered academic environment. The student's mastery of required coursework leads to the award of a degree, and also leads to the enrichment of students who aspire to positions of leadership, entrepreneurship, corporate governance, and service to others. Graduates are empowered to students who want to be entrepreneurs to become expert global leaders committed to the application of sound business practices in corporate governance, entrepreneurship, and service to the community

## ***Vision***

Brentwood University's vision is to develop, monitor, and establish itself as a respected provider of business administration programs and continue to grow and evolve as a leader in the delivery of student centered business training. One of the ways the school will reify this vision will be through the selection and development of well oriented faculty and staff with the necessary skills to support the educational and administrative components which comprise university operations.

"Education is a fundamental human right and essential for the exercise of all other human rights. It promotes individual freedom and empowerment and yields important development benefits.

Normative instruments of the United Nations and UNESCO lay down international legal obligations for the right to education. These instruments promote and develop the right of every person to enjoy access to education of good quality, without discrimination or exclusion. These instruments bear witness to the great importance that Member States and the international community attach to normative action for realizing the right to education. It is for governments to fulfill their obligations both legal and political in regard to providing education for all of good quality and to implement and monitor education strategies." (Adapted from a statement at UNESCO.org)

## ***Institution Objectives***

Brentwood University is seeking to achieve the institution's objectives:

- Deliver training that will empower graduates in the management of activities typically present in the management and operation of profit-seeking and not-for-profit organizations
- Analyze and understand business opportunities in light of the many challenges facing these entities
- Prepare graduates with ample communication skills, analytical approaches to problem solving
- Assure that graduates have mastered the skills needed to work with team members
- Provide students with extensive theoretical and practical content so as to develop core competencies in communications, analysis and advanced problem solving.
- Assure that graduates have the capability and motivation to address moral and ethical issues as may arise in business
- Offer a interactive distance education environment, which provides multi-media learning experiences and which provides frequent contact with faculty and student support services
- Engage in a constant process of continuous improvement through course assessment and revision of content, delivery methods, and objectives in the context of compliance with regulatory requirements.

## ***Educational Programs***

Brentwood University offers 2 graduate degree programs and 3 Certificate Programs

Degree programs include:

- 1- Master of Business Administration (MBA)
- 2- Doctorate of Business Administration (DBA)

Certificate programs include

- 1- Business Administration Certificate
- 2- Entrepreneurship Certificate
- 3- Project Management Certificate

## **ADMISSIONS**

To be admitted to the University's graduate degree program, students must meet the below requirements and need to follow the steps outlined below to provide evidence of such eligibility.

### ***Admission Requirements – MBA***

Student must have earned a Bachelor Degree from an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the student earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services(NACES) or, in case the degree is awarded by an international institution, Brentwood University Administration may research and validate the degree.

- Students must have been awarded a Bachelor of Arts degree.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution may award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.

### ***Admission Requirements – DBA***

Candidates considered for admission to the Doctor of Business Administration program will be evaluated on the basis of their academic qualifications, personal statement, application, and CV if required.

To be admitted to our Doctor of Business Administration program, students must provide evidence of meeting the following eligibility criteria:

- Student must have earned a Master Degree from an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the student earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services(NACES) or, in case the degree is awarded by an international institution, Brentwood University Administration may research and validate the degree.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.. This institution may award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Must have 3 years of professional business experience, at least 1 of which were in a managerial role.

### ***English Proficiency***

Instruction will be provided in no other language than English. For a student whose previous degrees were not completed in English, we will require a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level or who have completed the English test at this institution.

### **APPLICATION STEPS**

#### *Step 1: Apply*

The application process is simplified to reduce processing time. Prospective Brentwood University students must complete an application form Applicants indicate in the application the program for which they wish to be considered.

#### *Step 2: Enrollment Process*

Soon after receiving the application, the Brentwood University Admissions Department will contact the student to assist throughout the enrollment process. Essential documents, including transcripts, enrollment agreement, personal statement, resume, and payment method, are collected by e-mail, fax, and mail.

### ***International Students***

Students who are not citizens or permanent residents of the United States are welcome to apply for admission to Brentwood University.

International applicants whose native language is not English, except those who have completed their undergraduate or post graduate degrees at a nationally or regionally accredited U.S. college or university, must submit evidence of English proficiency. (See English Proficiency)

### ***Non-Degree Seeking Students***

Non-degree seeking students are individuals who may be taking coursework for personal development or job enrichment and may enroll in individual courses of their choosing. Non-degree seeking students must formally apply and are subject to all policies and procedures that apply to degree seeking students, as outlined in this catalog. Transcripts (prior college experience) are not required to enroll as a non-degree seeking student. Brentwood University encourages non-degree seeking students to apply their earned credit toward a degree. A non-degree seeking student who later decides to pursue a degree plan will be required to supply all evidence to prove eligibility for the respective program of choice.

## **ACADEMIC INFORMATION**

### ***Instructional Model***

Brentwood University's goal is to provide a high-quality educational experience to students and faculty using innovative techniques. The instructional model is as follows:

- Students' progress through the program within cohorts consisting of one or more students.
- Students are required to participate in discussion boards, submit assignments, and take exams in an asynchronous manner.
- The final course grade is submitted within seven (7) calendar days of the scheduled end date of each course.

### ***Course Load***

Students are permitted to enroll in up to six semester credits at a time. Students are expected to spend a total of 240 hours of instruction and outside preparation per 6-credit course, in accordance with the widely accepted Carnegie model of instruction. In rare cases, a student may be allowed to take more than one course at a time with the approval of the Chief Academic Officer.

### ***Course Format and Access***

Brentwood University's students access their courses through a Learning Management System (LMS). The platform has a user-friendly interface – the students' online classroom, and is used by students and faculty members for all course work, attendance, and grading. Before starting course work in one of the graduate programs, students are provided with Orientation Materials, which introduce them to the learning platform, student resources, and the process for successfully completing online courses.

### ***Faculty and Instruction***

Courses are facilitated by faculty with advanced degrees and practical experience in the fields of instruction. Students receive personalized attention, and work closely with faculty towards successfully progressing through the courses in the program. Students are monitored and graded on participation, weekly assignments, and exams. Individual communication takes place through the online messaging system. Continuous improvement and institutional effectiveness are achieved through course and faculty evaluations conducted with students after the end of each course.

### ***Participation***

Instruction takes place online in an asynchronous manner – this means students are not required to be logged into the system at any particular time of the day or week. Rather, students have the freedom to select the most convenient days and times to participate.



## UNIVERSITY FACULTY

### **Thomas Joel Vance DBA**

Doctorate in Business Administration (DBA) Northcentral University 2015

Master of Science in Industrial-Organizational Psychology Radford University 1993

### **Jacqueline D Awadzi-Collaway, Ph.D.**

Ph.D., Organization and Management, Capella University, Minneapolis, MN. 2010

Master of Science Educational Technology, DeVry University, Chicago, IL 2016

MBA Management Texas A&M University, Corpus Christi, TX 2001

### **Veliota Drakopoulou, MBA, Ph.D.**

Ph.D. in Applied Management and Decision Sciences Walden University 2013

MBA in Business Management, New York Institute of Technology, 2006

### **Steven Michael Wynne JD/MBA**

Juris Doctorate International Legal Studies, Technology and Intellectual Property Law - Loyola School of Law 1997

MBA - International Business Management and Marketing, University of the District of Columbia 1991

### **Akeem T. Abujade DBA**

DBA, Business Administration, Capella University, Minneapolis, Minnesota, 2014

MS, Telecommunications, Roosevelt University, Schaumburg, Illinois, 2005

### **Dr. Judie Bucholz EMBA, Ph.D**

EMBA, Jack Welch Management Institute, Strayer University

Ph.D. Human & Organizational System, The Fielding Graduate Institute

M.A. Technology, Kent State University

M.A Organizational Development, The Fielding Graduate Institute

M.A. Human Relations, University of Oklahoma

### **Dr. Janice Spangenburg Ph.D**

Ph.,D., Business / Leadership Regent University

M.A. Organization Development Fielding Graduate University

M.S, Management Troy State University

### **Dr. George Akerman**

Ph.D. School of Public Leadership, Capella University

J.D Shepard Broad Law Center

MBA Nova Southeastern University

## TUITION AND FEES

### **Master of Business Administration Program (MBA) - Online**

Total Tuition	\$11,300	
Registration Fee	\$250	
Textbooks	\$400 (Approximately)	
<u>CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>		<u>\$1,883</u>
<u>ESTIMATED TOTAL CHARGES FOR THE PROGRAM</u>		<u>\$11,950</u>

### **Master of Business Administration Program (MBA) - Hybrid**

Total Tuition	\$14,800	
Registration Fee	\$250	
Textbooks	\$400 (Approximately)	
<u>CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>		<u>\$2,467</u>
<u>ESTIMATED TOTAL CHARGES FOR THE PROGRAM</u>		<u>\$15,450</u>

### **Doctor of Business Administration Program (DBA) - Online**

Total Tuition	\$15,400	
Registration Fee	\$250	
Textbooks	\$600 (Approximately)	
<u>CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>		<u>\$1,925</u>
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM</u>		<u>\$16,250</u>

### **Doctor of Business Administration Program (DBA) - Hybrid**

Total Tuition	\$20,600	
Registration Fee	\$250	
Textbooks	\$600 (Approximately)	
<u>CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>		<u>\$2,575</u>
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM</u>		<u>\$21,450</u>

### **Certificate Program Online**

Total Tuition	\$4,900	
Registration Fee	\$250	
Textbooks	\$400 (Approximately)	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM</u>		<u>\$5,550</u>

### **Certificate Program On Campus or Hybrid**

Total Tuition	\$7,350	
Registration Fee	\$250	
Textbooks	\$400 (Approximately)	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM</u>		<u>\$8,000</u>

Some other fees that students may incur are:

- \$30 returned payment or insufficient funds fee.
- \$75 commencement fee.
- California Residents may be subject to S.T.R.F. fees

Please, note that tuition and fees are subject to change at the discretion of Brentwood University. Textbooks and other study materials that are required for course completion are not provided within the tuition and students are required to purchase them separately.

### ***Payment Options***

Tuition and fees for each course must be paid prior to each course start date. Students may choose to pay their tuition and fees for the program in lump-sum prior to the start of the program. Acceptable forms of payments are: electronic payments, checks, money orders, or any of the major credit cards.

### ***Financial Assistance***

At this time, Brentwood University does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

## **SCHEDULE OF UNIVERSITY HOLIDAYS**

### **University Holidays**

Students have access to their online courses seven days a week including holidays. University administration will not work on the following holidays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **Admissions & Student Services Director**

The office of the Admissions & Student Services Director supports faculty, staff, and students with services related to academic information and records. Some of the services provided include:

- Management of student academic records
- Verification of application materials
- Course registration and enrollment
- Issuing academic transcripts and conferral of degrees
- Consulting on academic policies and procedures, and on students, faculty and staff rights and responsibilities.

### ***Student Services***

The online nature of the university is not conducive to the administration of location-specific student services. Any student services that the institution undertakes in the future will be officially announced and included in the catalog.

## **LIBRARY SERVICES**

The university offers LIRN, the Library and Information Resources Network, hosted on-line services featuring academic search capabilities. The LIRN® collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video to support their academic studies. Students will also have a choice to find the material from a variety of libraries.

To access this library, students will be emailed a login and password for the library after they have been successfully enrolled in a program of study.

## **Academic Honesty**

Brentwood University takes academic honesty very seriously. Students are expected to always submit original work, and outside sources should be appropriately credited whenever used. Works that require citation include, but are not limited to, hard copy or electronic publications (copyrighted or not), communication (verbal or otherwise) originating from identifiable sources. Academic dishonesty occurs when: students use words or ideas that are not their original work in assignments, citations are not included for all used outside sources, work is recycled from another course taken by the same student (unless agreed with the instructor in advance), documents, such as transcripts or diplomas are forged, etc.

## ***Preventing Plagiarism***

Faculty members are trained and encouraged to try and prevent plagiarism in their classes. Some steps in that direction are for a faculty member to make it very clear, through announcements or assignment instructions, what constitutes plagiarism (as well as the potential consequences), and how assignments and citations should be formatted. Both students and faculty members are encouraged to check assignments through the use of plagiarism checker software. Instances of plagiarism are addressed immediately.

## ***Academic Honesty Procedure***

When a faculty member determines that academic dishonesty in an assignment has occurred, the faculty member can address the issue directly with the student by considering one of the following options: educating the student on plagiarism (whenever it is unintentional or due to deficiency in understanding of what plagiarism is), allowing a student to resubmit the assignment, or taking steps to report the offense using the procedure outlined below along with a disciplinary action such as issuing a Failing grade on the assignment, reducing the final grade, or issuing a Failing grade for the course.

1. If the instructor and student cannot resolve the plagiarism issue, the instructor should submit an academic dishonesty complaint form to the Chief Academic Officer, with copy sent to the student. The student will have an opportunity to respond to the allegation.
2. The Chief Academic Officer will assign an Academic Honesty Committee, which would review the forms and communications and will determine an appropriate action to address the issue. Some of the possible outcomes include: student removal from class, loss of semester credit, documented counseling, or in extreme cases, expulsion from the university. The University President is informed of all reported instances and the actions taken to address them.

## **Academic Freedom Policy**

Brentwood University is committed to assuring full academic freedom to faculty members. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. Brentwood University encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Add/Drop Policy**

A student may drop a course and add another course during the first week of class through the use of an Add/Drop form. Requests are to be sent to the attention of the Chief Academic Officer. Each request will be reviewed by the Chief Academic Officer on an individual basis and a final decision is made based on the student's academic record. Courses dropped through this process will not have a record in the student's academic transcript. Students who wish to drop a course without adding a new course to their program, should consider the Withdrawal procedures.

## **Administrative Withdrawal**

A student withdrawal initiated by Brentwood University is called Administrative Withdrawal. The institution may initiate Administrative Withdrawal at its discretion in cases when a student fails to complete the registration process or fails to attend or participate in class, or in cases of academic dishonesty. Whenever Administrative Withdrawal is initiated by Brentwood University, a notification is sent to the student, who will then have the option to dispute this action by sending a written response to the Chief Academic Officer who makes a final determination.

## **Attendance Policy**

Students are expected to participate and actively contribute to class assignments (including discussions), demonstrating knowledge of the concepts and theories studied, and the ability to apply that knowledge when analyzing current events, assigned case studies, or real business questions from their own organizations and communities.

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within 7 days. To further assure this timely communication, students must respond to each of your instructor's inquiries within 7 days as well.

A student is enrolled in a course, must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the following academically related activities once a week in order to be marked as having attended and actively participating:

- Post to the course discussion board substantive comments relevant to the subject
- Substantive exchanges with the instructor about course content, concepts, and assignments
- Submit a graded unit assignment or exercise
- Attempt a pre-final exam or final exam
- Submit a final project

Assignments should be completed timely and within the posted deadlines. Limited extensions of time may only be granted for unexpected business, health, or personal emergencies, whenever those are communicated in advance of missing a due date. Emergencies require a written proof. In the rare occurrence of a technical issue preventing students from submitting assignments on time, the late penalty will not be applied, provided the technical issue is university-wide and outside of the control of individual students.

### ***Cancellation, Withdrawal and Refund Policy***

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent/received to the school administrative office at the address appeared on the cover page of this catalog or by email to [contact@brentwood.university](mailto:contact@brentwood.university). The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

### ***Notice Regarding the Transmission of Distance Educational Materials***

The school will transmit your first lesson and other materials to you within seven days after your admission. This institution will transmit all of the lessons and other materials to you if (A) you have fully paid for the educational program; and (B) if after having received the first lesson and initial materials, you request in writing that all of the materials be sent. If this institution transmits the balance of the materials per your request, this institution shall remain obligated to provide other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you. This institution shall not be obligated to pay any refund after all of the lessons and materials have been transmitted.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, at the address appeared on the cover page of this catalog or email to [contact@brentwood.university](mailto:contact@brentwood.university) or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Course Repeat Policy**

Students may repeat a course no more than three times. The cost of repeating a course equals the respective tuition rate for the course. When a student repeats a course, the lower grade will be replaced with the higher grade in the academic records, but with a notation that the course has been repeated. Only the higher grade and semester credit will be used in calculating the cumulative GPA. Semester credit is only given once for a course, except in cases where indicated in the course description.

### ***Credit Transfer Policy***

Students may transfer up to 6 credits from comparable coursework completed at an accredited institution. Requests for credit transfer are evaluated based on their individual merit by the Chief Academic Officer. Coursework must have been completed with a minimum GPA of 3.0 (“B”) to be considered for transfer. Students are responsible for providing all information necessary for the validation of the credit claimed. For example, students will be required to furnish the academic catalog and/or the course outline from the institution awarding the credit. Brentwood University does not offer experiential credit.

### ***Notice Concerning Transferability of Credits and Credentials Earned at Our Institution***

The transferability of credits you earn at Brentwood University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Brentwood University to determine if your credits or degree will transfer.”

### ***Incomplete Policy***

A student may request an Incomplete (grade of I) status by submitting an incomplete form, signed and agreed to between the student and the course instructor. Approval of Incomplete status is at the discretion of the instructor. Students have 4 weeks to complete all course work after being assigned a grade of I. Failure to complete all course work will result in the student earning the grade based on the coursework actually completed.

### ***Academic Status***

A student in the MBA program of Brentwood University has to maintain a minimum cumulative GPA of 2.0 in order to remain in good academic standing. A student failing to maintain such GPA is subject to being placed on Academic Probation or Dismissal as defined below.

A student in the Doctor of Business Administration program of Brentwood University has to maintain a minimum cumulative GPA of 2.0 in order to remain in good academic standing. A student failing to maintain such GPA is subject to being placed on Academic Probation or Dismissal as defined below.

Academic Probation: A student whose GPA falls below 2.0 will be placed on Academic probation, subject to approval from the Chief Academic Officer. Students placed on academic probation will be informed of it in writing. A student who shows satisfactory improvement will be allowed to remain on academic probation until the minimum cumulative GPA of 2.0 is achieved.

Academic Dismissal: Students who fail to show improvement will be subject to Academic Dismissal from the university. The Chief Academic Officer will make the decision on placing students on Academic Dismissal and will notify the affected students and the registrar’s office in



writing. A student who is placed on Academic Dismissal will have a permanent record of the dismissal in the transcripts.

A student who is academically dismissed is not allowed to continue enrollment. Such a student can be readmitted to the program. When readmitted after a dismissal, a student is required to be on academic probation while repeating courses to raise their academic standing.

Students who have been placed on Academic Dismissal can appeal the decision based on mitigating personal circumstances. The appeal has to be submitted in writing to the Chief Academic Officer, who will make the final determination. If the appeal is approved, the student will be permitted to continue coursework at Brentwood University under academic probation status.

### ***Non Academic Disciplinary Action***

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the University. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the University's Grievances policy.

### ***Grading Policy***

Questions posted in the course classroom and sent via the course messaging system or email will be answered within 48 hours. Personal information and questions related to grading must be handled via private communications in order to protect students' privacy rights. Discussion board grades and Individual and Written Assignment grades will be posted within 5 calendar days after the end of each week, i.e. by end of day on Friday after the week they are due.

### **Course Grading Breakdown**

Please note that there are no D grades or plus or minus signs.

<u>Letter Grade</u>	<u>Percent</u>	<u>Grading Percent Breakdown</u>	
A	90-100	Discussion Forums	36%
B	80-89	Individual Quizzes	24%
C	70-79	Individual Assignment	20%
F	69 and below	Final Exam	<u>20%</u>
		Total	100%

### ***Student Assessment***

Students have a number of opportunities to demonstrate learning through the measures of evaluation provided below. Please, use the table below to identify the days of the week as referenced in this section. Please, note that each week starts with Monday and ends with Sunday.

- Day 1 Monday
- Day 2 Tuesday
- Day 3 Wednesday
- Day 4 Thursday
- Day 5 Friday
- Day 6 Saturday'
- Day 7 Sunday

### **Discussion Forums**

After each lesson, there may be discussion activities, which require critical thinking and responses that are based in theory, readings, current events, and personal experiences. All discussions pertaining to the topics of a particular week must take place within that week. Students should plan to begin participating in discussions early in the week, so as to allow a substantive discussion and exchange of ideas to take place within the week.

### **Periodic Quizzes**

Quizzes will be scheduled for some courses based on the schedule provided to student at the first session of the course. Quizzes will consist of multiple-choice problems. Quizzes are meant for practicing of the concepts and theories studied in class. Quizzes can be taken multiple times and are scored automatically.

### **Individual Assignment**

Students are required to complete one written individual assignment as it is identified in class schedule.

### **Final Exam**

Final exams administered in the virtual classroom and are open for students for identified time period. The final exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered throughout the term.

### ***Program Grading Philosophy***

Our university is very focused on ensuring that classes are not grade inflated and as such, grades of "A" are only provided for those assignments and activities for which a student goes beyond expectations. Please, note that per university policy, grades less than B are not meeting standards of graduate school competency and students whose cumulative GPA falls below B are subject to being placed on Academic Probation or Dismissal, as detailed in the University Catalog .

### **Graduation Policy – MBA Program**

To receive a Master of Business Administration degree, a student must satisfy requirements related

to semester credits, grade point average, program of study, and courses. Academic progress advisors (PA) are available to assist students with and to guide them through the process.

To obtain the Masters of Business Administration degree, a student must complete the following:

- Earn a minimum of 36 semester credits of MBA courses.
- Earn a minimum course grade of 2.0 (on a 4.0 system) for each course in the program.

Brentwood University can confer degrees at the end of each 8-week course term (6 times each year). The conferral date is the date on which the student's degree is officially conferred. Upon completion of all required courses, submission of the graduation application, and resolving of any outstanding financial obligations, students who have met all academic and administrative requirements, will receive two official transcripts and their diploma.

### **Graduation Policy – Doctor of Business Administration Program**

To receive a Doctor of Business Administration degree, a student must satisfy requirements related to semester credits, grade point average, program of study, and courses. To obtain the Doctor of Business Administration degree, a student must complete the following:

- Earn a minimum of 60 semester credits by taking the core DBA courses and complete the required dissertation.
- Earn a minimum course grade of 2.0 (on a 4.0 system) for each course in the program.

The conferral date is the date on which the student's degree is officially conferred. Upon completion of all required courses, submission of the graduation application, and resolving of any outstanding financial obligations, students who have met all academic and administrative requirements, will receive two official transcripts and their diploma.

### **Grievance Policy**

Brentwood University is responsible to uphold its students' rights and ensure that the university's non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a university policy, or other.

Students must use the following procedure to file a grievance: [contact@brentwood.university](mailto:contact@brentwood.university)

1. Students should first attempt to address the issue with the responsible party in writing. A copy of the communication shall be preserved in the course messaging system.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Chief Academic Officer within 21 calendar days of the alleged incident. The grievance form is available upon request from the Chief Academic Officer.
3. The Chief Academic Officer shall issue a decision within 2 weeks of the grievance submission.
4. The student may appeal the decision to the Brentwood University Chief Executive Officer within 2 weeks of receiving the committee's decision, and a final decision will be made by the CEO within 2 weeks of the student appeal.

*NOTE: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint in English with the California Bureau for Private Postsecondary Education. [www.bppe.ca.gov](http://www.bppe.ca.gov)*

## **Harassment or Discrimination Policy**

Brentwood University takes allegations of harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation very seriously. EAS strives to be free of all improper or unlawful harassment.

Conduct on the part of faculty, staff or students, which violates this policy includes but is not limited to:

- Unwelcome or unwanted sexual advances or requests for sexual favors, or insinuations that a grade or other academic achievement is dependent upon the granting of sexual favors.
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo or other tasteless actions that would offend a reasonably sensitive person
- The display of sexually offensive pictures, posters, illustrations or objects
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender or disability.

Individuals who have questions or who experience harassment should immediately report the offence to the University Chief Academic Officer.

## **Conduct Policy**

Brentwood University will communicate directly with students whose conduct was deemed to warrant disciplinary action. Students may respond to the allegations by following the procedures listed under the Grievance Policy.

## **Leave of Absence Policy**

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to individual circumstances. A student seeking a LOA shall submit a request to the Chief Academic Officer (please, email your request to [contact@brentwood.university](mailto:contact@brentwood.university)). The LOA allows a student to skip one course at a time, depending on the program. Students may take up to 2 LOA per year.

A student may not begin a Leave of Absence while an active course is in progress -a withdrawal procedure must be initiated by the student, instead. A LOA can begin upon the completion of the active course term.

## **Maintenance and Confidentiality of Student Records**

Student records for all students are kept for five years. Transcripts and diplomas are kept permanently. Examples of education records include, but are not limited to: Transcripts, Degree Audit Reports, Schedules of Classes, Class Rolls, Academic History Reports, Grade Rolls, etc. The following items are NOT education records, as defined by FERPA: sole possession records (records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others), law enforcement records, employment records, medical records, post-attendance records, psychological or mental health records. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific

information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Brentwood University strictly observes the Family Educational Rights and Privacy Act (FERPA) – a federal law, which protects the privacy of student education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate and misleading information.

As allowed by FERPA, disclosure of student records without consent is acceptable when disclosure is made to university officials of this university or other universities where the student seeks enrollment. Such officials must have legitimate educational interest – which is a need to review education records in order to fulfill professional responsibility.

Also as allowed by FERPA, Directory information may be disclosed without consent UNLESS the student has invoked his/her FERPA right to limit disclosure of that information. Directory information includes: name, address, email address, telephone number, previous educational institutions attended, major, financial information and concentration, degrees and awards, dates of attendance, participation in school activities and sports, weight and height.

Students who wish to inspect their education record, can do so by submitting a request to Academic Affairs office in writing – all requests will be honored within 15 business days of request.

As required by FERPA, students are allowed to limit disclosure of personally identifiable information contained in their education records or in the school Directory. To invoke their FERPA rights to limit disclosure, students should submit a request to Academic Affairs office in writing – all requests will be honored within 15 business days of request.

Students who feel that Brentwood University has failed to comply with the requirements of FERPA have the right to file a complaint with the US Department of Education.

## **Facility**

Check the website at [www.brentwood.university](http://www.brentwood.university) for school facility detail. The school utilizes a Learning Management system (LMS), powerful, easy to use cloud based platform for the delivery of its educational programs.

## **Technology Requirements**

For students, the following system configuration and software are recommended:

- Platforms: Mac OS X 10.2 or higher or Windows XP or higher;
- Hardware: 256 Mb RAM, CD-ROM, and 1 Gb free disk space;

- Productivity Software: Microsoft Word, PowerPoint, and Excel 2003 or higher; Adobe Reader 8.0 or higher;
- Web Browser: Firefox 3.0 or higher, Internet Explorer 8.0 or higher, Safari 4.0 or higher, or Chrome;
- Networking: 56k dialup modem, DSL, or Cable modem;
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Gmail.
- The following are recommended for optimal performance
- Productivity Software: Microsoft Word, PowerPoint, and Excel 2007 or higher;
- Networking: Broadband Internet connection (DSL, cable, or other).

### ***Competencies***

Students must have the following competencies:

- Ability to access course and program material on the Internet;
- Ability to correspond with University staff, faculty, and students through email and the Internet.

## **MASTER OF BUSINESS ADMINISTRATION PROGRAM (MBA)**

### ***Program Description***

The MBA program at Brentwood University is designed for professionals of all experience levels, some of whom may be looking to advance in their career and others to change into the business field from other fields. More importantly, the MBA program at Brentwood University is a preparation for students who want to start and operate their own business. Upon completion of the core credit courses, students have the option to expand their education with a specialization by completing two additional specialization courses.

### ***Program Objectives***

Students who successfully complete the Master of Business Administration degree program will acquire the following competencies:

- **Critical Thinking:** solve managerial problems using critical thinking skills and quantitative analysis;
- **Ethical Reasoning:** evaluate the moral and ethical principles practiced in the organizational setting;
- **Team Development:** analyze the use of managerial and leadership skills to develop productive teams;
- **Decision Making and Execution:** research business information to support the decision making process and execute decisions;
- **Effective Communication:** assess internal and external communication practices used in business; and
- **Global Thinking:** analyze business opportunities and challenges from a global perspective.

### ***Degree Requirements***

To be awarded the Master of Business Administration degree, all students must complete 36 program credits. The instruction is delivered in six 6-credit hour courses. A student should expect to take 12 months to complete the Master of Business Administration degree requirements, provided an uninterrupted and normal progression through the program.

### ***Master of Business Administration Courses***

Student is required to complete 6 out of 9 following courses for the completion of the Master of Business Administration program and the awarding of the MBA degree.

- BU 151101      Organization and Leadership (6 credits)
- BU 151102      Innovation and Technology Leadership (6 credits)
- BU 151103      Accounting and Finance (6 credits)
- BU 151104      Micro and Macro Economics (6 credits)
- BU 151105      Marketing and Entrepreneurship (6 credits)
- BU 151106      Business Strategy (6 credits)

- BU 151202      Managerial Accounting and Financial Management (6 credits)
- BU 151204      Human Resources Management (6 credits)
- BU 151206      Essentials Of Project Management (6 credits)

### ***Required Learning Materials***

Each course will have a designated textbook that students are responsible to obtain on their own. The

Learning Management System (LMS) supports the use of additional learning materials, including multimedia lecture presentations, discussion forums, and e-Library reading materials collection. Course materials are at the discretion of individual faculty members, but undergo review and approval by the Chief Academic Officer prior to being used in a live course.

### ***Practical Training***

Currently, students at Brentwood University are not required to complete any practical internships or externships. As our university is catering to a majority of adult learners, they will already be engaged in employment in business or other fields. Brentwood University does not offer university credits for life or work experiences.

### ***Graduate Employment Opportunities***

Graduates of the Brentwood University programs can obtain employment in the marketplace with any employer who is willing to hire them. Statistics show that students who obtain their master degrees can expect significantly higher lifetime earnings as compared to those with a bachelor or professional degrees only. Brentwood University does not offer job placement for graduating students, nor can it guarantee gainful employment to its graduates. Brentwood University can assist students with identifying reputable employment liaisons (agencies and headhunters), and can provide reference materials to help students with preparing their resumes or improving their interviewing skills

## ***MBA GRADUATE COURSE DESCRIPTIONS***

### **BU 151101      Organization and Leadership (6 Credits)**

In this course, students will study organizational effectiveness. Models and theories of leadership will be used to analyze management and organizational behavior and make recommendations for improvement. Some examples of functional and dysfunctional leadership are examined with specific sensitivity to cross-cultural differences. Team development dynamics and performance are reviewed in the context of identifying best practices to improve individual and team effectiveness in pursuing company or group objectives.

### **BU 151102      Innovation and Technology Leadership (6 Credits)**

Technical innovation is very important for the success of any individual or business entity in our day and age. We study innovation in three spheres of a business: product, process, and



organization. New information-based systems are changing the business landscape with a lightning speed. Students can gain an appreciation of the efficiencies created through the use of information systems and the use of data to analyze and improve business decisions. Operations management principles are used to develop strategies, processes and operations that take advantage of internet-based solutions.

**BU 151103      Accounting and Finance (6 Credits)**

Students learn to understand, develop and analyze corporate financial statements and accounting reports. Alternative costing methods are examined and used in decision making. Business strategy is designed, and financial projections are made based on the information presented in the financial statements from past performance. Sources of financing are studied, and evaluated for existing or new ventures.

**BU 151104      Micro and Macro Economics (6 Credits)**

Students learn basic economic concepts, and analyze individual and economy-wide decisions, using the supply and demand framework. The course also focuses on the theories of firm behavior under different market structures and studies the process of resource allocation through the “invisible hand” of the market, sometimes helped by government regulation to ensure a balance between equity and efficiency. Further, aggregate economic behavior is examined through the study of economic growth, inflation, unemployment, and money supply. A number of policy questions and issues are raised, that relate to the way these variables affect the health of the economy in the near and long terms.

**BU 151105      Marketing and Entrepreneurship (6 Credits)**

Students learn to conduct market analysis through the use of research, historical performance, analysis, and theory. Marketing-related decisions are made, using the study of target markets, feasibility analysis, and media mix options. Students learn to identify new entrepreneurial opportunities and develop plans for new ventures or existing business acquisitions.

**BU 151106      Business Strategy (6 Credits)**

Business policy and strategies are designed by the students to address changes in the business environment and the need for companies to adapt in pursuit of company success in the marketplace. Some key areas of study are the principles of leadership succession and organization growth and development. Organizational structure and strategy are important focal points for leadership in the context of global dynamics and cultural and political differences as in the global competitive landscape.

**BU 151202      Managerial Accounting and Financial Management (6 Credits)**

This course will cover what drives managers and executives to make decisions about all aspects of the business including product costs, when to hire, budgeting, marketing techniques, organizational performance and which direction to take the business. Students will also learn how to use accounting as not only a tool for tax obligation, but as a drive to improve the performance of an existing business.

**BU 151204      Human resources Management (6 Credits)**

In this course, students will focus on the role of a human resource professional as a strategic

partner in today's organizations. Students will learn the basic concepts of databases, spreadsheet software, and information technology as they relate to managerial decision making and the maintenance of competitive advantage. Key HRM functions such as recruitment, selection, development, performance management, retention, compensation, safety, and labor relations will be examined. Current issues such as diversity training, sexual harassment, globalization, same sex marriages, and the rising costs of benefits will be discussed.

**BU 151206 Essentials of Project Management (6 Credits)**

Successfully managing project requires effective planning and adherence to the industry's best practice in every step of the process. Student will learn and apply general project management process. Course will cover the definition of project scope, how to define and manage the scope, work breakdown structure, tasks and subtask, dependencies, task estimate, project planning and scheduling, identifying the risk and risk mitigation, project team and stakeholder communication plan with all parties, project monitoring/control and finally the project closed out.

## **DOCTORATE OF BUSINESS ADMINISTRATION PROGRAM (DBA)**

### ***Program Description***

The DBA program at Brentwood University is the highest academic degree which is designed for students who wish to pursue a professional career. The DBA is focused on both theory and applied research and will help the student to acquire leadership skills as an executive, consultant, or entrepreneur. At Brentwood University, we highlight international knowledge and experience. The program is designed for professionals with current employment position or business owner.

### ***Program Objectives***

Students who successfully complete the Doctorate of Business Administration degree program will acquire the following competencies:

- Conduct research with the aim of applying the findings to the real world of Business in all industries and countries
- Visionary skills and projection in the future in a changing economic and business environment
- Making decision in the real business world and more specifically, in the new international global Business World
- Conduct marketing research and answer to the new market in an ever-changing environment
- Develop and maintain a high level of team work and improve social and economic environment for human resources,

### ***Degree Requirements***

To be awarded the Doctorate of Business Administration degree, all students must complete 60 core program credits with a 3.0 minimum cumulative grade point average. The core instruction is delivered in eight 6-credit hour courses, each lasting 8 weeks. In addition to 48 core credits, the student should complete the Grand Comprehensive Exam (GCE) and submit a final thesis for 12 Credit hours. A student who chooses to complete only the core credits, should expect to take 16 months to complete the DBA degree course requirements, provided an uninterrupted and normal progression through the program.

In addition to 48 core credits, the student should submit a final thesis for 12 Credit hours.

### ***Doctor of Business Administration Courses***

Student is required to complete 8 out of 11 following courses for the completion of Doctorate of Business Administration program and the awarding of the DBA degree.

- BU 151201      Research Methodology (6 Credits)
- BU 151202      Managerial Accounting and Financial Management (6 Credits)
- BU 151203      Entrepreneurship and Leadership (6 Credits)
- BU 151204      Human resources Management (6 Credits)
- BU 151205      Business Intelligence (6 Credits)

- BU 151206 Essentials Of Project Management (6 Credits)
- BU 151207 Strategic Marketing (6 Credits)
- BU 151208 Leadership in International Multicultural Organization (6 Credits)
- BU 151101 Organization and Leadership (6 Credits)
- BU 151102 Innovation and Technology Leadership (6 Credits)
- BU 151106 Business Strategy (6 Credits)
- Dissertation (12 Credits)

### ***Required Learning Materials***

Each course will have a designated textbook that students are responsible to obtain on their own. The

Learning Management System (LMS) supports the use of additional learning materials, including multimedia lecture presentations, discussion forums, and e-Library reading materials collection. Course materials are at the discretion of individual faculty members, but undergo review and approval by the Chief Academic Officer prior to being used in a live course.

### ***Practical Training***

Currently, students at Brentwood University are not required to complete any practical internships or externships. As our university is catering to a majority of adult learners, they will already be engaged in employment in business or other fields. Brentwood University does not offer university credits for life or work experiences.

### ***Graduate Employment Opportunities***

Graduates of the Brentwood University programs can obtain employment in the marketplace with any employer who is willing to hire them. Statistics show that students who obtain their Doctorate can expect significantly higher lifetime earnings as compared to those with a bachelor or professional degrees only. Brentwood University does not offer job placement for graduating students, nor can it guarantee gainful employment to its graduates. Brentwood University can assist students with identifying reputable employment liaisons (agencies and headhunters), and can provide reference materials to help students with preparing their resumes or improving their interviewing skills

## **DBA GRADUATE COURSE DESCRIPTIONS**

### **BU151201 - Research Methodology (6 Credits)**

This course is designed to provide a solid foundation in research methodology by immersing students in an array of different techniques involving information, data, surveys, interviews, and other methods of data accumulation. Upon completion of this course, students will have a complete understanding of the different ways that specific data and information are used. Many different research approaches will also be discussed to bring students to a better understanding of all of the different ways to analyze many different types of data.

### **BU151202 - Managerial Accounting and Financial Management (6 Credits)**

This course will cover what drives managers and executives to make decisions about all aspects of

the business including product costs, when to hire, budgeting, marketing techniques, organizational performance and which direction to take the business. Students will also learn how to use accounting as not only a tool for tax obligation, but as a drive to improve the performance of an existing business.

**BU151203 - Entrepreneurship and Leadership (6 Credits)**

This course will provide students with a solid foundation to the key components in leading or starting a group, team, organization, business, or corporation. Students will learn necessary entrepreneur skills including how to translate an idea into reality, and which steps are necessary in order to implement the plan, and accomplish goals. In addition to entrepreneur skills, students will learn important leadership skills including how to successfully lead people with a vision.

**BU151204 - Human resources Management (6 Credits)**

In this course, students will focus on the role of a human resource professional as a strategic partner in today's organizations. Students will learn the basic concepts of databases, spreadsheet software, and information technology as they relate to managerial decision making and the maintenance of competitive advantage. Key HRM functions such as recruitment, selection, development, performance management, retention, compensation, safety, and labor relations will be examined. Current issues such as diversity training, sexual harassment, globalization, same sex marriages, and the rising costs of benefits will be discussed.

**BU151205 - Business Intelligence (6 Credits)**

This course will teach students how to navigate and use many different intelligence tools in order to better examine and process raw data that is received. Different areas that will be covered include spreadsheets, reporting & querying software, online analytical processing (OLAP), digital dashboards, data mining, process visualization, data warehousing, and local information systems.

**BU151206 – Essential of Project Management (6 Credits)**

This course will cover the necessary steps to ensure successful project completion. Students will learn about everything from the initial planning, to creating a schedule, to executing the plan, to measuring performance along the way, to understanding the relationships between cost, resources, and timing. Students will also have an excellent understanding of the best communication techniques in regards to project management.

**BU151207 - Strategic Marketing (6 Credits)**

This course will cover the best practices for strategic marketing. Areas of study that will be covered include choosing the right product, identifying your consumer, planning for the best time, and exploiting available resources when appropriate. Students will also learn in-depth about the different marketing media outlets, as well as which media fits different situations best, and why.

**BU151208 - Leadership in International Multicultural Organization (6 Credits)**

This course will help prepare students for successful business practices across different nations and cultures. Students will learn different leadership styles, as well as learn about their own cultural limitations, which will help them to understand the bigger picture. This course will also teach students how to work in an international environment in regards to international laws, rules, regulations, and expectations.

**BU 151101 Organization and Leadership (6 Credits)**

In this course, students will study organizational effectiveness. Models and theories of leadership will be used to analyze management and organizational behavior and make recommendations for improvement. Some examples of functional and dysfunctional leadership are examined with specific sensitivity to cross-cultural differences. Team development dynamics and performance are reviewed in the context of identifying best practices to improve individual and team effectiveness in pursuing company or group objectives.

**BU 151102 Innovation and Technology Leadership (6 Credits)**

Technical innovation is very important for the success of any individual or business entity in our day and age. We study innovation in three spheres of a business: product, process, and organization. New information-based systems are changing the business landscape with a lightning speed. Students can gain an appreciation of the efficiencies created through the use of information systems and the use of data to analyze and improve business decisions. Operations management principles are used to develop strategies, processes and operations that take advantage of internet-based solutions.

**BU 151106 Business Strategy (6 Credits)**

Business policy and strategies are designed by the students to address changes in the business environment and the need for companies to adapt in pursuit of company success in the marketplace. Some key areas of study are the principles of leadership succession and organization growth and development. Organizational structure and strategy are important focal points for leadership in the context of global dynamics and cultural and political differences as in the global competitive landscape.

**DISSERTATION**

A dissertation is the product of extensive research and presents an original contribution to knowledge in a given field. It documents the candidate's ability 1) to make substantive contributions to answering a major intellectual question and 2) to communicate research results with professional competence.

In all cases, the dissertation must constitute an integrated, coherent work, whose parts are logically connected. It must have a written introductory chapter that sets forth the general theme and core questions of the dissertation research and that explains the relationship among the constituent chapters or parts. The introduction will typically include, as is appropriate to the discipline, a review of the literature relevant to the dissertation, an explanation of theories, methods, and/or procedures utilized by the author, and a summary discussion of the contribution of the dissertation project to knowledge in the field. In its final deposited form, the dissertation must constitute an achievable product, which meets the standards prescribed by the university.

The dissertation may consist (in whole or in part) of co-authored chapters and articles, but the candidate must be a major contributor to the research and writing of any such papers and must describe her/his ideas, individual efforts, and contributions to the larger work. In order to be in compliance with the university's policy on plagiarism and academic integrity,\* a dissertation that incorporates co-authored work must also include in its introduction an explanation of the

role of the candidate in the research and in the writing of the co-authored work.

If a dissertation includes previously published materials (authored or co-authored), the candidate must provide a full referencing of when and where individual papers have been published. Because prior publication and multiple authorship have implications with respect to copyright, DBA candidates should discuss copyright with advisors and obtain copyright clearance from any co-authors well in advance of defending the dissertation. Written permission must be obtained in order to include articles copyrighted by others within the dissertation. It is the responsibility of the student and the student's dissertation committee to ensure that the dissertation meets all requirements regarding authorship, academic integrity, and copyright, as here outlined.

## **CERTIFICATE PROGRAMS**

Brentwood University offers 3 certificate programs in order to bring up to date skills and knowledge to the professionals who are willing to build upon their skills and get ready to take over new challenges, or to take over new position.

- Business Administration Certificate
- Entrepreneurship Certificate
- Project Management Certificate

The duration for each program is 24 weeks and it is offered On line or On campus. The candidates who successfully complete the program will be awarded a certificate of completion.

### **Business Administration Certificate:**

The Business Administration certificate program is designed for professionals of all experience levels, including those who may be looking to advance in their career.

This program will prepare those who wish to continue the education and get enrolled in degree programs.

The program features coursework that is challenging and focused on real-world scenarios. They will learn how to become a more effective contributor, leader and change agent within global work environments.

### **Program Objectives**

Students who successfully complete the Business Administration Certificate will acquire the following competencies:

- Leadership: develop the management and leadership skills resulting to have a better chance for advancement.
- Accounting and Finance: Gain better understand of financials and practices for improved bottom line.
- Business Strategy: Develop Strategies for the implementation of new and continuous improvement.
- Human Resources: Understanding of human resources management fundamentals including recruitment, interviewing, appraisal, organizational analysis, and workforce diversity.
- Business Evaluation: evaluate and report on performance, impact and outcome of activities.



## **Requirements**

**Degree Requirement:** Candidate must possess High School Diploma or equivalent. Candidate from different level of education can enroll in this program and get prepared to successfully manage challenging businesses. Education and skills they acquire will be extremely valuable to be successful in a wide range of management position, ranging from small businesses to corporate level.

**Age Requirement:** Candidate must be the age of 18 or above at the time of enrollment.

**English Proficiency:** All courses will be provided in English. For a student whose previous degrees were not completed in English, a TOEFL score is required. If TOEFL is not available, then the student is required to take our own English placement test..

The TOEFL requirement does not apply to students who have complete the English placement test at this institution.

On Campus students will be placed in additional ESL and/or Business English courses according to the result of their placement test or TOEFEL score.

## **Business Administration Certificate Program Courses**

Students require to pass 3 out of 4 following courses successfully in order to fulfill Business Administration Certificate requirements.

- BU 151102 Innovation and Technology Leadership ( 6 credits)
- BU 151106 Business Strategy (6 credits)
- BU 151202 Managerial Accounting and Financial Management (6 credits)
- BU 151204 Human Resources Management (6 credits)

## **Required Learning Materials**

Each course will have a designated textbook that students are responsible to obtain on their own. Our Learning Management System supports the use of additional learning materials, including multimedia lecture presentations, discussion forums, and e-Library reading materials collection. Course materials are at the discretion of individual faculty members, but undergo review and approval by the Chief Academic Officer prior to being used in a live course.

## **Graduate Employment Opportunities**

In reality business with manager educated and have some understanding in BA arena is more successful. Employers highly value the knowledge and skills graduates gain by completing the certificate program, in areas such as finance, human resources, marketing, leadership, and organizational management. As one acquire proficiency in strategic business analysis and develop the management skills, will see the ability to contribute to the organizations

achievements begin to improve.

## **BUSINESS ADMINISTRATION CERTIFICATE COURSE DESCRIPTION**

### **BU 151102 Innovation and Technology Leadership (6 Credits)**

Technical innovation is very important for the success of any individual or business entity in our day and age. We study innovation in three spheres of a business: product, process, and organization. New information-based systems are changing the business landscape with a lightning speed. Students can gain an appreciation of the efficiencies created through the use of information systems and the use of data to analyze and improve business decisions. Operations management principles are used to develop strategies, processes and operations that take advantage of internet-based solutions.

### **BU 151106 Business Strategy (6 Credits)**

Business policy and strategies are designed by the students to address changes in the business environment and the need for companies to adapt in pursuit of company success in the marketplace. Some key areas of study are the principles of leadership succession and organization growth and development. Organizational structure and strategy are important focal points for leadership in the context of global dynamics and cultural and political differences as in the global competitive landscape.

### **BU151202 Managerial Accounting and Financial Management (6 Credits)**

This course will cover what drives managers and executives to make decisions about all aspects of the business including product costs, when to hire, budgeting, marketing techniques, organizational performance and which direction to take the business. Students will also learn how to use accounting as not only a tool for tax obligation, but as a drive to improve the performance of an existing business.

### **BU151204 Human resources Management (6 Credits)**

In this course, students will focus on the role of a human resource professional as a strategic partner in today's organizations. Students will learn the basic concepts of databases, spreadsheet software, and information technology as they relate to managerial decision making and the maintenance of competitive advantage. Key HRM functions such as recruitment, selection, development, performance management, retention, compensation, safety, and labor relations will be examined. Current issues such as diversity training, sexual harassment, globalization, same sex marriages, and the rising costs of benefits will be discussed.

## **Entrepreneurship Certificate Program**

Entrepreneurship Certificate program at Brentwood University is designed for individuals who wish to start and manage their own business. The students from wide range of experience will be equipped with required skills and expertise to overcome the challenges of running a business. The

professionals who are looking to advance in their career and others who need to learn how to run a startup company successfully will be the best candidate to be enrolled.

This program will prepare those who wish to continue the education and get enrolled in degree programs.

The program feature coursework that is challenging and focused on real-world scenarios. They will learn how to become a more effective contributor, leader and change agent within global work environments.

## **Program Objectives**

Students who successfully complete the Entrepreneurship Certificate will acquire the following competencies:

- Innovative way of thinking
- Accounting and Finance: Gain better understand of financials and practices for improved bottom line.
- Business Strategy: Develop Strategies for the implementation of new and continuous improvement.
- Business Plan: Develop, refine and deploy business plan
- Effective Marketing for product and revises

## **Requirements**

**Degree Requirement:** Candidate must possess High School Diploma or equivalent. Candidate from different level of education can enroll in this program and get prepared to successfully manage challenging businesses. Education and skills they acquire will be extremely valuable to be successful in a wide range of management position, ranging from small businesses to corporate level.

**Age Requirement:** Candidate must be the age of 18 or above at the time of enrollment.

**English Proficiency:** All courses will be provided in English. For a student whose previous degrees were not completed in English, a TOEFL score is required. If TOEFL is not available, then the student is required to take our own English placement test..

The TOEFL requirement does not apply to students who have complete the English placement test at this institution.

On Campus students will be placed in additional ESL and/or Business English courses according to the result of their placement test or TOEFEL score.

### **Entrepreneurship Certificate Program Courses**

Student is required to pass 3 out of 4 following courses successfully in order to fulfill Entrepreneurship Certificate requirements

- BU 151202\_ Managerial Accounting and Financial Management ( 6 credits)
- BU 151203\_ Entrepreneurship and Leadership ( 6 credits)
- BU 151204\_ Human Resources Management ( 6 credits)
- BU 151206 Essentials Of Project Management ( 6 credits)

### **Required Learning Materials**

Each course will have a designated textbook that students are responsible to obtain on their own. Our Learning Management System supports the use of additional learning materials, including multimedia lecture presentations, discussion forums, and e-Library reading materials collection. Course materials are at the discretion of individual faculty members, but undergo review and approval by the Chief Academic Officer prior to being used in a live course.

### **Graduate Employment Opportunities**

Statistics show that in today's business environment, startups with owner educated in the area of entrepreneurship have a higher chance to succeed compare to others. A startup business owner needs to have knowledge and understanding of today' market as it relates to their business. They need to gain marketing skills, business analysis and accounting to plan and run a profitable business.

## **ENTREPRENEURSHIP CERTIFICATE COURSE DESCRIPTION**

### **BU151202 - Managerial Accounting and Financial Management (6 Credits)**

This course will cover what drives managers and executives to make decisions about all aspects of the business including product costs, when to hire, budgeting, marketing techniques, organizational performance and which direction to take the business. Students will also learn how to use accounting as not only a tool for tax obligation, but as a drive to improve the performance of an existing business.

### **BU151203 - Entrepreneurship and Leadership (6 Credits)**

This course will provide students with a solid foundation to the key components in leading or starting a group, team, organization, business, or corporation. Students will learn necessary entrepreneur skills including how to translate an idea into reality, and which steps are necessary in order to implement the plan, and accomplish goals. In addition to entrepreneur skills, students will learn important leadership skills including how to successfully lead people with a vision.

### **BU151204 - Human Resources Management (6 Credits)**

In this course, students will focus on the role of a human resource professional as a strategic partner in today's organizations. Students will learn the basic concepts of databases, spreadsheet software, and information technology as they relate to managerial decision making and the maintenance of competitive advantage. Key HRM functions such as recruitment, selection, development, performance management, retention, compensation, safety, and labor relations will be examined. Current issues such as diversity training, sexual harassment, globalization, same sex marriages, and the rising costs of benefits will be discussed.

### **BU151206 – Essential of Project Management (6 Credits)**

This course will cover the necessary steps to ensure successful project completion. Students will learn about everything from the initial planning, to creating a schedule, to executing the plan, to measuring performance along the way, to understanding the relationships between cost, resources, and timing. Students will also have an excellent understanding of the best communication techniques in regards to project management.

### **Project Management Certificate Program**

The Project Management program at Brentwood University is designed for professionals of all experience levels, some of whom may be looking to advance in their career and others who need to learn to lead project with diverse nature. The program at Brentwood University prepares students to take over most challenging project management positions.

### **Requirements**

**Degree Requirement:** Candidate must possess High School Diploma or equivalent. Candidate from different level of education can enroll in this program and get prepared to successfully manage challenging businesses. Education and skills they acquire will be extremely valuable to be successful in a wide range of management position, ranging from small businesses to corporate level.

**Age Requirement:** Candidate must be the age of 18 or above at the time of enrollment.

**English Proficiency:** All courses will be provided in English. For a student whose previous degrees were not completed in English, a TOEFL score is required. If TOEFL is not available, then the student is required to take our own English placement test.

The TOEFL requirement does not apply to students who have complete the English placement test at this institution.

On Campus students will be placed in additional ESL and/or Business English courses according to the result of their placement test or TOEFL score.

## **Project Management Program Courses**

Student is required to pass the following 3 courses successfully for the completion of the Project Management Certificate:

- BU 151206 Essentials Of Project Management (6 credits)
- BU 161201 Project Management Methodology (6 credits)
- BU 161202 Applied Project Management (6 credits)

## **Program Objectives**

Students who successfully complete the Project Management Certificate will acquire the following competencies:

- Organization: emphasizes on how organization skill is the essential for project management.
- Analytical Skill: demonstrate how analysis required for setting up and tracking projects;
- Effective Communication: communication at all level such as stakeholders, customer, team members, upper managers and other communication required for project manager
- Financial Management: Project Managers need to learn to estimate, plan, manage and report project budget at any time;
- Tracking: follow project progress report and communicate the progress at any time;
- Estimate: skill to use various methods to conclude the closest project estimate for time, material, effort and budget.
- Negotiation: various strategy and methods of art of negotiation

## **Required Learning Materials**

Each course will have a designated textbook that students are responsible to obtain on their own. Our Learning Management System supports the use of additional learning materials, including multimedia lecture presentations, discussion forums, and e-Library reading materials collection. Course materials are at the discretion of individual faculty members, but undergo review and approval by the Chief Academic Officer prior to being used in a live course.

## **Graduate Employment Opportunities**

Statistics show that project manager with formal training can expect significantly higher lifetime earnings as compared to those without the training. Graduate of this program not only will be equipped with the latest tools and technologies which allows them to manage complex projects in challenging environment, they will make the projects successful with happy customer and maximum earning for the organization.

## **Project Management Certificate Course Descriptions**

### **BU 151206 Essentials of Project Management**

Successfully managing project requires effective planning and adherence to the industry's best practice in every step of the process. Student will learn and apply general project management process. Course will cover the definition of project scope, how to define and manage the scope, work breakdown structure, tasks and subtask, dependencies, task estimate, project planning and scheduling, identifying the risk and risk mitigation, project team and stakeholder communication plan with all parties, project monitoring/control and finally the project closed out.

### **BU 161201 Project Management Methodology**

In this course student will learn various project management methods, how to choose methods based on industry and the project terms and nature. The course will cover Agile, Scrum, Rapid Application Development (RAD), System Development Life Cycle (SDLC) and Gate Process at a detail level, also discusses advantages for each method. Project control methodology and earned value management.

### **BU 161202 Project Management Practice**

-Setting up and managing a project end to end. Practice on a real world project of student choice or recommended by instructor. Prepare the project estimate and scope, the project plan, preparation of the required documents along with instructions on how to prepare project template. This course describes the set of standard, terminology and guide line on project management and best practice known as "Project Management Body of Knowledge or "PMBOK".

## **REQUIRED DISCLOSURES**

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or by accessing the institution's website at [www.brentwooduniversity.com](http://www.brentwooduniversity.com)

- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.
- Brentwood University has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))
- None of the educational services offered lead to occupations that require licensure.

### ***Student Tuition Recovery Fund Disclosures.***

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before



the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

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