

# Frederick Taylor University

## CATALOG



# F R E D E R I C K T A Y L O R U N I V E R S I T Y

## Catalog

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This catalog is available in print at Frederick Taylor University. An electronic copy may be obtained by request or can be downloaded from the website [www.ftu.edu](http://www.ftu.edu).

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## **WELCOME MESSAGE**

Welcome to Fredrick Taylor University!

Frederick Taylor University was founded to assist students achieve their dreams by providing lifelong education, self and neighbor healing and an understanding of life purpose.

Usually, it is difficult to start a journey without having a clear destination and it is even harder when one lacks essential skills and knowledge to help them throughout the journey. It is important therefore to understand your destination and be well prepared for the journey.

At Frederick Taylor University, we take it as our responsibility to assist you define your objectives and furnish you with the necessary tools to enable you successfully finish your journey. The knowledge acquired and values formed at Frederick Taylor University will play an essential role in accomplishing your goals.

The training provided at Frederick Taylor University will inspire and make you ready to actively engage with other professionals in your area of study. As a result, you will be able to professionally contribute to important issues in the workplace and the society at large.

Frederick Taylor University anticipates that you will receive an excellent education as well as facilitate you in framing your spiritual self. It is important that you formulate your objectives as you plan to begin this incredible journey. You should strive to complete your studies, graduate and then embark on a fulfilling career.

Once again welcome to Frederick Taylor University; a gateway to a future that is exhilarating and satisfying!

Tu Anh Truong, D.Min.  
CEO/President

## GENERAL INFORMATION

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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 (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

## HISTORY

Frederick Taylor University (FTU) was founded in 1994 and since then has undergone considerable positive and planned changes consistent with its quest and philosophy for improvement, quality, and values in distance education. FTU began by offering programs in the field of management and business administration.

FTU is named after the “Father of Scientific Management” Frederick Winslow Taylor (March 20, 1856 – March 21, 1915), who obtained his degree from Stevens Institute of Technology via distance education (correspondence) in 1883. The University has attracted students from all over the world and continues to respond to the need for management knowledge and training in our increasingly global and complex competitive business environment.

With expert faculty from various cultural and professional business backgrounds, FTU facilitated independent learning and accomplishment of educational goals for professional working adults, as well as for those seeking an affordable quality education and degrees in the field of management and business administration.

In May 2017, Frederick Taylor University had a change in ownership and relocated its campus from Northern California (Moraga) to Southern California (Orange) and shifted its focus to traditional instructional delivery method, “face-to-face” while maintaining its excellent distance education. FTU maintains its commitment in serving students who are independent and motivated individuals from diverse national, geographic, ethnic, cultural, political, religious, and social backgrounds.

## MISSION STATEMENT

Frederick Taylor University is an institution of higher learning based on Christianity, which aspires to provide professional skills and instill spiritual ideals to enable students to serve the community and become global leaders.



## EDUCATIONAL PHILOSOPHY

The staffs at Frederick Taylor University (FTU) are dedicated to establishing a learning environment that teaches students to be of service to others. Our aim is to provide a holistic training that covers the spiritual, intellectual, psychological and social elements of an individual. At FTU, learning is such that knowledge is linked to action and learning to service.

Educational activities at FTU are focused on Christian beliefs and values, which leads the FTU community to promote a sense of obligation to the local community and the world at large and also a clear understanding of their calling in the world.

FTU motivates its faculty, staff, and students to promote spiritual life, both in formal and informal settings, as they seek their academic goals to facilitate and spread the God's Word.

## INSTITUTIONAL OBJECTIVES

The following are the objectives of Frederick Taylor University:

- To inculcate professional skills and biblical foundation in every student to enable them to live a life of service.
- To prepare students to live a life guided by ethics and spirituality.
- To motivate every student to actively explore and appreciate diverse cultural practices and different communities by professionally and voluntarily offering to share God's word.

## DOCTRINAL STATEMENT

Every year, the Frederick Taylor University's Board of Directors, administration, and faculty confirm our accord with the Doctrinal Statements below:

- We accept to be true that God the father is eternal, transcendent, omnipotent, personal, and is present in three beings that is the Father, the Son, and the Holy Spirit; all with exact same quality and features.
- We accept to be true that Jesus the Son of God came down to earth, was born of the Virgin Mary; is God and was born human. Also, we accept to be true that Jesus Christ died, buried, resurrected for our redemption, and ascended into Heaven.
- We accept to be true that the God's Spirit which is omnipresent and lives inside everyone who believes and yields to Him, and seals all believers in Christ. The Holy Spirit instill gifts to empower service to believers.
- We accept to be true that everyone united to Jesus Christ is a member of the church; the church is Christ's bride and body and each and every person has a divine purpose as assigned by the Spirit.

- We accept to be true that both the Old Testament and New Testament are inspired by God and are meant to provide guidance in our day to day living. We accept to be true that the Bible is the only infallible, authoritative Word of God and is error free.
- We accept to be true that through God’s grace and faith in Jesus Christ; who is the sole and sufficient intermediary between human beings and God, we have received salvation.
- We accept to be true that Jesus Christ shall personally come back to earth in glory and power and He will raise those saved and those lost for divine judgment.
- We accept to be true that originally man was created in God’s image but fell short of God’s glory through sin resulting in divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- We accept the existence of Satan who is the originator of sin and the enemy of God.

## APPROVALS

Frederick Taylor University (FTU) is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum 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.

For more information, please refer to the Bureau for Private Postsecondary Education (BPPE):

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

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

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: 888.370.7589

Fax: 916.263.1897

## ACCREDITATION

Frederick Taylor University (FTU) is not accredited. A degree or credits from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California and may not be transferrable to other higher learning institutions. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Currently, FTU has “Corresponding Institution” Status with the Transnational Association of Christian Colleges and Schools (TRACS) accreditation commission. More information about TRACS can be obtained at <http://www.tracs.org> or at:

15935 Forest Road  
Forest, Virginia 24551  
[info@tracs.org](mailto:info@tracs.org) (434) 525-9539

## COURSE OFFERINGS

Frederick Taylor University (FTU) offers all instructions in English. FTU offers the following programs:

- Certificate in Business Management
- Certificate in Financial Accounting
- Certificate in Human Resources Management
- Certificate in Logistics and Supply Chain Management
- Certificate in Marketing Management
- Bachelor of Science in Management
- Bachelor of Business Administration, emphasis in:
  - Accounting
  - Health Care Administration
  - Human Resources Management
  - Information Systems
  - International Business
  - Management
  - Marketing
  - Operations Management
- Master of Business Administration, emphasis in:
  - Executive Management
  - Financial Management
  - Health Care Administration
  - Human Resources Management
  - Information Systems
  - International Business
  - Marketing Management
  - Operations Management
  - Supply Chain Management
  - Taxation

## DISTANCE EDUCATION

Frederick Taylor University offers distance education through Online on all its programs.

## FACILITY

All class sessions are held at 2050 W. Chapman Ave., Suite 108, Orange, CA 92868. The campus comprises of 1,800 square feet of two classrooms, two offices, an administrative area, and a library/learning center. All classrooms have multimedia equipment to

facilitate learning and students and faculties have access to wireless Internet to facilitate classroom learning. For Online students, Internet is used for communication between faculty and students. FTU's web portal allows students to download their courses and submit their assignments using their specific passwords. FTU campus complies with all zoning requirements as well as the city, county, and state ordinances.

For easy access, FTU campus is located near 5, 22, 55, and 57 freeways.

## COMPUTER NEEDS

For all Online courses, students enrolling in our certificate or degree programs must have experience working with computers and have access to a personal computer with Internet connection.

Electronic communication is the preferred method of communication for students, faculty members, and staff. To take advantage of this technology, it is required that student has access to a computer with the following minimum specifications:

### Hardware

- A processor of 1.6 GHz or faster
- 256MB RAM or greater
- 20 GB hard drive or larger
- Internet connection
- Printer

### Operating System

A computer running Windows XP, Vista, or 7 or MAC 10.X+

### Software

- Email address
- Internet service provider (ISP) account
- Browser: Microsoft Internet Explorer version 6.0+, Mozilla Firefox 3.0+, Google Chrome
- Adobe Reader 7.0 or later
- Microsoft Office 2003, 2004 or 2007

## SCHOOL CALENDAR

Frederick Taylor University (FTU) operates on a trimester calendar. There are three (3) trimesters per calendar year. One trimester is 16 weeks. However, each trimester is divided into 2 "sessions", each 8 weeks long for our undergraduate and graduate programs.

## CERTIFICATE PROGRAMS

### *Spring Semester (January 07, 2019 - April 28, 2019)*

Admission Deadline	December 17, 2018 (Mon)
Class Registration Begins	December 7, 2018 (Fri)
Class Registration Deadline	December 31, 2018 (Mon)
Class Begins	January 07 (Mon)
Class Ends	April 28 (Sun)
Graduation	April 28 (Sat)
Grades Available	May 5 (Sun)

### *Summer (May 6, 2019 - Through August 25, 2019)*

Admission Deadline	April 22 (Mon)
Class Registration Begins	April 5 (Fri)
Class Registration Deadline	April 29 (Mon)
Class Begins	May 6 (Mon)
Class Ends	August 25 (Sun)
Graduation	September 15 (Sun)
Grades Available	September 01 (Sun)

### *Fall (September 2, 2019 - through December 22, 2019)*

Admission Deadline	August 12 (Mon)
Class Registration Begins	August 2 (Fri)
Class Registration Deadline	August 26 (Mon)
Class Begins	September 3 (Mon)
Class Ends	December 22 (Sun)
Graduation	January 15 (Wed)
Grades Available	December 29 (Sun)

## UNDERGRADUATE AND GRADUATE PROGRAMS

<i>Spring (January through April)</i>	<i>Spring Session I (January 07 – March 3)</i>	<i>Spring Session 2 (March 4 – April 28)</i>
Admission Deadline	December 17, 2017 (Mon)	February 18 (Mon)
Class Registration Begins	December 07, 2017 (Fri)	January 26 (Fri)
Class Registration Deadline	December 31, 2017 (Mon)	February 25 (Mon)
Grad. Petition Deadline	January 07 (Mon)	March 4 (Mon)
Class Begins	January 07 (Tues)	March 4 (Mon)
Last Day to Add/Drop	January 15 (Mon)	March 12 (Mon)
Class Ends	March 3 (Sun)	April 28 (Sun)
Graduation	March 15 (Fri)	May 15 (Wed)
Grades Available	March 10 (Sun)	May 05 (Sun)

<i>Summer May Through August</i>	<i>Summer Session I (April 30 – June 24)</i>	<i>Summer Session 2 (June 25 – August 19)</i>
Admission Deadline	April 22 (Mon)	June 17 (Mon)
Class Registration Begins	April 5 (Fri)	May 31 (Fri)
Class Registration Deadline	April 29 (Mon)	June 24 (Mon)
Grad. Petition Deadline	May 6 (Mon)	July 1 (Mon)
Class Begins	April 30 (Mon)	June 25 (Mon)
Last Day to Add/Drop	May 14 (Mon)	July 09 (Mon)
Class Ends	June 30 (Sun)	August 25 (Sun)
Graduation	July 15 (Mon)	September 15 (Sun)
Grades Available	July 07 (Sun)	September 01 (Sun)

<i>Fall September through December</i>	<i>Fall Session I (August 27 – October 21)</i>	<i>Fall Session 2 (October 22 – December 16)</i>
Admission Deadline	August 12 (Mon)	October 07 (Mon)
Class Registration Begins	August 2 (Fri)	September 27 (Fri)
Class Registration Deadline	August 26 (Mon)	October 21 (Mon)
Grad. Petition Deadline	September 3 (Tue)	October 28 (Mon)
Class Begins	September 3 (Tue)	October 28 (Mon)
Last Day to Add/Drop	September 10 (Mon)	November 05 (Mon)
Class Ends	October 27 (Sun)	December 22 (Sun)
Graduation	November 15 (Fri)	January 15 (Wed)
Grades Available	November 03 (Sun)	December 29 (Sun)

## HOLIDAYS

The holidays observed by Frederick Taylor University (FTU) are as follows:

- New Year's Day (Jan 1)
- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (Thursday–Friday)
- Christmas Day (Dec 25)

## OFFICE HOURS

Administrative offices are open Monday through Friday 9:00 a.m. – 6:00 p.m. Pacific Standard Time.

## CONTACT US

If you have any questions, please contact us.

Address: 2050 W. Chapman Ave., Suite 108, Orange, CA 92868

Telephone: 714-949-2304

Fax: 714-602-7243

Website: [www.ftu.edu](http://www.ftu.edu)

Email: [info@ftu.edu](mailto:info@ftu.edu)

# INSTITUTIONAL INFORMATION

## ETHICAL VALUES AND STANDARDS

As a private educational institution and a community of believers, Frederick Taylor University (FTU) holds to the Christian ethical standards. All members of FTU, students, faculty, and staff should internalize and practice all the institution's published policies and ethical standards.

FTU believe that the Bible clearly lays out how believers should morally and ethically live. Therefore, FTU affirms that certain behaviors including falsehood, dissention, drunkenness, stealing and sexual immortality must not be consistent with either the Biblical standards or FTU's standards for living.

## ACADEMIC INTEGRITY

This Academic Integrity Policy is an expression of the strong desire of Frederick Taylor University (FTU) to make clear the shared expectations that enable us to operate as an academic community embodying mutual trust in pursuing our academic tasks.

FTU seeks to promote both intellectual and moral growth. We affirm that genuine spirituality takes on concrete shape in integrity while failure to represent oneself and one's work truthfully undermines one's character and trustworthiness, and it eventually destroys trusting relationships in the community.

Therefore, we as faculty and students alike commit to honesty in all aspects of our work. We bear a joint obligation to one another both in and outside of the classroom. Faculty are responsible for modeling in their lectures and publications the same standards for use of oral and written sources that they expect of students in students' oral and written work, just as they are responsible for manifesting the attitudes of openness that they ask for from students.

Academic integrity requires that as faculty:

- We will clearly spell out course policies on use of previous examinations for preparation for current examinations;
- We will carefully acknowledge our dependence on the ideas of others, including those of our students, in publications, and as appropriate in lectures and in materials distributed in class;
- We will follow accepted standards in the construction and grading of examinations;
- We will challenge academic dishonesty when it occurs;
- We will seek to assure consistency in applying these standards by consulting with colleagues as we deal with questions and issues about academic integrity within our professional work;
- We will faithfully adhere to academic policies of the institution, including those related to criteria for granting incompletes and to deadlines for accepting work.



Academic integrity requires that as students:

- We will rigorously follow accepted standards of citation for quoting directly or indirectly from published or unpublished sources;
- We will produce all the work assigned in every course as our individual work, unless collaboration is required or expressly permitted by the instructor;
- We will obtain prior permission from the professor or professors involved in order to submit the same work in more than one course or to use work (in whole or in part) submitted in another course;
- We will avoid all forms of plagiarism;
- We will not submit as our own work papers obtained from another person (with or without that person's knowledge) or from other sources such as term paper companies or the Internet;
- We will give credit for all the major sources of our ideas, whether written or oral, formal or informal, published or unpublished;
- We will faithfully adhere to academic policies of the institution, including those related to criteria for requesting incompletes and to deadlines for submitting work;
- We will not seek unfair academic advantage over other students by misrepresenting our life circumstances in order to obtain extensions of deadlines;
- We will not, in take-home or in-class examinations;
- We will not copy from the examination papers of other students;
- We will not allow other students to copy our work on exams;
- We will not read, without the instructor's consent, previous examinations or a copy of examination questions prior to taking the examination;
- We will not use materials such as notes or books, including dictionaries, without the express permission of the instructor;
- We will not have another student take an examination for us;
- We will not put pressure on a professor, before or after the grading process, to base grades on criteria other than academic standards.

## STATEMENT OF NON-DISCRIMINATION

Frederick Taylor University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities.

## ACADEMIC FREEDOM POLICY

Freedom of inquiry and the open exchange of ideas are fundamental to the vitality of Frederick Taylor University (FTU). The principles of academic freedom are critical to ensure higher education's important contribution to the common good. Basic academic

freedom includes the ability to do research and publish, the freedom to teach, and the freedom to communicate extramurally.

FTU is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly, and affirm below the following statements and principles:

- FTU affirms its fundamental mission to discover and disseminate knowledge to its students and the society at large. The University shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the free exchange of ideas among faculty, students, and staff. The University and its community recognizes that quality education requires an atmosphere of academic freedom and academic responsibility for academic freedom is always accompanied by a corresponding concept of responsibility to the University and its students, staff and faculty.
- FTU affirms that academic freedom for students rests first upon their access to a high-quality education and their right to pursue a field of study that they deem appropriate and desirable.
- FTU reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and university environment that fosters civil discourse, respect, open inquiry and freedom of expression.

However, anyone who is disruptive to FTU's operation, violates policies, or endanger any FTU members may be prohibited from coming on FTU campus, prohibited from attending FTU and/or may be arrested, or criminally prosecuted.

## SEXUAL HARASSMENT

Harassment of any form is condemned in the workplace, and Frederick Taylor University (FTU) recognizes its duty to provide staffs and students with a harassment free environment in which to work and study. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise. Each complaint of such conduct will be given swift and serious attention and will be thoroughly investigated. There will be no reprisals taken against any staff or student for making allegations or inquiries concerning harassment.

FTU believes that sexual union must be reserved for marriage, which is the covenant union between one man and one woman, and that sexual abstinence is required for the unmarried. Sexual harassment can also be any activity, which creates a hostile or offensive working and studying environment, whether such activity is carried out by a supervisor, coworker, or a student. It is also sexual harassment for a supervisor to take disciplinary action against or deny a promotion to a staff because he or she rejected sexual advances. Behavior that constitutes sexual harassment includes, but is not limited to the following: unwelcome sexual advances, requests for sexual favors, sexual exploitation, gestures or other forms of communication of a sexual nature considered inappropriate to the employment setting of the University. In addition, actions, words,

jokes or comments based upon an individual's race, ethnicity, age, religion, disability, or any other legally protected class, is harassment.

Sexual harassment of students, staff, or faculty is strictly prohibited by law and by University regulations. Sexual harassment is unacceptable and will not be tolerated on campus. The campus community will take all necessary and appropriate steps to protect students, staff, and faculty from sexual harassment and all forms of sexual intimidation and exploitation. Complaint procedures for staff complaints are available in the office of the Chief Operating Officer. The University staff and faculty may receive informal counseling and formal assistance by contacting the Chief Operating Officer. The University encourages students, staff and faculty to become aware of and to take responsibility for their own security.

It is the obligation of all staffs to cooperate fully in any investigation process. Disciplinary action may be taken against any staff who is uncooperative or who attempts to discourage or prevent a staff from using the University's complaint procedure to report unlawful harassment. Retaliation by the University staff against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Chief Operating Officer.

Discipline that the University may impose on staffs for behavior that violates this policy and other unprofessional conduct by the University staff may include, but is not limited to, reprimand, suspension, demotion or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to all University offices and operating units.

## SUBSTANCE ABUSE

Frederick Taylor University (FTU) has a policy of maintaining a drug-free learning environment. All members of the University community, which include administration, faculty, students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Staffs and students having difficulties with addictive substances can seek confidential counseling from the Office of Student Services for referrals to agencies providing assistance with alcohol or drug related problems. It is the University policy that smoking is prohibited in all University buildings. Violation of the smoking policy may result in suspension or termination of academic status or employment.

## WEAPONS POLICY

The possession or use of firearms or other weapons on Frederick Taylor University premises by any staff, student, vendor, or other visitor is strictly prohibited. The Chief Executive Officer or President must authorize any exception to this policy in advance.

## NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is approved by the Bureau for Private Postsecondary Education (BPPE) to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Frederick Taylor University (FTU) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree that 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 certificate 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 course works 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 FTU to determine if your credits or certificate or degree will transfer.

California Education Code (CEC) §94897(p) requires FTU to disclose to prospective students prior to enrollment that FTU and its degree programs are unaccredited, and any known limitations of the degree, including all of the following:

1. A graduate of the degree program may be ineligible to sit for applicable licensure exam in California and other states.

2. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
3. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

FTU does not imply, promise, or guarantee transferability of its credits to any other institution. This statement is provided in accordance with California Bureau for Private Postsecondary (BPPE) and Vocational Education Reform Act Section 94816(b), January 1, 1998.

## ARTICULATION AGREEMENTS

Frederick Taylor University (FTU) does not have articulation agreements with any other universities or institutions at this time.

## LICENSING AND CREDENTIALS

Most professional organizations, societies, states, and licensing jurisdictions have specific requirements for licensure, membership or certification. If licensing or credentialing is an objective, students are advised to first check the standards of their particular states, school districts, professional associations, and agencies for specific license requirements.

Frederick Taylor University's degree programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of the degree programs offered at Frederick Taylor University are not eligible to sit for any licensure exams in California and other states.

## STATEMENT ON BANKRUPTCY

Frederick Taylor University (FTU) does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not 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.

## STUDENT RECORDS

The following academic and financial records are maintained together by the Frederick Taylor University (FTU):

1. Application for admission and all pertinent documents submitted therewith;
2. Record of academic accomplishments at FTU such as grades, credits and grade point average (Transcripts);
3. Change of status or scholastic program, if any;

4. Copies of any official advisory notices or warnings regarding the student's progress, if any;
5. Change of address, email, employment, and phone numbers;
6. An account ledger sheet showing charges of tuition, fees, and adjustments of fees and payments made, and the date each payment was made;
7. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, if any;
8. Complaints received from the student, if any;
9. Records of academic or financial suspension, if any.

The University's policy is to maintain the confidentiality of student records. No one outside of FTU shall have access to students' academic or financial records without the written consent from students. Authorized university staff of other institutions in which students seek enrollment, accrediting agencies, or courts of law may have access to such records as appropriate.

## POLICY ON RETENTION OF STUDENTS RECORDS

Frederick Taylor University (FTU) maintains all pertinent student records for 5 years from the student's date of completion or withdrawal. In addition to the hard copies of the student records, the University stores digitized copies of transcripts and issued degrees indefinitely.

For all student records, FTU can immediately reproduce exact, legible printed copies of the digitized records. The digitized record can be accessed with any Internet connected computer at any time by the administrative staff with an access code. FTU also has administrative staff that can access the digitized student records to be present at all times during normal business hours, 9:00 am to 6:00 pm.

Any person authorized by the Bureau for Private Postsecondary Education (BPPE) or other pertinent governmental agencies has immediate access to the digitized student records in order to copy, inspect, and investigate records during normal business hours, 9:00 am to 6:00 pm.

If FTU closes, it and its owners will store and safe keep, in California, all records required to be maintained by BPPE. The repository of the records will make these records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records.

## RELEASE OF ACADEMIC INFORMATION (FERPA)

Frederick Taylor University (FTU) adheres to the Family Educational Rights and Privacy Act of 1974 which grants to students certain rights, privileges, and protections relative to individually identifiable student education records which are maintained by the

University. Specifically:

1. Students' education records (with the exception of directory information) will be released to third parties outside the University only with the written consent of the student. The University reserves the right to release education records to appropriate parties in a health or safety emergency or when the student's well-being is of concern.
2. Students have the right to inspect their own personally identifiable education records. The right may be exercised by requesting the information from the Registrar.
3. Students have the right to challenge information contained in personally identifiable education records. The procedure is described in the Annual Notification of Rights printed below.

### DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act permits the release of directory-type information to third parties outside the institution without written consent of the student provided the student has been given the opportunity to withhold such disclosure

The University releases directory information without written consent of the student, upon inquiry by education-related third parties or third parties acting as agents of the University. Relevance to educational purposes is determined by the University. Directory information includes:

- name,
- address (including e-mail),
- telephone number,
- class,
- major,
- dates of attendance,
- degree,
- honors and awards conferred.
- Students may withhold directory information by contacting the Registrar.

### ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS (2016)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 30 days after the day the University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to

inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Please note: while a student's academic record is retained permanently, other parts of the education record are retained for a limited time and are then destroyed according to the University's Record Keeping Procedure.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment which can be requested to the Registrar.

The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Frederick Taylor University in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Directors; or a student serving on an official committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service of function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. For more information, see [www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf](http://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf).



The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

4. The Family Educational Rights and Privacy Act permits the release of directory-type information to third parties outside the institution without written consent of the student provided the student has been given the opportunity to withhold such disclosure.

The University releases, upon inquiry by third parties, outside the University, directory information without written consent of the student. Directory information includes name, address, telephone number, class, major, dates of attendance, and degree, honors and awards conferred. Students may withhold directory information by contacting the Registrar.

#### DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

1. To other school officials, including instructors, within the University of whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

A "school official" is a person who serves as a trustee or officer of the University; a person employed by the University on a full-time, part-time, or temporary basis to perform executive, administrative, supervisory, staff, academic, counseling, student-related, athletic, research, or other duties, or any clerical or support person who provides assistance to such persons; or a person employed under a contract with the University to perform any such duties.

The University shall determine on a case-by-case basis whether a school official has a legitimate educational interest in the disclosure of personally identifiable information from an education record, based on application of the following considerations:

- Whether the information to be disclosed is necessary for that official to perform an appropriate task that comes within or is consistent with the official's job duties or the duties spelled out in the official's contract;
  - Whether the information is to be used for official University business and not for purposes extraneous to the official's job duties or the duties spelled out in the official's contract;
  - Whether the information is relevant to a task, determination, proceeding, or other matter relating to the student; and
  - Whether the information is to be used in a manner consistent with the purpose or purposes for which the education record is maintained.
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
  3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State approved education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-approved education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
  4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
  5. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
  6. To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
  7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

## FEDERAL AND STATE FINANCIAL AID PROGRAMS

Frederick Taylor University (FTU) does not participate in any federal and state financial aid programs.

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

## RESERVATION OF RIGHTS

Frederick Taylor University (FTU) reserves the right to change its policies and the content of this catalog without prior notice. The change may include, but is not limited to, tuition charges, fees, course offerings, certificate or degree requirements, certificate or degree programs, and admission policies.

# **STUDENT RIGHTS & RESPONSIBILITIES**

## **FREEDOM OF ACCESS**

Frederick Taylor University (FTU) is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all FTU services and facilities to which he or she is qualified. Access will be denied to persons who are not FTU students.

## **AMERICANS WITH DISABILITIES ACT (ADA) POLICIES**

Frederick Taylor University (FTU) is available to assist members of the University with disabilities who self-disclose and request classroom accommodations. For the University to provide eligible disabled members with reasonable accommodations, it is required that an official request for services be requested to the Chief Operating Officer.

## **APPEARANCE**

All members of the University should contribute to the University's pursuit of a community of academic learning and Christian faith. Therefore, it is prudent for the student body to maintain certain exemplary standards of conduct and appearance.

## **STUDENT GRIEVANCE/COMPLAINT POLICY**

Students have a right to submit grievances and complaints any time they desire and to submit them to any member of Frederick Taylor University's administration or faculty. Students who have a complaint or grievances are encouraged to talk to a member of the University administration.

For grievances regarding grades, the procedure is as follows:

1. The student must address the complaint, dispute or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty's resolution of their grade, the student has a right to submit a written request concerning the grade to the Department Chair.
2. The submission of a grievance concerning a grade must be in writing to the Department Chair. The Department Chair will review and investigate the grievance using their discretion to interview sources as needed. The Department Chair will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Chief Academic Officer and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.

All records of student grievance/complaint regarding grades are maintained and kept by the Chief Academic Officer.

For all other grievances, the procedure is as follows:

1. The student must file a written grievance with the Director of Student Services within ten (10) days of being notified of any action taken against the student. The Director of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request an interview with the Chief Operating Officer and faculty within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).

All other records of student grievance/complaint are maintained and kept by the Chief Operating Officer.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free 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).

A student may also contact Transnational Associations of Christian Colleges and Schools (TRACS) by completing the TRACS Complaint Form found on:

[http://tracs.org/TRACS\\_Publications.html](http://tracs.org/TRACS_Publications.html) and submitting it to:

President  
Transnational Associations of Christian Colleges and Schools (TRACS)  
15935 Forest Rd.  
Forest, VA 24551

## STUDENT CODE OF CONDUCT

A student may be failed or dismissed for academic dishonesty. At the discretion of the Chief Academic Officer and the Chief Executive Officer/President, a student may be dismissed from Frederick Taylor University (FTU) for behavior(s) disruptive to the educational mission of the University, including those stated below:

1. Cheating, bribery, or plagiarism in connection with an academic program.
2. Forgery, alteration or misuse of the University's documents, records or identification, or knowingly furnishing false information to the University.
3. Misrepresentation of oneself or of an organization to be an agent of the University.

4. Obstruction or disruption on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse, on or off campus property, of the person or property of any member of the University community, or members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to the University's property or property in the possession of or owned by a member of the University community.
7. Unauthorized entry into, unauthorized use, or misuse of the University's property.
8. Sale of or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
9. Lewd, indecent, or obscene behavior on the University's property or at any campus function.
10. Abusive behavior directed toward a member of the University community.
11. Violation of any order of the Chief Executive Officer/President of the University, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section.
12. Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.
13. The Chief Academic Officer and the Chief Executive Officer/President, at his discretion, may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

## ACADEMIC DISHONESTY

Individual Faculty, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The faculty may refer the circumstance to the Department Chair or Chief Academic Officer for review and further action. The Chief Academic Officer may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, leaving the classroom during an exam and consulting notes or references.

## PLAGIARISM POLICY AND CHEATING

### PLAGIARISM DEFINITION

Plagiarism is passing off someone else's ideas or words as your own without giving credit or without giving credit properly. Plagiarism may take the form of directly copying another's work (in whole or in part), improperly citing sources, or presenting another's view or concept without acknowledging the originator. Academic dishonesty also refers to cheating on quizzes or exams.

## PROCEDURE

First offenses will be handled at the department level. A faculty member who suspects a student of plagiarism will first meet with the student to discuss the problem. In the absence of any resolution, the student will meet with the Department Chair, and if a resolution still cannot be reached, then a meeting will be called with the Chief Academic Officer. Any instance of plagiarism that the faculty has decided to discipline with an “F” for the course will be reported along with appropriate documentation to the Department Chair and the Chief Academic Officer. A second offense will result in the possibility of dismissal from the University.

## PENALTIES

Penalties for plagiarism and cheating may include but are not limited to the following:

1. Re-writing the assignment in question.
2. Receiving an “F” on the assignment or test in question.
3. Failing the course in which the assignment was submitted.
4. Academic suspension.
5. Dismissal from the University.

## COPYRIGHT POLICY

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general, Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law Title 17 of the United States Code.

1. There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy and if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a Library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.

4. The Library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its staffs for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.
6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law Title 17 of the United States Code.
7. The law specifically states that permission given in Section 108 of the Copyright Law Title 17 of the United States Code does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.



# STUDENT SERVICES

## TEXT AND STUDY MATERIALS

All students are required to purchase textbooks and/or other study materials before the first day of each class. Required texts and materials will be notified to all students once students register for classes.

For Online students, Frederick Taylor University (FTU) utilizes open source textbooks. Therefore, students can access their online textbooks at no cost.

## LIBRARY

The purpose of the Library is to provide students, faculty, and staff with the basic bibliographic resources and study environment necessary to develop students' professional acumen as experts in business management. The Library exists to facilitate and improve learning by supporting and expanding the instructional capabilities and providing students with the opportunity to develop information-seeking skills for self-directed studies and lifelong learning.

All students have access to the LIRN® virtual library which provides students with millions of peer-reviewed and full-text journal, magazine, newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, eLibrary, Books24x7, and more, covering topics for General Education, Business, and Medical programs. Some of the databases are described below:

The ProQuest Research Library database includes more than 5,060 titles-over 3,600 in full text-from 1971 forward. It features a highly-respected, diversified mix of business scholarly journals, trade publications, magazines, and newspapers.

ABI/INFORM Dateline delivers over 280 journals, with more than 230 available in full text. It includes hard-to-find local and regional business publications with news about local companies, analysis, information on local markets, and more. ABI/INFORM Dateline allows users to research employment opportunities, compile data on benefits and compensation, learn about corporate strategies, and other topics from a local and regional perspective. ABI/INFORM' Dateline includes major business tabloids, magazines, daily newspapers, wire services, and area business publications.

Titles include:

- Crain's Chicago Business Publications
- Business Journal – Central New York
- Smart Business Pittsburgh
- Sacramento Business Journal

- Texas Business Review

Gale Cengage Learning's Business, Economics and Theory Collection has a strong emphasis on titles covered in the EconLit database, this collection provides academic journals and magazines focusing on topics in economics. Perfect for business classes, with more than 450 full-text journals to support their research and regular feeds of videos from Forbes.com that contain business news coverage and interviews with CEO's and entrepreneurs.

This access to the LIRN® virtual Library with millions of newspaper articles, business scholarly journals, trade publications, magazines is more than sufficient to meet instructional needs for undergraduate and graduate students and instructors.

There is a dedicated Internet workstation and a desktop workstation available for students to access for research and academic purposes.

The Library will be open during the following hours: 9 a.m. – 6 p.m. Monday through Friday for students, faculties, and staffs' use.

## STUDENT IDENTIFICATION CARDS

Students are required obtain Frederick Taylor University's ID cards to use the library and other equipment on campus. Presentation of student ID cards may also qualify students to acquire discounts at some theatres, museums, musical, and sporting events.

## STUDENT INTERACTION

Students are highly recommended to interact with each other to enhance learning within and outside of classroom. Student may meet in groups to conduct group projects, meetings, study groups, or any other gatherings. If larger room is required, students may request to use the classroom when it is not in use.

For Online students, it is difficult for students to convene in traditional study groups for learning purposes. Frederick Taylor University (FTU) provides for electronic interaction between students and their faculty members to offset this limitation. Through electronic means, students are in direct one-on-one contact with their faculty members and staff to enhance their learning. If students request study groups, the FTU will aid by providing names, email addresses, and phone numbers of other students enrolled in the same course.

## STUDENT HOUSING

Frederick Taylor University (FTU) does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student-housing assistance. Approximate range of cost for one bedroom is \$1,200 - \$1,600 near Frederick Taylor University.

## CAREER PLANNING & JOB PLACEMENT

Frederick Taylor University (FTU) provides job postings but does not guarantee jobs upon graduation. Our certificate and degree programs are not designed to fit or prepare students for specific job titles.

## VISA SERVICE

Frederick Taylor University does not admit international students and does not provide any visa services for our on-campus programs. Our Online students do not require visas.

## ADMISSIONS

Applications for admission are taken year-round. Application forms are available online and from the Admission's Office.

Prior to signing the enrollment agreement, you must be given a school catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. Frederick Taylor University is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Admission is granted to applicants who demonstrate the ability to successfully undertake study and research at the university level. Applications will be reviewed by the Admissions Committee, which is comprised of the Director of Admissions and two appointed faculty members. All factors will be considered in admitting students to the program. Notification of admission will be provided once the student has submitted the required documentation and demonstrates that they have met the minimum requirements.

To apply to the university, submit an application along with the non-refundable application fee.

### ADMISSION PROCESS

The Admissions Office evaluate applications. If further information is needed, the applicant may be contacted by an Admission's Office. Upon a favorable decision, a preliminary letter of acceptance will be issued to the student.

The admission process at FTU involves the following 5 steps:

#### STEP 1: Submit Application and supporting documents

Applicants must submit their Application Forms along with their past academic transcripts. International students from non-English speaking countries are required to provide proof of their English Proficiency. All materials must be submitted in English, and applicants must verify any translated documents by including the original or a notarized copy of the original.

The completed Application Form and supporting materials (such as transcripts and test scores) become the property of the University and will not be returned to the applicants or transmitted to a third party.

#### STEP 2: Evaluation

After the application and supporting materials have been received, the Admissions

Committee will begin its evaluation process; if an item is missing, the Admissions Committee will contact the applicant and request the missing item.

For Online applicants, applicants are required to have access to a personal computer with Internet connection. It is recommended that applicants have working knowledge of computers and the Internet to ensure applicants are successful in the online environment.

### STEP 3: Decision Making

One of the following decisions shall be made:

1. Denied: If the applicant is not accepted, the Admissions Committee will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient.
2. Provisionally Accepted: Applicants must submit all their official transcripts with their application form. However, if these official transcripts are unavailable, Admissions Committee may provisionally accept students into the program. Students must provide their official transcripts within 90 days of enrollment. If an applicant is provisionally accepted for admission, an Acceptance Package will be forwarded to the applicant that contains an enrollment agreement and other admissions documents to formalize the acceptance into the program.
1. Accepted: If the applicant is accepted for admission, an Acceptance Package will be sent to the applicant that contains an enrollment agreement and other admissions documents to formalize the acceptance into the program.

### STEP 4: Accept Admission Offer

If applicant accepts the offer of admission, the enrollment agreement and other admissions documents are to be signed and returned to the University and must submit their tuition payment.

### STEP 5: Official Enrollment

Once the signed enrollment documents and the tuition payments are received, applicant will be officially enrolled and start the session. Or, for Online students, students will start the first series of assigned online courses.

## GENERAL ADMISSION REQUIREMENTS

Students are accepted to Frederick Taylor University (FTU) on a provisional basis pending the submission of all required documentation, which includes:

- Application Form  
All students who wish to apply must complete an Application Form. The application can be requested from the Admission's Office or downloaded from the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.

- Application Fee  
All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Application Form. If the fee does not accompany the Application Form, the application will not be processed.
- Proof of Graduation  
Certificate and Undergraduate Programs: All applicants must provide proof of completion of high school or above to qualify for admissions, such as official transcripts or certificate of graduation.  
  
Graduate programs: All applicants must provide proof of completion of a Bachelor's degree or above, such as official transcripts or certificate of graduation.
- Interview  
All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Recommendation Letter  
Undergraduate and Graduate Programs Only: Frederick Taylor University strongly recommend two recommendation letters attesting to your Christian maturity, character, and academic competence.
- Personal Identification  
All applicants are required to submit a copy of personal identification such as a State driver's license, government issued identification card, passport, visas, or any government issued photo identification.
- Re-Entering  
The University requires all applicants who applied in prior years to complete new application materials. Any student who has withdrawn or has been dismissed from the University who wishes to return must submit a new application form to the Admission's office. A non-refundable application fee must accompany the application.

## ONLINE INTERNATIONAL STUDENT ADMISSION

In addition to the admission requirements previously mentioned, all Online international students are required to submit proof of English proficiency since Frederick Taylor University (FTU) does not offer English as a Second Language instruction. All instruction occurs in English.

Proficiency in reading, writing, and understanding English is essential to your success at FTU. Students are to demonstrate their proficiency in the English language. At the

Admissions Office's discretion, proficiency may be demonstrated by:

- An official score report of a standardized exam, such as Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the TOEFL PBT, or 61 on the TOEFL iBT, or International English Language Testing System (IELTS) with a minimum score of 6; or
- Completion of college level certificate or degree program in a country where English is the primary language; or
- Completion of a post-secondary ESL course or college-level English course from a postsecondary institution; or
- Proof of English proficiency through other English tests with a minimum passing score of 70%, or submission of a writing sample.

## SPECIAL ADMISSION POLICY

Applicants must send all official transcripts with their application form. However, if these transcripts are unavailable, Frederick Taylor University (FTU) may provisionally accept students into the program. Students must provide official transcripts within 90 days of enrollment. FTU supplies official transcript request forms to students for verification of their prior academic studies. Applicants can also download the transcript request forms from the FTU website.

## GENERAL ENTRANCE EXAMINATION

Frederick Taylor University does not require any general entrance examinations.

## STANDARDIZED EXAM CREDIT (SEC)

Frederick Taylor University does not accept credits through challenge examinations and/or achievement tests.

## EXPERIENTIAL LEARNING CREDIT (ELC)

Frederick Taylor University does not grant credit for prior experiential learning.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Frederick Taylor University (FTU) recognizes the College Level Examination Program of the College Board. A student who has earned a minimum score of 500 on the General Examinations can be awarded credit for each examination. A maximum of 30 credits may be granted for CLEP.

## ABILITY TO BENEFIT

Frederick Taylor University does not admit ability-to-benefit students.

## TRANSFER STUDENTS

Frederick Taylor University (FTU) will consider accepting transfer students from other schools. To transfer credits to FTU, a student must file an application for admission, satisfy all admission requirements, and submit official transcripts from the school(s) whose credits are to be evaluated for transfer credits.

## RESIDENCY REQUIREMENTS

### CERTIFICATE PROGRAMS

All students must complete the entire program at Frederick Taylor University.

### UNDERGRADUATE AND GRADUATE PROGRAMS

For the Undergraduate programs, all students must complete minimum of 30 semester units. For the graduate program, all students must complete minimum of 18 semester units at Frederick Taylor University



# ACADEMIC INFORMATION

## GRADING SYSTEM

All student learning is graded on a letter basis. Any student receiving an “incomplete” grade will be given up to sixteen weeks to complete the assignment. Any student receiving a “D” grade or below is responsible for creating a plan for improving his/her grade with his/her faculty. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc. The University uses the traditional 4.0 scale grading system for all examinations and final grades.

## GRADE PROGRESS

Grade	Grade Point (Remarks)
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00
CR*	0.0 (Credit)
NC*	0.0 (No Credit)
I*	0.0 (Incomplete)
W*	0.0 (Withdrawal)
R*	0.0 (Repeated Course)
IP*	0.0 (In Progress)
AU*	0.0 (Audit Course)

\* These grades are not included in the calculation of the student’s GPA.

\* Master programs: D and F (Failed Courses) = 0 points.

## CREDIT (CR)

The grade of “CR” is used to denote “pass with credit” when no letter grade is given. This grade is assigned to a grade of C or better for undergraduate and a grade of B or better for graduate students. The CR grade is not included in the GPA.

### NO CREDIT (NC)

The grade of “NC” is used to denote “no credit” when no letter grade is given. The grade of “NC” is not included in the calculation of the GPA.

### INCOMPLETE GRADE (I)

The faculty may assign the “I” grade when work is of passing quality but is incomplete for good cause. Assigning an “I” is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of “I,” the remaining coursework must be finished by the last day of the next session (fall 1 and 2, summer 1 and 2, spring 1 and 2). If the course is not completed, the “I” will automatically lapse to an “F”. It is the student’s responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an “F”. The grade of “Incomplete” will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

### WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “I” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy.

### REPEATED COURSE (R)

Any undergraduate course in which a grade of C- or below or any graduate course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

#### Important Additional Restrictions:

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the University for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

### AUDIT COURSE (AU)

Students who wish to audit a class may do so with the permission of the Chief Academic Officer. Students who wish to audit a course will be required to pay 50% of the tuition for the course. Approval to audit is given on a space-available basis. Students auditing a course must participate in class activities, but are not required to take examinations. Audit and other non-credit courses are not included in fulfilling the requirements for satisfactory academic progress.

### DEFINITION OF CREDIT HOURS

Frederick Taylor University's academic work is established by semesters. A semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum, as determined by the University. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

### GRADING RUBRIC

The following rubric may be used in grading written assignments:

Excellent. The level of work submitted, research, thinking, and communication are superior. You understand and interact with the theories, integrate it with your topic, and have shown how it is applicable in the context you have chosen.

Good. The level of work submitted, research, thinking, and communication are satisfactory. You appear to have read the assigned literature and have made progress in showing how it is applicable in the context you have chosen, though your work could be stronger in both areas.

Satisfactory. The level of work submitted, research, thinking, and communication are acceptable. It appears you understand the reading and have made a start in showing how it is applicable in the context you have chosen.

Poor. The level of work submitted, research, thinking, and communication are not acceptable. You have read some of the theories and have started to consider how it is applicable in the context you have chosen, but you have not demonstrated either clearly.

## GRADE REPORT

At the end of each term, notification of students' academic standing and report of grades achieved while in attendance at Frederick Taylor University (FTU) are available upon students' request. Grades are normally available within two weeks following the last day of the term. If there are any unpaid charges or other penalties on record against students, request for transcript and class grades will be withheld unless arrangements to the contrary have been made in advance with the FTU administration.

## GRADING PROCEDURES

Requirements for midterms and other examinations (written and oral), term papers, reports, projects, and other student activities are assigned by each faculty. Make-up examinations, retests, late submission of reports or other special arrangements are made only by the faculty, and only at the faculty's discretion. Either the faculty or Directors of Frederick Taylor University (FTU) can administer a make-up examination or retest.

Faculty is not required to offer make-up examinations, retests, or to accept late submissions of work. It is fully within the faculty's discretion to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

## SUBMISSION OF STUDENT WORK

All student work should be submitted on a timely manner. Due dates for each assignment, project, paper, homework, presentation, and any other required work will be announced in class and printed on the syllabus of each course. Acceptance of late submission is solely at the discretion of the instructor. However, the general University policy on late submission is that submissions will receive a 10% deduction for each day late and all work after the third day will receive a zero.

All submissions will be evaluated and notified to students within 10 business days. For online students, response will be made within 10 days from the receipt of submitted work by the student.

## FAILING AN EXAMINATION

Faculty may recommend that a retest be granted. Such retests are scheduled at the convenience of the faculty. All retests must be completed before the end of the fourth week of the following session.

## FAILURE TO ATTEND AN EXAMINATION

Without prior authorization by the faculty, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. Students must repeat the course, paying full tuition.

Students may be excused from taking a scheduled examination for the following reasons: childbirth, documented illness or injury, death in the immediate family, or other emergency situation acceptable to the faculty.

The faculty must approve the request for retest. Students will be required to submit acceptable proof of inability to attend the examination.

## ATTENDANCE POLICIES

### CLASSROOM ATTENDANCE

All work missed due to absence or lateness must be made up to the satisfaction of the faculty to receive credit for the course. Faculty may, at their own discretion, arrange for make-up examinations, in cases of excused absence. Unexcused absence or lateness for an examination will normally result in a failing grade for that examination.

Excessive absence is defined as absences in excess of 20% of scheduled classroom hours in didactic courses. Faculty will report excessive absences to the Academic Deans. Students may be asked to appear before the Academic Deans and the faculty. Failure to appear at the meeting may result in a failing grade, and may also result in academic probation.

If the excessive absences are not classified as excused, the Academic Deans may:

1. Place students on probation, giving provisions for return to good standing.
2. Suspend students for the remainder of the class meetings with no penalty grade assigned. Any tuition to be refunded will be refunded per Frederick Taylor University's Refund Policy.
3. Suspend students for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the Chief Academic Officer that students be dismissed from the University.

### TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

### LEAVE OF ABSENCE (LOA)

A leave of absence (LOA) may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. If a leave of absence is unavoidable, it is best to finish the current session before starting a leave.

A student who wishes to take a leave of absence must make the request prior to or on the

first day of instruction by completing the Request for Leave of Absence form, with the exception of an emergency medical leave of absence. The leave of absence is effective only when the Registrar has acted upon the request and granted permission. A student who has taken a leave of absence without the Registrar's permission will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

Students that begin a leave of absence during a session, after add and drop period, will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first session. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period. Students shall not be charged any sum of money for the leave of absence. For the purpose of refund calculation, leave of absences are not charged, and are based on the last day of attendance.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Request for Leave of Absence, or for whom a leave has been denied or has expired, should refer to re-entry.

In any twelve-month period, Frederick Taylor University may grant no more than a single leave of absence to students.

Students taking a leave of absence must meet the following requirements:

- Student must be in good academic standing when requesting an LOA from the Registrar's Office.
- Student must submit a signed leave of absence form to the Registrar's office prior to taking the leave.
- Student must receive PRIOR approval from the Registrar's office before withdrawing from courses.

### MEDICAL LEAVE OF ABSENCE

In addition to the requirements for a leave of absence, student must submit a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific session to the Registrar's Office.

### **TRANSFER CREDIT POLICY**

Frederick Taylor University (FTU) welcomes the transfer of course work from other institutions. Institutions include those that have been accredited by an agency that is recognized by the Council for Higher Education Accreditation (CHEA), approved by the state of California, Bureau for Private Postsecondary Education (BPPE) or other state oversight agencies, or outside the U.S., a provincial or national authority such as the Ministry of Education.

Credit is evaluated on a course-by-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of “C” or higher is transferable to the undergraduate program and “B” or higher to the graduate program; however, grades from transfer credits do not compute into Grade Point Averages (GPA). Grade Point Averages are computed solely on courses completed at FTU. In addition, FTU takes steps to ensure that course work taken at the previous institution is comparable to the course work offered by FTU. These steps include one or more of the following:

- Review of syllabi, grading standards, and other relevant learning resources at the sending institution; and
- Analysis of historic experience regarding the success of transfers from the sending institution.

If a student wishes to apply transfer credit to his/her program, the transfer should be arranged after receiving a letter of acceptance. In order to request this transfer, a student should submit a Transfer Credit Approval Form and arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to FTU.

The maximum number of transferable credits for programs offered is:

- Certificate Programs: No transfer credits will be granted.
- Undergraduate Programs: Up to 90 Semester credits
- Graduate Programs: Up to 18 Semester units

## GOOD ACADEMIC STANDING

When a student’s cumulative (overall) and current (most recent term) grade point averages (GPA) are 2.0 or better, that student is in good academic standing. If either the cumulative or current GPA falls below 2.0, the student is on academic probation.

## ACADEMIC PROBATION AND DISMISSAL POLICIES

Scholastic probation is an identification of students whose scholastic performance is below university students. Academic suspension is an identification of students whose scholastic performance remains below university standards for two consecutive semesters. Below is a general classification of students based on standard grade point average the semester indicated.

1. A student who fails to meet these minimum standards for one semester is placed on academic probation.
2. If he/she fails to meet these minimum standards for two consecutive semesters, he/she is placed on academic suspension.

On Academic Probation: A student may continue at the University pending improvement in his/her academic standing.

On Academic Suspension: A student is required to remain out of the University for one regular semester. His/her record will be stamped academic suspension.

On Academic Dismissal: Students must respect the “Student Code of Conduct” policies stated in this manual.

After remaining out of the University for one regular semester, students who are on academic suspension may apply for readmission. Students must resubmit all required documents and pay the application fee. However, students on academic dismissal may not be readmitted.

The Chief Executive Officer of the University, at his/her discretion and prior to recommendations or action of the Chief Academic Officer, in the interests of the University may place on probation, suspend or dismiss a student for one or more of the causes stated in the “Student Code of Conduct”. Any adjustment of fee or tuition shall be those required by law. Please review the “Student Code of Conduct” section in this manual for more information on proper student conduct and behavior.

## ACADEMIC LOAD

### FULL-TIME

To be considered as a full-time student for the certificate programs, students must take minimum of 5 units per semester.

To be considered as a full-time student for the undergraduate programs, students must take minimum of 12-15 units per semester.

To be considered as a full-time student for the graduate programs, students must take minimum of 9 units per semester.

### PART-TIME

To be considered as a part-time student for the undergraduate programs, students may take up to 11 units per semester.

To be considered as a part-time student for the graduate programs, students may take up to 8 units per semester.

### ONLINE

For the Online programs, students are permitted to set their own academic load.

However, students should adhere to the following deadlines:

- Demonstrate academic progress by completing at least one course every three (3) months for the undergraduate and graduate programs;



- Complete a certificate program within twelve (12) months of the certificate program start date;
- To complete the program within six (6) months a minimum of one course is to be completed every twelve (12) weeks.

## MEASURABLE LEARNING OUTCOME (MAJOR FIELD TEST)

All graduating students must take the Major Field test. Passing this test is not a requirement for graduation.

“Educational Testing Service (ETS) has developed a Major Field Test for Business that is a widely used as an assessment tool to measure graduating business students' mastery of business principles, concepts and knowledge in the United States for nearly twenty-five (25) years. The assessment provides highly reliable scores and comparative data on business-specific titles from nearly 1,000 U.S. programs and hundreds of thousands of students.”

### BACHELOR PROGRAMS

According to ETS, this test is a “multiple-choice exam consisting of 120 questions that are designed to measure a student's subjective knowledge and ability to apply facts, concepts, theories and analytical methods. The questions represent a wide range of difficulty and assess student achievement levels in nine different content areas.

The questions are strongly aligned to well-accepted and established theories and frameworks, thereby allowing effective cross-program comparison. The Major Field Test for Business also allows schools to add up to 50 additional, locally authored questions to the test. This feature provides the ability to customize the assessment so that the institution can measure elements tailored to the nuances or interests of their unique program, in addition to the core concepts that business students everywhere should know.”

### MASTER PROGRAM

According to ETS, this test is a “multiple-choice exam consisting of 124 questions, half of which are based on short case-study scenarios. Questions employ materials such as diagrams, graphs and statistical data. Mathematical operations do not require a calculator. Most of the questions require knowledge of specific information drawn from marketing, management, finance and managerial accounting, or a combination of these.”

# ACADEMIC PROGRAMS

## CERTIFICATE IN BUSINESS MANAGEMENT

The business management certificate is an excellent option for students to obtain continuing education and gain an edge over their peers. It is also an excellent opportunity for those who have graduated in a non-business field to develop foundational business expertise.

### PROGRAM OBJECTIVES

The objectives of the Certificate in Business Management program are to provide:

- Working professionals an opportunity to experience college level study without committing to a full degree program;
- Academic experience and a credential in a given discipline;
- Practical knowledge with an understanding of the integrated nature of business functions;
- The opportunity to explore the issues that characterize the contemporary business environment; and
- The option of pursuing a business administration degree at Frederick Taylor University upon successful completion of the program.

### LEARNING OUTCOMES

Upon successful completion of the Certificate in Business Management program, the students will be able to:

1. Demonstrate a basic knowledge and application of management concepts and approaches;
2. Apply tools and techniques for business management decision making;
3. Locate, retrieve, evaluate, organize, and analyze information for management/leadership decision making;
4. Work with and/or lead a diverse team toward goal accomplishment.

### ADMISSION REQUIREMENTS

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.
- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.

- Proof of Graduation – All applicants must provide proof of completion of high school or GED to qualify for admissions.
- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

**COMPLETION REQUIREMENTS**

Successful completion of 10 semester units (160 clock hours) of study is required. The normal time necessary to complete the program is 8 months.

**COURSE REQUIREMENTS**

(EACH COURSE IS OFFERED ONCE EVERY YEAR)

CBM 201	Introduction to Business Management	5 units (80 clock hours)
CBM 265	Small Business Management	5 units (80 clock hours)

**CAREER OPPORTUNITIES**

- 43-4171 Appointment Clerks
- 43-6011 Administrative Assistants, Executive
- 43-6014 Administrative Assistants, Except Legal, Medical, and Executive
- 43-9060 Office Clerks, General
- 43-9061 Office Assistants
- 43-9000 Other Office and Administrative Support Workers
- 43-9199 Office Support Workers, All Other

## CERTIFICATE IN FINANCIAL ACCOUNTING

Employees with expertise in financial accounting inform and drive some of the most critical decisions impacting any business organization. Also, a solid foundation in finance is required of any entrepreneur. This certificate program will develop students' expertise in financial accounting. Students can use the program for continuing education, professional advancement, or simply to broaden their business acumen.

### PROGRAM OBJECTIVES

The objectives of the Certificate in Financial Accounting program are to provide:

- Working professionals an opportunity to experience college level study without committing to a full degree program;
- Academic experience and a credential in a given discipline;
- Practical knowledge with an understanding of the integrated nature of business functions;
- The opportunity to explore the issues that characterize the contemporary business environment; and
- The option of pursuing a business administration degree at Frederick Taylor University upon successful completion of the program.

### LEARNING OUTCOMES

Upon successful completion of the Certificate in Financial Accounting program, the students will be able to:

1. Prepare and understand basic financial statements;
2. Use accounting information to make informed decisions about the internal operation;
3. Use accounting software;
4. Identify personal financial issues of individuals.

### ADMISSION REQUIREMENTS

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.
- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.
- Proof of Graduation – All applicants must provide proof of completion of high school or GED to qualify for admissions.

- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

COMPLETION REQUIREMENTS

Successful completion of 10 semester units (160 clock hours) of study is required. The normal time necessary to complete the program is 8 months.

COURSE REQUIREMENTS

(EACH COURSE IS OFFERED ONCE EVERY YEAR)

CBM 201	Introduction to Business Management	5 units (80 clock hours)
CBA 225	Accounting	5 units (80 clock hours)

CAREER OPPORTUNITIES

- 43-3031 Accounting Clerks
- 43-4171 Appointment Clerks
- 43-6011 Administrative Assistants, Executive
- 43-6014 Administrative Assistants, Except Legal, Medical, and Executive
- 43-9060 Office Clerks, General
- 43-9061 Office Assistants
- 43-9000 Other Office and Administrative Support Workers
- 43-9199 Office Support Workers, All Other

## CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

Human resources management certificate program is designed to give students a well-rounded foundational knowledge of the most critical issues facing human resources professionals today.

### PROGRAM OBJECTIVES

The objectives of the Certificate in Human Resource Management program are to provide:

- Working professionals an opportunity to experience college level study without committing to a full degree program;
- Academic experience and a credential in a given discipline;
- Practical knowledge with an understanding of the integrated nature of business functions;
- The opportunity to explore the issues that characterize the contemporary business environment; and
- The option of pursuing a business administration degree at Frederick Taylor University upon successful completion of the program.

### LEARNING OUTCOMES

Upon successful completion of the Certificate in Human Resource Management program, the students will be able to:

1. Understand the basic functions and responsibilities of human resource management;
2. Identify, evaluate, and provide solutions to problems relevant to human resource management;
3. Demonstrate critical thinking and employ an ethical approach in HR management planning;
4. Develop HR strategies to aid in HR planning and decision making processes.

### ADMISSION REQUIREMENTS

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.
- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.
- Proof of Graduation – All applicants must provide proof of completion of high school or GED to qualify for admissions.

- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

COMPLETION REQUIREMENTS

Successful completion of 10 semester units (160 clock hours) of study is required. The normal time necessary to complete the program is 8 months.

COURSE REQUIREMENTS

(EACH COURSE IS OFFERED ONCE EVERY YEAR)

CBM 201	Introduction to Business Management	5 units (80 clock hours)
CEM 260	Human Resources Management	5 units (80 clock hours)

CAREER OPPORTUNITIES

- 43-4160 Human Resources Assistants, Except Payroll and Timekeeping
- 43-4161 Human Resources Assistants, Except Payroll and Timekeeping
- 43-4171 Appointment Clerks
- 43-6011 Administrative Assistants, Executive
- 43-6014 Administrative Assistants, Except Legal, Medical, and Executive
- 43-9060 Office Clerks, General
- 43-9061 Office Assistants
- 43-9000 Other Office and Administrative Support Workers
- 43-9199 Office Support Workers, All Other

## CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Supply chain management is driving the world's major global companies. Emerging markets such as China, India, and Brazil are becoming more interlinked and integrated with the established industrial economies, such as USA and Europe.

Logistics and supply chain management are undergoing the greatest changes among the traditional business functions. Development in technology, business relationships, and globalization makes the evolution of logistics the key to sustainable competitive advantage.

The program provides students with grounding in operations, logistics, and supply chain management.

### PROGRAM OBJECTIVES

The objectives of the Certificate in Logistics and Supply Chain Management program is to provide:

- Working professionals an opportunity to experience college level study without committing to a full degree program;
- Academic experience and a credential in a given discipline;
- Practical knowledge with an understanding of the integrated nature of business functions;
- The opportunity to explore the issues that characterize the contemporary business environment; and
- The option of pursuing a business administration degree at Frederick Taylor University upon successful completion of the program.

### LEARNING OUTCOMES

Upon successful completion of the Certificate in Logistics and Supply Chain Management program, the students will be able to:

1. Describe major logistics functions and activities;
2. Differentiate logistics and supply chain management;
3. Describe alternative ways to organize for supply chain management;
4. Describe methods of inventory planning;
5. Compare modes of transportation and related policies;

### ADMISSION REQUIREMENTS

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.



- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.
- Proof of Graduation – All applicants must provide proof of completion of high school or GED to qualify for admissions.
- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

### COMPLETION REQUIREMENTS

Successful completion of 10 semester units (160 clock hours) of study is required. The normal time necessary to complete the program is 8 months.

### COURSE REQUIREMENTS

(EACH COURSE IS OFFERED ONCE EVERY YEAR)

CBM 201	Introduction to Business Management	5 units (80 clock hours)
CSC 270	Supply Chain Management	5 units (80 clock hours)

### CAREER OPPORTUNITIES

- 43-4171 Appointment Clerks
- 43-6011 Administrative Assistants, Executive
- 43-6014 Administrative Assistants, Except Legal, Medical, and Executive
- 43-9060 Office Clerks, General
- 43-9061 Office Assistants
- 43-9000 Other Office and Administrative Support Workers
- 43-9199 Office Support Workers, All Other

## CERTIFICATE IN MARKETING MANAGEMENT

Marketing Managers are to develop effective and productive marketing plans for their organizations. Marketing Specialists are widely hired by retail, service, manufacturing, healthcare and education industries.

This program will offer students the opportunity to expand their knowledge and understanding in customer relationships, product development, brand identity, competitive pricing, distribution channels, marketing communications, advertising, public relations, marketing plans and personal selling.

### PROGRAM OBJECTIVES

The objectives of the Certificate in Marketing Management program is to provide:

- Working professionals an opportunity to experience college level study without committing to a full degree program;
- Academic experience and a credential in a given discipline;
- Practical knowledge with an understanding of the integrated nature of business functions;
- The opportunity to explore the issues that characterize the contemporary business environment; and
- The option of pursuing a business administration degree at Frederick Taylor University upon successful completion of the program.

### LEARNING OUTCOMES

Upon successful completion of the Certificate in Marketing Management program, the students will be able to:

1. Describe what marketing entails and how each component is implemented;
2. Demonstrate how creating value leads to customer loyalty;
3. Design appropriate and effective advertising plan strategies;
4. Conduct marketing research to make informed decisions.

### ADMISSION REQUIREMENTS

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.
- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.

- Proof of Graduation – All applicants must provide proof of completion of high school or GED to qualify for admissions.
- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

**COMPLETION REQUIREMENTS**

Successful completion of 10 semester units (160 clock hours) of study is required. The normal time necessary to complete the program is 8 months.

**COURSE REQUIREMENTS**

(EACH COURSE IS OFFERED ONCE EVERY YEAR)

CBM 201	Introduction to Business Management	5 units (80 clock hours)
CMM 250	Marketing Management	5 units (80 clock hours)

**CAREER OPPORTUNITIES**

- 43-4171 Appointment Clerks
- 43-6011 Administrative Assistants, Executive
- 43-6014 Administrative Assistants, Except Legal, Medical, and Executive
- 43-9060 Office Clerks, General
- 43-9061 Office Assistants
- 43-9000 Other Office and Administrative Support Workers
- 43-9199 Office Support Workers, All Other

## BACHELOR OF SCIENCE IN MANAGEMENT (B.S.M.)

The Bachelor of Science in Management program is designed to provide students with a practical education in the field of management. The program educates students to understand and apply the concepts of effective management in professional environments. The program focuses on the subjects of management, accounting, finance, marketing, operations, human resources management and business planning to prepare students for management responsibilities.

### PROGRAM OBJECTIVES

The objectives of the Bachelor of Science in Management program are to:

- Provide students with the managerial skills needed to function effectively in modern businesses and organizations
- Provide students with a concrete understanding of financial reporting to analyze financial information for management decision-making
- Improve decision-making skills by providing students with the management theory and applications needed for successful business operations
- Promote appreciation for teamwork and other important managerial tools critical to success in a diverse business environment
- Provide a solid foundation for continuous personal, professional, and intellectual growth

### LEARNING OUTCOMES

Upon successful completion of the Bachelor of Science in Management program, the students will:

1. Identify management principles necessary for organizational effectiveness;
2. Apply key problem-solving strategies in the analysis and recommendation of business decisions;
3. Apply knowledge of business concepts and functions in an integrated manner;
4. Demonstrate professional communication and behavior.

### ADMISSION REQUIREMENTS

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.
- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.

- Proof of Graduation – All applicants must provide proof of completion of high school or GED to qualify for admissions.
- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Recommendation Letter – Frederick Taylor University strongly recommend two recommendation letters attesting to your Christian maturity, character, and academic competence.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

### GRADUATION REQUIREMENTS

Successful completion of 120 semester units (1,920 clock hours) of study is required with minimum of 2.0 cumulative grade point average. The normal time necessary to complete the program is 4 years.

### COURSE REQUIREMENTS

(EACH COURSE IS OFFERED ONCE EVERY TWO YEARS)

#### General Education Course Requirements (45 Semester Units)

COM 110	Inter-Personal Communication	3 Units
COM 120	Public Speaking	3 Units
ENG 101	Business English	3 Units
ENG 102	English Composition	3 Units
HIST 101	Western Civilization I	3 Units
HIST 102	Western Civilization II	3 Units
IT 117	Introduction to Computer & Information Processing	3 Units
LIT 101	Literature	3 Units
MATH 116	Business Math	3 Units
MATH 118	Statistics	3 Units
NSC 150	Introduction to Natural Science	3 Units
PSCI 110	Introduction to Political Science	3 Units
PSCI 120	U.S. Government	3 Units
PSY 110	Introduction to Psychology	3 Units
SOC 100	Introduction to Sociology	3 Units

#### Core Course Requirements (60 Semester Units)

BUS 200	Library Research Methods	3 Units
BUS 201	Introduction to Business	3 Units
BUS 202	Human Behavior in Organization	3 Units
BUS 210	Principles of Macroeconomics	3 Units
BUS 215	Principles of Microeconomics	3 Units

BUS 220	Principles of Marketing	3 Units
BUS 225	Principles of Accounting I	3 Units
BUS 226	Principles of Accounting II	3 Units
BUS 230	Business Law	3 Units
BUS 235	Principles of Management	3 Units
BUS 240	Managerial Accounting	3 Units
BUS 247	Financial Statement Analysis	3 Units
BUS 260	Human Resources	3 Units
BUS 270	Operations Management	3 Units
BUS 280	Principles of Entrepreneurship	3 Units
BUS 290	Production Management	3 Units
BUS 300	International Business	3 Units
BUS 310	Retail Marketing	3 Units
BUS 320	Business Ethics	3 Units
BUS 330	Business Communication	3 Units

#### Elective Requirements (15 Semester Units)

ECON 300	Money and Banking	3 Units
BUS 350	Introduction to e-Business	3 Units
FIN 420	Financial Institutions	3 Units
FIN 430	Investments	3 Units
MGT 370	Office Management	3 Units
MGT 380	Introduction to Project Management	3 Units
MGT 385	Organizational Leadership	3 Units
MGT 387	Conflict Management	3 Units
MKT 310	Pricing Strategies	3 Units
MKT 400	Public Relations	3 Units

#### CAREER OPPORTUNITIES

11-1020 General and Operations Managers  
 11-1021 General Managers  
 11-3010 Administrative Services Managers  
 11-9000 Other Management Occupations  
 13-1000 Business Operations Specialists  
 13-1110 Management Analysts  
 13-1111 Analysts, Business Management  
 13-1190 Business Operations Specialists, Miscellaneous  
 13-1199 Business Operations Specialists, All Other  
 39-1020 First-Line Supervisors of Personal Service Workers  
 41-1012 First-Line Supervisors of Non-Retail Sales Workers  
 43-1010 First-Line Supervisors of Office and Administrative Support Workers  
 43-1011 Administrative Support Workers, First-Line Supervisors  
 43-4171 Appointment Clerks  
 43-6011 Administrative Assistants, Executive

43-6014 Administrative Assistants, Except Legal, Medical, and Executive  
43-9060 Office Clerks, General  
43-9061 Office Assistants  
43-9000 Other Office and Administrative Support Workers  
43-9199 Office Support Workers, All Other  
51-1010 First-Line Supervisors of Production and Operating Workers  
51-1011 First-Line Supervisors of Operating Workers

## **BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

The Bachelor of Business Administration degree program is designed to provide undergraduate students with practical education in business administration. The core courses offer a well-rounded education in management, accounting, marketing, finance, international business, and economics. Additional concentration courses are selected to focus on Management, Accounting, Human Resources Management, Marketing, International Business, Healthcare Administration, Information Systems, and Operations Management.

### **PROGRAM OBJECTIVES**

The objectives of the Bachelor of Business Administration program are to:

- Provide business students with the valuable knowledge, practical skills, and relevant techniques of management needed to advance within a modern business organization.
- Improve decision-making skills by providing students with the management theory and applications needed for successful business operations
- Provide students with an understanding of the fundamentals of financial reporting to analyze financial information for better decision-making
- Promote appreciation for teamwork and other important managerial tools critical to success in a diverse business environment
- Enable students to integrate the lessons of a formal academic education with their personal real-world experiences so that learning is meaningful, dynamic, and relevant to one's professional and practical needs

### **LEARNING OUTCOMES**

Upon successful completion of the Bachelor of Business Administration program, the students will:

1. Identify management principles necessary for organizational effectiveness;
2. Apply key problem-solving strategies in the analysis and recommendation of business decisions;
3. Apply knowledge of business concepts and functions in an integrated manner;
4. Demonstrate professional communication and behavior;
5. Demonstrate depth and breadth of knowledge in specified area of concentration.

### **ADMISSION REQUIREMENTS**

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.



- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.
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- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Recommendation Letter – Frederick Taylor University strongly recommend two recommendation letters attesting to your Christian maturity, character, and academic competence.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

### GRADUATION REQUIREMENTS

Successful completion of 120 semester units (1,920 clock hours) of study is required with minimum of 2.0 cumulative grade point average. The normal time necessary to complete the program is 4 years.

### COURSE REQUIREMENTS

(EACH COURSE IS OFFERED ONCE EVERY TWO YEARS)

#### General Education Course Requirements (45 Semester Units)

COM 110	Inter-Personal Communication	3 Units
COM 120	Public Speaking	3 Units
ENG 101	Business English	3 Units
ENG 102	English Composition	3 Units
HIST 101	Western Civilization I	3 Units
HIST 102	Western Civilization II	3 Units
IT 117	Introduction to Computer & Information Processing	3 Units
LIT 101	Literature	3 Units
MATH 116	Business Math	3 Units
MATH 118	Statistics	3 Units
NSC 150	Introduction to Natural Science	3 Units
PSCI 110	Introduction to Political Science	3 Units
PSCI 120	U.S. Government	3 Units
PSY 110	Introduction to Psychology	3 Units
SOC 100	Introduction to Sociology	3 Units

#### Core Course Requirements (60 Semester Units)

BUS 200	Library Research Methods	3 Units
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BUS 201	Introduction to Business	3 Units
BUS 202	Human Behavior in Organization	3 Units
BUS 210	Principles of Macroeconomics	3 Units
BUS 215	Principles of Microeconomics	3 Units
BUS 220	Principles of Marketing	3 Units
BUS 225	Principles of Accounting I	3 Units
BUS 226	Principles of Accounting II	3 Units
BUS 230	Business Law	3 Units
BUS 235	Principles of Management	3 Units
BUS 240	Managerial Accounting	3 Units
BUS 247	Financial Statement Analysis	3 Units
BUS 260	Human Resources	3 Units
BUS 270	Operations Management	3 Units
BUS 280	Principles of Entrepreneurship	3 Units
BUS 290	Production Management	3 Units
BUS 300	International Business	3 Units
BUS 310	Retail Marketing	3 Units
BUS 320	Business Ethics	3 Units
BUS 330	Business Communication	3 Units

Concentration Course Requirements (15 Semester Units)

*Accounting:*

ACCT 401	Intermediate Accounting I	3 Units
ACCT 402	Intermediate Accounting II	3 Units
ACCT 403	Cost Accounting	3 Units
ACCT 404	Managerial Accounting	3 Units
ACCT 405	Budgeting and Financial Management	3 Units
ACCT 406	Auditing Principles	3 Units

*Health Care Administration:*

HC 411	The Health Care System	3 Units
HC 412	Health Personnel Management and Development	3 Units
HC 413	Management of health Care Agencies	3 Units
HC 414	Marketing for Health Services Organization	3 Units
HC 415	Legal Aspects of Health Administration	3 Units
HC 416	Principles of Risk Management and Patient Safety	3 Units

*Human Resources Management:*

HR 441	Organizational Communication	3 Units
HR 442	Intercultural Management	3 Units
HR 443	Compensation and Benefits	3 Units
HR 444	Employment Law	3 Units
HR 445	Collective Bargaining	3 Units
HR 446	Training and Development	3 Units

*Information Systems:*

IS 421	Information Technology Project Management	3 Units
IS 422	Database Management Systems	3 Units
IS 423	Enterprise Architecture	3 Units
IS 424	IS Strategy Management & Acquisition	3 Units
IS 425	IT Infrastructure	3 Units
IS 426	Computer Ethics	3 Units

*International Business:*

IB 431	International Marketing	3 Units
IB 432	International Management	3 Units
IB 433	international Finance	3 Units
IB 434	Intercultural Management	3 Units
IB 435	Globalization and Global Operations	3 Units
IB 436	International Economics	3 Units

*Management:*

MGT 451	Small Business Management	3 Units
MGT 452	Leadership in Organization	3 Units
MGT 453	Social Entrepreneurship	3 Units
MGT 454	Family Business Management	3 Units
MGT 455	International Management	3 Units
MGT 456	Team Management	3 Units

*Marketing:*

MKT 471	Buyer and Consumer Behavior	3 Units
MKT 472	Promotional Advertising	3 Units
MKT 473	Marketing Research and Analysis	3 Units
MKT 474	Sales & Sales Management	3 Units
MKT 475	Retail Marketing	3 Units
MKT 476	Strategic Marketing Management	3 Units

*Operations Management:*

OM 461	Operations Planning and Scheduling	3 Units
OM 462	Inventory System Planning	3 Units
OM 463	Quality Control Management	3 Units
OM 464	Distribution Management	3 Units
OM 465	Supply Chain Management	3 Units
OM 466	Inventory and Warehouse Management	3 Units

**CAREER OPPORTUNITIES**

- 11-1020 General and Operations Managers
- 11-1021 General Managers
- 11-2010 Advertising and Promotions Managers

11-2011 Advertising Managers  
11-2020 Marketing and Sales Managers  
11-2021 Marketing Managers  
11-2022 Sales Managers  
11-3010 Administrative Services Managers  
11-3011 Managers, Administrative Services  
11-3021 Information Systems Managers  
11-3030 Financial Managers  
11-3031 Financial Directors  
11-3051 Managers, Production Control  
11-3061 Managers, Procurement  
11-3071 Logistics Managers  
11-3110 Compensation and Benefits Managers  
11-3111 Benefits Managers  
11-3120 Human Resources Managers  
11-9000 Other Management Occupations  
11-9111 Managers, Health Services  
13-1000 Business Operations Specialists  
13-1071 Human Resources Specialists  
13-1081 Logistics Planners  
13-1110 Management Analysts  
13-1111 Management Consultants  
13-1140 Compensation, Benefits, and Job Analysis Specialists  
13-1141 Benefits Specialists  
13-1161 Marketing Consultants  
13-1190 Business Operations Specialists, Miscellaneous  
13-1199 Business Operations Specialists, All Other  
13-2000 Financial Specialists  
13-2050 Financial Analysts and Advisors  
13-2051 Financial Analysts  
13-2052 Advisors, Personal Financial  
13-2060 Financial Examiners  
13-2061 Financial Examiners  
13-2071 Financial Assistance Advisors  
13-2090 Financial Specialists, Miscellaneous  
13-2099 Financial Specialists, All Other  
15-1121 Information Systems Analysts  
15-1122 Information Security Analysts  
15-2031 Operations Analysts  
39-1020 First-Line Supervisors of Personal Service Workers  
41-1012 First-Line Supervisors of Non-Retail Sales Workers  
41-2030 Retail Salespersons  
41-2031 Retail Salespersons  
41-3000 Sales Representatives, Services  
41-3010 Advertising Sales Agents  
41-3031 Financial Services Sales Agents

41-3011 Advertising Account Executives  
41-3090 Sales Representatives, Services, Miscellaneous  
41-3099 Business Services Sales Representatives  
43-1010 First-Line Supervisors of Office and Administrative Support Workers  
43-1011 Administrative Support Workers, First-Line Supervisors  
43-3000 Financial Clerks  
43-3030 Bookkeeping, Accounting, and Auditing Clerks  
43-3031 Bookkeepers  
43-3061 Clerks, Procurement  
43-3090 Financial Clerks, Miscellaneous  
43-3099 Clerks, Financial, All Other  
43-4160 Human Resources Assistants, Except Payroll and Timekeeping  
43-4161 Assistants, Human Resources, Except Payroll and Timekeeping  
43-4171 Appointment Clerks  
43-5061 Clerks, Production  
43-6011 Administrative Assistants, Executive  
43-6014 Administrative Assistants, Except Legal, Medical, and Executive  
43-9000 Other Office and Administrative Support Workers  
43-9060 Office Clerks, General  
43-9061 Clerks, Office, General  
43-9190 Office and Administrative Support Workers, Miscellaneous  
43-9199 Office and Administrative Support Workers, All Other  
51-1010 First-Line Supervisors of Production and Operating Workers  
51-1011 First-Line Supervisors of Operating Workers

## MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The Master of Business Administration is a professional graduate degree designed to provide an intense educational experience to students and professionals in business that wish to assume senior leadership positions in a business environment.

### PROGRAM OBJECTIVES

The objectives of the Master of Business Administration program are to:

- Provide students with the advanced theories and concepts needed to thrive within a dynamic business environment
- Foster growth and intellectual accomplishment to develop a managerial perspective on business practices
- Help students develop the quantitative and qualitative skills needed to identify and address common business problems and conflicts
- Provide students with the opportunity to develop a global perspective on business operations and to understand how diversity can create a dynamic business environment
- Encourage students to explore their intellectual curiosity and develop their innovative spirit to prepare them for future middle and upper-management positions within business organizations

### LEARNING OUTCOMES

Upon successful completion of the Master of Business Administration program, the students will be able to:

1. Perform strategic analysis effectively;
2. Apply quantitative methods to business problem solving;
3. Assess global opportunities and challenges for business growth;
4. Collaborate effectively as a business leader;
5. Analyze ethical implications of business practices using advanced levels of ethical reasoning;
6. Communicate professionally as a business leader both orally and in writing to bridge diverse perspectives, cultures, and disciplines.

### ADMISSION REQUIREMENTS

- Admissions Application – All students who wish to apply must complete an Admissions Application. The application can be requested from the Admission's Office or downloaded off the University website: [www.ftu.edu](http://www.ftu.edu). The application must be completed thoroughly or it will be immediately rejected.
- Application/Registration Fee – All applicants must submit a non-refundable application fee of seventy-five dollars (\$75.00) with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed.

- Proof of Graduation – All applicants must provide proof of completion of bachelor’s degree to qualify for admissions.
- Interview – All applicants must participate in a brief interview with one of the following staff members: Director of Admissions, Director of Student Services, Chief Academic Officer, or Department Chair.
- Recommendation Letter – Frederick Taylor University strongly recommend two recommendation letters attesting to your Christian maturity, character, and academic competence.
- Personal Identification – All applicants are required to submit a copy of personal identification such as a State driver’s license, government issued identification card, passport, visas, or any government issued photo identification.

GRADUATION REQUIREMENTS

Successful completion of 36 semester units (576 clock hours) of study is required with minimum of 3.0 cumulative grade point average. The normal time necessary to complete the program is 2 years.

COURSE REQUIREMENTS

(EACH COURSE IS OFFERED ONCE EVERY YEAR)

Core Course Requirements (27 Semester Units)

BUS 515	Financial Resources Management	3 Units
BUS 517	International Trade & Finance	3 Units
BUS 518	Investments Management	3 Units
BUS 520	Leadership and Organizational Behavior	3 Units
BUS 525	Managerial Ethics	3 Units
BUS 530	Marketing Management & Planning	3 Units
BUS 535	Managing Cultural Differences	3 Units
BUS 540	Management for the Worldwide Organization	3 Units
BUS 545	Strategic Management	3 Units

Concentration Course Requirements (9 Semester Units)

*Executive Management:*

BUS 546	Management and Leadership	3 Units
BUS 547	Strategic Innovation Management	3 Units
BUS 548	Global Economic Environment	3 Units

*Financial Management:*

FM 550	Economics for Managerial Decision Making	3 Units
FM 551	Corporate Finance	3 Units
FM 552	Financial Analysis and Policy	3 Units

*Health Care Administration:*

HC 553	Health Information Technology	3 Units
HC 554	Health Care Financial Management	3 Units
HC 555	Quality and Process Improvement	3 Units

*Human Resources Management:*

HR 556	Recruitment and Selection	3 Units
HR 557	Training and Career Development	3 Units
HR 558	Compensation and Benefits	3 Units

*Information Systems:*

IS 560	Management of Information Systems	3 Units
IS 561	Information Systems strategy and Policy	3 Units
IS 562	Audit and Control of Information Systems	3 Units

*International Business:*

IB 563	International Issues	3 Units
IB 564	International Financial Management	3 Units
IB 565	Global Marketing Management	3 Units

*Marketing Management:*

MKT 566	Buyer Behavior	3 Units
MKT 567	Product Management	3 Units
MKT 568	Digital Marketing Strategy	3 Units

*Operations Management:*

OP 570	Operations Processes	3 Units
OP 571	Decision Making for Managers	3 Units
OP 572	Project Management	3 Units

*Supply Chain Management:*

SC 573	Global Procurement and Supply Management	3 Units
SC 574	Supply Chain Management Strategies	3 Units
SC 575	Supply Chain Finance	3 Units

*Taxation:*

TX 576	Corporate Income Taxation	3 Units
TX 577	Partnership Taxation	3 Units
TX 578	Regulation of Tax Practice	3 Units

**CAREER OPPORTUNITIES**

- 11-1020 General and Operations Managers
- 11-1021 General Managers
- 11-2010 Advertising and Promotions Managers
- 11-2011 Advertising Managers



11-2020 Marketing and Sales Managers  
11-2021 Marketing Managers  
11-2022 Sales Managers  
11-3010 Administrative Services Managers  
11-3011 Managers, Administrative Services  
11-3021 Information Systems Managers  
11-3030 Financial Managers  
11-3031 Financial Directors  
11-3051 Managers, Production Control  
11-3061 Managers, Procurement  
11-3071 Logistics Managers  
11-3110 Compensation and Benefits Managers  
11-3111 Benefits Managers  
11-3120 Human Resources Managers  
11-9000 Other Management Occupations  
11-9111 Managers, Health Services  
13-1000 Business Operations Specialists  
13-1071 Human Resources Specialists  
13-1081 Logistics Planners  
13-1110 Management Analysts  
13-1111 Management Consultants  
13-1140 Compensation, Benefits, and Job Analysis Specialists  
13-1141 Benefits Specialists  
13-1161 Marketing Consultants  
13-1190 Business Operations Specialists, Miscellaneous  
13-1199 Business Operations Specialists, All Other  
13-2000 Financial Specialists  
13-2050 Financial Analysts and Advisors  
13-2051 Financial Analysts  
13-2052 Advisors, Personal Financial  
13-2060 Financial Examiners  
13-2071 Financial Assistance Advisors  
13-2090 Financial Specialists, Miscellaneous  
13-2099 Financial Specialists, All Other  
15-1121 Information Systems Analysts  
15-1122 Information Security Analysts  
15-2031 Operations Analysts  
39-1020 First-Line Supervisors of Personal Service Workers  
41-1012 First-Line Supervisors of Non-Retail Sales Workers  
41-2030 Retail Salespersons  
41-3000 Sales Representatives, Services  
41-3010 Advertising Sales Agents  
41-3031 Financial Services Sales Agents  
41-3011 Advertising Account Executives  
41-3090 Sales Representatives, Services, Miscellaneous  
41-3099 Business Services Sales Representatives

43-1010 First-Line Supervisors of Office and Administrative Support Workers  
43-1011 Administrative Support Workers, First-Line Supervisors  
43-3000 Financial Clerks  
43-3030 Bookkeeping, Accounting, and Auditing Clerks  
43-3031 Bookkeepers  
43-3061 Clerks, Procurement  
43-3090 Financial Clerks, Miscellaneous  
43-3099 Clerks, Financial, All Other  
43-4160 Human Resources Assistants, Except Payroll and Timekeeping  
43-4161 Assistants, Human Resources, Except Payroll and Timekeeping  
43-4171 Appointment Clerks  
43-5061 Clerks, Production  
43-6011 Administrative Assistants, Executive  
43-6014 Administrative Assistants, Except Legal, Medical, and Executive  
43-9000 Other Office and Administrative Support Workers  
43-9060 Office Clerks, General  
43-9061 Clerks, Office, General  
43-9190 Office and Administrative Support Workers, Miscellaneous  
43-9199 Office and Administrative Support Workers, All Other  
51-1010 First-Line Supervisors of Production and Operating Workers  
51-1011 First-Line Supervisors of Operating Workers

## TUITION AND FEES

### TUITION

All tuition and fees must be paid in U.S. dollars (\$). Students are required to pay tuition and fees at the time of registration for each term.

Program	Per Unit	Per Term (Full-Time)	Entire Program*
Certificate	\$150	\$750	\$1,500 (Books/Materials are additional**)
Undergraduate	\$300	\$4,500	\$36,000 (Books/Materials are additional**)
Graduate	\$400	\$3,600	\$14,400 (Books/Materials are additional**)

\*Total charges for the entire education program are estimated as tuition is subject to annual revision.

\*\*All books and materials required for the course will be listed in the syllabus. It is the responsibility of the students to obtain the course materials before the 1<sup>st</sup> day of the class.

### FEES

Estimated Books/Materials (Entire Program):

Certificate Programs:	\$200.00
Bachelor Programs:	\$5,000.00
Master Program:	\$3,600.00
Application Fee (Non-refundable):	\$75.00
Student Identification Card (per issue)	\$20.00
Official Transcript (Per Copy):	\$20.00
Verification of Enrollment Letter (Per Copy):	\$20.00
Graduation Fee:	\$150.00
Late Payment Fee:	\$35.00
Return Check Fee:	\$25.00
Diploma Replacement Fee:	\$100.00

All textbooks/materials for each course will vary and must be purchased by the 1st day of each class.

### REFUND POLICY

#### STUDENT'S RIGHT TO CANCEL

Institution shall refund 100 percent of the amount paid for institutional charges, less an Application Fee not to exceed seventy-five dollars (\$75), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given a Notice of Cancellation form [attached to this Agreement] to use at the first day of class, but you can use any written notice that you wish.

The institution shall have a refund policy for the return of 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.

#### WITHDRAWAL FROM COURSE

A student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, the student has the right to obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The school will remit a refund less an Application Fee, if applicable, not to exceed \$75.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 400 hour course, pays \$2,000 for tuition and \$75 for the Application Fee as specified in the Enrollment Agreement, and withdraws after completing 100 hours. The pro rata refund to the student would be \$1,500 based upon the calculations stated below.

\$2,075 Total paid	Minus	\$75 Application Fee [the amount the school may retain]	= \$2,000
\$2,000	Divided by:	400 hours in the program	= \$5 Hourly charge for the program
\$5	Multiplied by:	100 hours of instruction attended	= \$500 Owed by the student for instruction received.
\$2,000	Minus	\$500	= \$1,500 Total refund amount*

REFUND TABLE

(Based on Actual Cost of Educational Service):

Refundable Amount	40% Refund	55% Refund	70% Refund	85% Refund	100% Refund
\$2,000	\$800	\$1,100	\$1,400	\$1,700	\$2,000

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

If the student obtained a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 1) The federal or state

government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If a 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.

Frederick Taylor University does not participate in any state or federal financial aid programs.

### ONLINE STUDENTS

Online students shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. Frederick Taylor University shall make the refund pursuant to section 71750 of the Regulations. If Frederick Taylor University sent the first lesson and materials before an effective cancellation notice was received, Frederick Taylor University shall make a refund within 45 days after the student's return of the materials.

Frederick Taylor University shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If Frederick Taylor University transmits the balance of the material as the student requests, Frederick Taylor University shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

*\* REMEMBER: You must cancel in writing. You do not have the right to cancel just by telephoning the school or by not coming to class. Refunds will be impacted by your delay.*

### STUDENT TUITION RECOVERY FUND (STRF)

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 program, 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 cost.
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.

## COURSE DESCRIPTIONS

ACCT 401 Intermediate Accounting I 3 Units  
This course covers financial reporting, revenue recognition, current assets, cash, accounts receivable, inventory and operational assets.

ACCT 402 Intermediate Accounting II 3 Units  
The focus for this course is on managerial accounting and emphasis for use of accounting data in decision-making. Included are cost accumulation models, cost behavior, break-even analysis, budgeting, short and long-term decision analysis, capital expenditure analysis, and financial statement analysis.

ACCT 403 Cost Accounting 3 Units  
This course covers managerial accounting in controlling operations to determine reduction costs, inventory control, inventory evaluation and budgeting.

ACCT 404 Managerial Accounting 3 Units  
This course examines the measurement, analysis, and use of accounting information for management decision-making. Students will examine concepts such as variable costing and inventory management, capital budgeting and operational budgeting decisions, and performance measurement and control of cost/profit/investment centers.

ACCT 405 Budgeting and Financial Management 3 Units  
This course covers how to create, execute and analyze the basic types of budgets used in public, non-profit, and for-profit organizations. This course will teach specific tools by using cases and exercises. The course covers budget analysis, budget development, budget formulation, cost and revenue estimation, budget execution, budget strategies and tactics and evaluation of operating and capital budgets. This course teaches variance analysis, cost accounting, capital budgeting and the balanced scorecard.

ACCT 406 Auditing Principles 3 Units  
An overview of the auditing concepts with special attention to auditing standards, professional ethics and legal liability, this course also includes the study of internal control, the nature of evidence and statistical sampling.

BUS 200 Library Research Methods 3 Units  
This course covers various methods of library research, utilizing online and traditional methodologies.

BUS 201 Introduction to Business 3 Units  
The course offers knowledge and understanding of business focusing on legal structure of business, management and organization, human behavior and labor relations, accounting and finance, marketing and sales promotions, as well as governmental regulations.

BUS 202 Human Behavior in Organization 3 Units  
This course examines behavioral theories and research focused on the individual in the



context of groups and organizations as a whole. These theories and research are applied toward understanding the actions, events, and phenomena in organizations, as well as solving problems within organizations. The course content includes such topics as attitudes, personality, emotions, communication, motivation, decision-making, groups and teams, power, conflict and negotiation, leadership, organizational culture, and human resources.

BUS 210 Principles of Macroeconomics 3 Units  
This course covers economic indicators, aggregate demands, aggregate supply, money, credits, and borderless world.

BUS 215 Principles of Microeconomics 3 Units  
Course covers market process, consumer response, producer response, as well as revenue, costs, price and profit.

BUS 220 Principles of Marketing 3 Units  
This course covers marketing theory and strategic implications; price policies, trade channels, promotion techniques, product and service management.

BUS 225 Principles of Accounting I 3 Units  
This course covers basic financial accounting models and cycles. Students will explore fundamental accounting for assets and liabilities and use a sole proprietorship structure as a model.

BUS 226 Principles of Accounting II 3 Units  
The focus for this course is on managerial accounting and emphasis for use of accounting data in decision-making. Included are cost accumulation models, cost behavior, break-even analysis, budgeting, short and long-term decision analysis, capital expenditure analysis, and financial statement analysis.

BUS 230 Business Law 3 Units  
The course provides a study of business law including history of law, contract, agency, partnerships, corporations, property, sales of goods, and other related matter.

BUS 235 Principles of Management 3 Units  
This course is an advanced study of concepts and historical context of management.

BUS 240 Managerial Accounting 3 Units  
This course examines the measurement, analysis, and use of accounting information for management decision-making. Students will examine concepts such as variable costing and inventory management, capital budgeting and operational budgeting decisions, and performance measurement and control of cost/profit/investment centers.

BUS 247 Financial Statement Analysis 3 Units  
This course will cover the principles of financial analysis and its major role in a sound financial management system.

**BUS 260**      **Human Resources**      **3 Units**  
This course examines the processes involved in human resources from a managerial perspective. Students will examine the functions of human resources management, including work force planning, job design and analysis, recruiting, selection, retention, performance appraisal, training and development, compensation, labor relations, and legal requirements. In conclusion, you will be able to create a complete advantage that will add value to the organization's human capital processes.

**BUS 270**      **Operations Management**      **3 Units**  
The course covers operation techniques and problems of managing people, equipment, and material. The course also covers efficient allocation of resources in an organization.

**BUS 280**      **Principles of Entrepreneurship**      **3 Units**  
This course introduces various aspects of new business creation. Special emphasis will be given to new opportunity discovery and business plan drafting. Therefore, this course is not about small business management. Rather, it is about how to start a new venture through creativity, innovation and intelligence. Other aspects of entrepreneurship such as entrepreneurial financing and team building will be discussed.

**BUS 290**      **Production Management**      **3 Units**  
This course focuses on decision-making and controlling the allocation of personnel, materials and machine utilization in a manufacturing environment.

**BUS 300**      **International Business**      **3 Units**  
A survey of issues in international business, the focus of this course is on managing in an international environment, understanding the global monetary system and developing an international perspective on business operations.

**BUS 310**      **Retail Marketing**      **3 Units**  
This course places emphasis on the unique issues and problems of store managers, merchandising, executives, and service company managers.

**BUS 320**      **Business Ethics**      **3 Units**  
This course examines the role of ethics in business and the ethical issues that confront today's corporate leaders, managers, and employees. Emphasis will be on advancing ethical awareness, critical reasoning skills, and core principles of ethical behavior to provide students with the basic tools to address and resolve complex, critical and at times, conflicting interests and opportunities. Students will assess the role of ethics in relationship to corporate social responsibility, managerial decision-making, executive leadership, and corporate governance through diverse perspectives.

**BUS 330**      **Business Communication**      **3 Units**  
This course is an overview of the principles on how to present effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process.

- BUS 350 Introduction to e-Business 3 Units**  
 This course provides an overview of e-Business from a managerial perspective. It introduces the fundamental concepts for exploring e-Business opportunities by comparing and contrasting various e-Business models. The course will also examine e-Business strategies and implementation issues faced by new Internet ventures as well as established firms. Current issues surrounding e-Business practices such as the role of intranets and extranets, electronic payment systems, Internet security, privacy, and regulations will be discussed as well. Learning in this course is accomplished through a combination of lectures, hands-on labs, case analysis and discussion, group presentations, and a research project.
- BUS 515 Financial Resources Management 3 Units**  
 This course examines the role of accounting in the total information systems of an organization, while focusing on the decision-making processes pertaining to the acquisition of financial resources from external markets and the effective utilization and control of those resources within a business organization.
- BUS 517 International Trade & Finance 3 Units**  
 Students learn about the financial-monetary-economic environment of international business. Topics include the balance of payment, foreign exchange markets and risk, trade finance, direct foreign investment, capital budgeting in the multinational firm and the international money and capital markets.
- BUS 518 Investments Management 3 Units**  
 This course develops the tools and techniques used in the analysis of securities and other investments. Designed for financial officers, analysts, and planners, the course helps students develop strategies for managing investments' portfolios under risky conditions.
- BUS 520 Leadership and Organizational Behavior 3 Units**  
 In today's competitive, complex, fast-paced global economy, organizations cannot stand still. Organizations ranging from Fortune 500 firms to small entrepreneurial start-ups find that they need to change in order to succeed and survive. This course is geared towards developing a better understanding of the challenges, techniques, burdens, and successes associated with initiating and implementing major changes within organizations. The objective of the course is to prepare managers and their consultants to meet the challenges of organizational changes.
- BUS 525 Managerial Ethics 3 Units**  
 This course examines the role of the manager in dealing in a socially responsible and ethical manner with internal and external constituencies.
- BUS 530 Marketing Management & Planning 3 Units**  
 Emphasis is on marketing strategies that establish a match between the firm and its environment. Issues such as what businesses the firm may enter and how the selected field, product or service may succeed in a competitive environment is examined.

- BUS 535**      **Managing Cultural Differences**      **3 Units**  
 This course will cover cross-cultural management and how culture influences behavior in the workplace and internal systems of the company. It will focus on the global and strategic issues in international businesses. There will be emphasis on the influence of non-cultural factors on decision-making and implementation. Cultural convergence and divergence in the subsidiary will also be covered.
- BUS 540**      **Management for the Worldwide Organization**      **3 Units**  
 Students learn how to identify, analyze, and plan for those elements within the cultural, economic, and political environments of international business that require specialized understanding and skills for successful management or organized enterprise.
- BUS 545**      **Strategic Management**      **3 Units**  
 The course covers the study of development of company policy and strategy and impact of a company’s internal and external environments on strategic decisions.
- BUS 546**      **Management and Leadership**      **3 Units**  
 This course focuses on the study of management and leadership in today’s organizations. Students will compare management and leadership, analyzing the differences, examining the relationships, and exploring common misconceptions about these two terms. The course will discuss managing as dealing with complexity and leading as dealing with change. Course activities include a personal self-assessment, as well as an in-depth review of management and leadership history, theories, practices, competencies, and relationships. Students will also evaluate personal readiness for online or on-ground graduate study.
- BUS 547**      **Strategic Innovation Management**      **3 Units**  
 This course explores the role of innovation in corporate and business unit growth strategy. Innovation is studied from both external industry and internal company perspectives. The course starts with developing an understanding of some economic aspects of innovation and how innovation impacts the industry evolution. This knowledge is essential to achieve sustainable performance, growth and ensure companies' long-term viability. Different approaches to innovation are discussed leveraging examples and cases in consumer products, and healthcare industries. Then “state-of-the-art” internal innovation capabilities are discussed, which are required to outperform competition. These capabilities include innovation process, consumer/customer insights, portfolio management, and organizational governance. The capabilities are discussed based on the examples of leading corporations like Procter & Gamble, Nestle, 3M, Novartis, Pfizer and several others. All studied topics are pulled together to define a “right to win” innovation strategy that is sustainable and differentiated. The course finished with a discussion of business model innovation.
- BUS 548**      **Global Economic Environment**      **3 Units**  
 This course explores the fundamentals of national competitiveness, productivity and growth. It studies the forces that determine production, consumption, savings and investment. It introduces the problem of variable foreign exchange rates and their impact

on policy, performance and finance. It explores the complex relationships among government policies and private-sector performance in a global setting.

CBA 225      Accounting      5 units (80 clock hours)

This course provides a basic understanding of the accounting process, financial statements, content of assets, liabilities, and owner's equity accounts.

CBM 201      Introduction to Business Management      5 Units (80 clock hours)

The course offers basic knowledge and understanding of business focusing on legal structure of business, management and organization, human behavior and labor relations, accounting and finance, marketing and sales promotions, as well as governmental regulations.

CBM 265      Small Business Management      5 units (80 clock hours)

Study covers the opportunities and qualifications for establishing, financing, developing managerial policies and procedures for small businesses.

CEM 260      Human Resources Management      5 units (80 clock hours)

Study covers human resource planning, recruiting, selection, and training. It also covers development of personnel policies and government regulations.

CMM 250      Marketing Management      5 units (80 clock hours)

This course is a study of marketing functions in the organization and application to tangible goods and services.

COM 110      Inter-Personal Communication      3 Units

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is on the communication process; issues addressed include perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

COM 120      Public Speaking      3 Units

This course is designed to give students the skills necessary to speak in public successfully. They will learn the different strategies to be effective and confident public speakers like voice projection and dealing with anxiety. Also, basic speech writing and formats will be discussed.

CSC 270      Supply Chain Management      5 units (80 clock hours)

This course covers supply chain management, which involves the coordination of production, inventory, location, and participants in a supply chain.

ECON 300 Money and Banking 3 Units  
This course is a study of monetary theories and banking principles, with particular emphasis on contemporary developments in money and banking in the U.S., the Federal Reserve System, and financial investments.

ENG 101 Business English 3 Units  
Business Writing is a multi-faceted course that focuses on various situations related to verbal, non-verbal and written communication within organizations. The course also includes activities and case studies related to daily business situations and provide students the opportunities to practice various forms of communication through letters, memos, emails, presentations and social media.

ENG 102 English Composition 3 Units  
English Composition is designed to develop students' abilities to think, organize, and express their ideas clearly and effectively in writing. This course incorporates reading, research, and critical thinking. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. Numerous in-class writing activities are required in addition to extended essays written outside of class.

FIN 420 Financial Institutions 3 Units  
This course will provide a broad overview of the business functions and regulatory constraints for the various types of financial institutions. It will cover financial institutions in Asia and Europe as well as in the United States.  
Some financial institutions serve as pass-throughs, or agency institutions, where the risks and returns to clients depend primarily on the investment results of the institutions. Such institutions include mutual funds, hedge funds, REITs and defined contribution plans such as 401k plans. Other financial institutions serve as guarantors, or principal institutions, where the institutions offer a fixed return to clients and the institutions retain the actual risks and returns of their investments. This group includes commercial banks, insurance companies, sovereign funds and defined benefit pension plans.

FIN 430 Investments 3 Units  
The focus of this course is on financial theory and empirical evidence for making investment decisions. Topics include: portfolio theory; equilibrium models of security prices (including the capital asset pricing model and the arbitrage pricing theory); the empirical behavior of security prices; market efficiency; performance evaluation; and behavioral finance.

FM 550 Economics for Managerial Decision Making 3 Units  
This course is designed to provide a solid foundation of economic understanding for use in managerial decision-making. The overall goal of this course is to guide students on the use of managerial economics tools and techniques in specific business settings. The course will offer a comprehensive treatment of economic theory and analysis, using both qualitative and quantitative tools and techniques (e.g. forecasting and estimation techniques) associated with the theory. Examples and problems discussed in the class

will illustrate the application of economic thinking to a wide variety of practical situations.

FM 551 Corporate Finance

3 Units

The goal of this course is to develop the analytical skills for making corporate investment with regards to financial decisions and risk analysis. This course will examine various theories including the concept of present value, the opportunity cost of capital, discounted cash flow analysis, a consortium of valuation techniques, issues between short & long term financial management, risk and return, capital asset pricing model, capital budgeting, corporate capital structure and financing decisions, dividend policy, investment and financial decisions in the international context, including exchange rate/interest rate risk analysis, and issues of corporate governance and control. In essence, we will explore the very patterns of corporate finance that has shaped the familiar yet complex terrain of today's global economy.

FM 552 Financial Analysis and Policy

3 Units

An integrative course designed to provide insight and experience in problem solving in finance. The course utilizes cases and computer applications.

HC 411 The Health Care System

3 Units

Introduction of the elements of the American healthcare system, including the provider components, financing, the basic structure of health systems, comparative analysis of the American system to other countries' healthcare systems, and the legal/regulatory framework within which the American healthcare system functions.

HC 412 Health Personnel Management and Development

3 Units

This course examines the concepts, models and methods used in managing and developing human resources in health care provider organizations as well as in the health care system as a whole.

HC 413 Management of Health Care Agencies

3 Units

This course surveys the major administrative approaches in public and private agencies that administer health programs. The ultimate goal of the course is to assist students in understanding management principles in the American health care delivery system, including the roles of patients, third part insurance payers, and health care professionals. The course presents contemporary thinking about management skills and competencies, and "how management gets done" in health care organizations. The focus is on (1) developing an understanding of management and organizational processes which help or hinder successful task completion (2) improving interpersonal and diagnostic skills, and (3) developing an understanding of theoretical knowledge related to organizational design and behavior.

HC 414 Marketing for Health Services Organization

3 Units

Overview of the marketing process, strategic planning, consumerism, the competitive environment and the marketing mix as they relate to modern health organizations.

HC 415            Legal Aspects of Health Administration            3 Units  
This course provides an overview of health law issues that impact the business of healthcare and those who manage it. This course covers: the evolution of the US healthcare system and the laws and regulations which govern it and the basics of our legal system and how healthcare laws and regulations are formulated and enforced.

HC 416            Principles of Risk Management and Patient Safety            3 Units  
This course identifies changes in the industry and describes how these changes have influenced the functions of risk management in all aspects of healthcare. This course is divided into four sections. The first section describes the current state of the healthcare industry and looks at the importance of risk management and the emergence of patient safety. The course also explores the importance of working with other sectors of the health care industry such as the pharmaceutical and device manufacturers. The last three sections focus on the three main components of the risk manager's responsibility: claims management, risk financing and proactive loss control. The final section touches on solutions for seamless integration between risk management and patient safety functions.

HC 553            Health Information Technology            3 Units  
This course gives students the opportunity to design, develop, and process health information data. Students learn how health information is stored, retained, and retrieved in accordance with ethical, legal and voluntary rules, regulations and standards. Primary and secondary record systems will be covered, including numbering and filing systems, documentation and form requirements, screen designs and content, and usage and structure of health data sets. In addition, students learn about ambulatory care facilities, nursing homes, hospices, and home care offered in the United States. Students also explore the electronic health record, human resource supervision and resource management and the responsibilities of healthcare professionals.

HC 554            Health Care Financial Management            3 Units  
This course provides an understanding of the financial operations of health care organizations including financial reporting, cost management, sources of revenue, and budgeting in health care organizations.  
The course will focus on the theory and application of health care finance as it applies to health care organizations. The course includes specific emphasis on financial statements and reports, CFO responsibilities, revenue cycle, coding, reimbursement mechanisms, managed care contracting, personnel expenses, supply chain and materials management, operating and capital budgeting, variance analysis, benchmarking, and capital funding. Throughout the course, there is a focus on solving problems within financial operations by studying and applying current best practices in the industry.

HC 555            Quality and Process Improvement            3 Units  
This course provides overview for organizations and individuals on utilizing quality and process improvement tools and techniques to effectively achieve an organization's mission and strategic goals and improve health outcomes of the community.



- HIST 101      Western Civilization I      3 Units  
 This course gives students an overview of the major events and developments in European history, from ancient times to roughly 1700. It is divided into eight segments, each centering on a specific historical era: Ancient Greece; Ancient Rome; the Middle Ages; the Crusades; the Renaissance; the Reformation; the New Monarchies; the Scientific Revolution.
- HIST 102      Western Civilization II      3 Units  
 This course is a broad survey introduction to the history of Europe from 1660 to the present day. Throughout the course, students will be concerned with learning about the basic events and concepts that have shaped the modern history of the West. At the same time, students will seek to understand how historians develop these events and concepts into an interpretation of history – in short, how historians write a history from a series of facts.
- HR 441      Organizational Communication      3 Units  
 This course is an analysis of organizational communication theories and methods and a study of organizational culture and communication patterns. Includes practice in the analysis of organizational communication problems and an introduction to interventions and methods of communication training.
- HR 442      Intercultural Management      3 Units  
 This course is an overview of the International business with an emphasis on the role of culture. Review of the practical management functions necessary to develop global vision and management skills. Emphasis is placed on assessing the environment, ethics and social responsibility, communication skills, and formulating business strategies. Present international business structures and effective leadership skills for today's global economy.
- HR 443      Compensation and Benefits      3 Units  
 This course presents the dynamics involved in compensating employees for services rendered in a modern organization. This course focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay administration, and required benefits.
- HR 444      Employment Law      3 Units  
 This course is a study of the law governing the employment relationship, including the establishment and termination of that relationship. Specific topics studied include employee access to job opportunities, employer information gathering (including testing), prohibited discriminatory employment practices, regulation of wages, hours, and benefits of employment occupational safety and health, the developing concept of unjust discharge, and regulations providing protection of retirement benefits.

- HR 445      Collective Bargaining      3 Units  
This course provides an overview of the role of unions and collective bargaining in the United States. And provides an overview of membership in labor organizations, labor law, negotiations, grievance arbitration, and alternative futures for organized labor.
- HR 446      Training and Development      3 Units  
Study of current trends in human resource training and development with application to diverse organization environments and labor practices.
- HR 556      Recruitment and Selection      3 Units  
In a highly competitive business world, an organization's staff can determine whether a company profits or perishes. This course presents recruitment and selection as an essential component in recruitment planning. The role of recruitment and selection is examined in relation to an organization's overall profitability or viability. Through a blend of theory and application, the course introduces students to a wide range of issues, principles, practices and trends in recruitment and selection.
- HR 558      Compensation and Benefits      3 Units  
This course presents the dynamics involved in compensating employees for services rendered in a modern organization. This course focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay administration, and required benefits.
- IB 431      International Marketing      3 Units  
This course will equip students with the tools and terminology to explore and understand marketing practices in a global environment. Putting yourself as an international marketing manager, you will learn the scope and challenge of international marketing, the dynamic environment of international trade, the culture, political, legal, and business systems of global markets, the global market opportunities and finally, the ways to develop global marketing strategies. Students will also learn to develop a formal analytic framework of decision-making based on recent developments in the field of International Marketing through the group project and case studies. This course is designed to provide students with the latest understanding of global issues, disciplines, competitions and the necessary skills in making strategic decisions based on a global perspective.
- IB 432      International Management      3 Units  
The study of international management is gaining importance as firms expand their operations globally. The International management course is designed to help students learn the fundamentals of international business strategies and cross-cultural management. Further, throughout the course, students are expected to develop a sense of ease to engage in business in a multicultural business management environment.
- IB 433      international Finance      3 Units  
This course focuses on international financial management and international trade. Topics in financial management, viewed primarily from the perspective of managers doing business overseas, include the management of foreign exchange exposure, foreign



analyzing key financial decisions in multinational firms. The approach of the course is to treat international financial management as a natural and logical extension of the principles learned in the introductory financial management course.

IB 565            Global Marketing Management            3 Units

This course is designed to provide students with the latest understanding of global issues, disciplines, competitions and the necessary skills in making strategic decisions based on a global perspective. The course will also equip students with the tools and terminology to explore and understand marketing practices in a global environment. Putting yourself as an international marketing manager, you will learn the scope and challenge of international marketing, the dynamic environment of international trade, the culture, political, legal, and business systems of global markets, the global market opportunities and finally, the ways to develop global marketing strategies. Students will also learn to develop a formal analytic framework of decision-making based on recent developments in the field of International Marketing.

IS 421            Information Technology Project Management            3 Units

This course provides an introduction to the concepts of information technology project management and techniques for initiating, planning, executing, monitoring and controlling of resources to accomplish specific project goals.

IS 422            Database Management Systems            3 Units

This course will concentrate on the principles, design, implementation and applications of database management systems.

IS 423            Enterprise Architecture            3 Units

This course intends to be an initial exposure to enterprise architectures, EA concepts, and foundations and to develop an understanding of how EA can be the difference between successful and scalable business – versus chaotic, constrained, and stagnant businesses. The course offers an introductory pathway for those who are new to EA, as well as functional business people desiring a broad overview of EA and its' benefits. The course informs students regarding EA frameworks (TOGAF, Zachman, EA3), framework approaches, and optimizations that when applied capture the current and future structure of business internals by aligning them with enterprise strategy. The course progresses from the business view of EA, into transition activities utilizing elements of standard EA frameworks, and closing with the value EA brings to technological transformational activities and stewardship through disruptive developments in the marketplace.

IS 424            IS Strategy Management & Acquisition            3 Units

This course explores the issues and approaches in managing the information systems function in organizations and how the IS function integrates/supports/enables various types of organizational capabilities. It takes a senior management perspective in exploring the acquisition, development and implementation of plans and policies to achieve efficient and effective information systems. The course addresses issues relating to defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organization. The remainder of the course is



Hands-on experience with personal computers in labs is recommended. Intended for those seeking a career as a computer professional, an understanding of the role of Information Systems in the business community, or introductory “end user” computer skills.

LIT 101 Literature

3 Units

This course is an overview of the main genres of literature, including fiction, poetry and drama. Examines literary language and different approaches to literary criticism designed to increase student confidence when responding to literature.

MATH 116 Business Math

3 Units

This course applies students’ interpretation of basic mathematical concepts to common business usage covering such topics as percentages, interest, trade, bank and cash discounts, payroll, time value of money, and business loans.

MATH 118 Statistics

3 Units

Introduction to empirical research and statistical tools: probability, statistical distributions, hypothesis formulation and testing, correlation techniques, indexes and indicators. *Prerequisite: None*

MGT 370 Office Management

3 Units

This course is the study of the responsibilities, problems and duties of an office manager in managing a modern office from both a traditional and computerized office systems approach. The course also includes techniques used to reduce and control office costs.

MGT 380 Introduction to Project Management

3 Units

This course concentrates on the general methodology of managing a technical project from concept to operational use, with emphasis on the functions, roles, and responsibilities of the project manager. Topics include career aspects of project management; business factors affecting the project and the manager; project organization, planning, execution, and communications; project life cycle; risk analysis; interface management; design review; design control assessment; reporting; and reaction to critical problems. Students are formed into groups, presented with a scenario that simulates the development of a high-technology system, and assigned to make decisions required of the project manager in the execution of the project. The project manager's decisions must then be effectively communicated (and perhaps defended) to a variety of audiences (represented by other students and faculty) that include top management, the customer, functional management, and members of the project team.

MGT 385 Organizational Leadership

3 Units

This course explores the complex relationship of strategic economic issues within an organization and the organization's interaction with other firms in the industry. The course begins with a brief overview of the basic economics of the firm and uses those principles to drive an analysis of the firm’s activities and interactions with other firms. The course examines different market structures to see how overall economic structure affects decision making and interactions; this basic structure will be used to analyze

competition with other firms in obtaining resources, setting prices to maximize profits, and reacting to decisions of competitors. The course also examines methodologies for evaluating results and explores ways to use that analysis in making future decisions.

MGT 387      Conflict Management      3 Units

This course is designed to offer concepts of collaboration and conflict resolution in the commercial setting. First, the course will begin with reviewing the evolution of conflict resolution in American business. Second, the course will examine the establishment of conflict management systems in commerce. Third, the course will explore the future of conflict resolution systems and how innovations are reshaping the complexion of the U.S. business model. Finally, the course will provide experiential learning in conflict resolution systems for employment, board governance and marketplace applications.

MGT 451      Small Business Management      3 Units

This course is an overview on how to start and operate a small business. Topics include facts about small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. This is a comprehensive examination of establishing and operating a small business in today's dynamic business environment. This course covers such topics as risk taking and entrepreneurship, forms of ownership, planning, organizing and managing, feasibility analysis, financing, human resources management, ethics, international business, governmental regulation and taxation, franchising, starting or buying a small business and other relevant subject areas.

MGT 452      Leadership in Organization      3 Units

This course is designed to inform the individual about the structure and behavior of actors at all levels of the organization. Through various exercises such as written assignments and discussion, the student will be able to understand "why" and "how" organizations operate and function under dynamic leadership.

MGT 453      Social Entrepreneurship      3 Units

Social entrepreneurship is a rapidly developing and changing business field in which business and nonprofit leaders design, grow, and lead mission-driven enterprises. As the traditional lines blur between nonprofit enterprises, government, and business, it is critical that business students understand the opportunities and challenges in this new landscape. Through case discussion, lecture, and student presentations this course will explore this emerging field. Students will be expected to develop a business plan for a social enterprise.

MGT 454      Family Business Management      3 Units

This course explores the unique challenges and opportunities present in managing a family business. Topics will include the decision to join the family firm, establishing credibility as a son or daughter, the stages of family business growth, strategic planning in the family firm, dealing with non-family managers, and succession.

MGT 455      International Management      3 Units

This course focuses on key issues in International and Global Management. It uses

economies in transition of Central and Eastern European Countries as the example of challenges of formulating and implementing strategies in business subsidiary operating in foreign environment. These issues are approached from a perspective of managers responsible for organizational success in risky and turbulent environment of international business. The emphasis will also be put on understanding the logic of transformation from planned to market economy in different CEE countries and on pragmatic issues of entry strategies and local responsiveness.

MGT 456      Team Management      3 Units

This course is designed to give students exposure to essential theories and concepts for analyzing, understanding, and managing groups. This course examines components that comprise teams, highlights key factors that influence team effectiveness, develops skills in diagnosing opportunities and threats that face teams, and enhances teamwork expertise. Team management is studied through reading and discussing cases, learning and implementing techniques to build and sustain teams, and completing a team project where students can apply the skills and knowledge learned to a real-world team.

MKT 310      Pricing Strategies      3 Units

This course is designed to equip you with the concepts, techniques, and latest thinking bearing on pricing issues, with an emphasis on ways in which you can help a firm to improve its pricing. The first half of the course covers the fundamental analytical tools, theories and conceptual frameworks needed for formulating pricing strategies. From this part of the course, you will learn not only how to analyze costs, customers, and competitors in order to formulate proactive pricing strategies, but also specific ideas that you can use to help a firm to improve its pricing. The second half of the course focuses on commonly used pricing tactics. This part of the course will help you to gain insights into successful pricing strategies in various industries and discuss how to improve a firm's pricing through a sophisticated pricing structure. The topics of discussion include price promotions, price bundling, price discrimination, versioning, nonlinear pricing, pricing through a distribution channel, dynamic pricing, etc.

MKT 400      Public Relations      3 Units

This is a general course in the technique of establishing and maintaining public relations. Activities span a variety of media to influence public opinion and manage an organization's reputation.

MKT 471      Buyer and Consumer Behavior      3 Units

This course is an examination of behavioral study of buyer behavior, cultural & social factors, personality, learning, attitude theory, brand loyalty, diffusion of innovations, models of consumer behavior.

MKT 472      Promotional Advertising      3 Units

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness.



- MKT 473      Marketing Research and Analysis      3 Units  
 This course provides a comprehensive introduction to marketing research, and discusses key concepts, processes, and techniques, as well as their applications. Students gain an appreciation for the breadth and depth of the subject and its significance for a business enterprise, whether a start-up or an established company. Besides an overview of marketing research, the course covers research design, including qualitative and quantitative data, and quantitative methods used for analyzing research data to make decisions.
- MKT 474      Sales & Sales Management      3 Units  
 This course analyzes personal selling strategies and practices, including consultative selling and negotiation. *Prerequisite: None*
- MKT 475      Retail Marketing      3 Units  
 This course places emphasis on the unique issues and problems of store managers, merchandising, executives, and service company managers.
- MKT 476      Strategic Marketing Management      3 Units  
 This course offers a strategic approach to the management of the marketing function. Students are required to plan, organize, and present a community event. All aspects of marketing are integrated including development of a marketing plan, presentation to officials, creation of promotional materials, sales, and budget preparation.
- MKT 566      Buyer Behavior      3 Units  
 Students will study individual consumer behavior in relation to the buying-selling process. Emphasis is placed on understanding the consumer in order to facilitate the development of an effective marketing strategy.
- MKT 567      Product Management      3 Units  
 The course will emphasize the use of market research data and marketing models for new product development and management. The main topics to be covered in this course are idea generation, concept evaluation, optimal product design, test marketing, product positioning, market segmentation, market share estimation, product packaging, advertising testing, pricing, brand name selection, brand equity, and global product planning.
- MKT 568      Digital Marketing Strategy      3 Units  
 The course examines digital marketing strategy, implementation and executional considerations for BtoB and BtoC brands and provides a detailed understanding of all digital channels and platforms. Participants will complete the course with a comprehensive knowledge of and experience with how to develop an integrated digital marketing strategy, from formulation to implementation.

- NSC 150 Introduction to Natural Science 3 Units  
This course provides the student with a survey of the basic physical sciences of Chemistry, Physics, Earth Science, etc. and will introduce the student to the basic concepts of Physical Science as supporting creation.
- OM 461 Operations Planning and Scheduling 3 Units  
This course examines the application of scheduling in manufacturing and service organizations. Topics include machine scheduling, job shop scheduling, project scheduling, flexible assembly system scheduling, lot sizing and scheduling, interval scheduling, and personnel scheduling.
- OM 462 Inventory System Planning 3 Units  
This course reviews proper planning and systems that are needed to ensure that just enough inventory is used to meet a company's goals. *Inventory Management* provides the tools needed to employ enough inventory to assure high levels of customer service, while avoiding excessive inventory levels that can create losses. Topics covered include inventory policies, materials planning, purchasing and the supply chain, receiving, storage, shipping, production activities, record accuracy, warehousing efficiencies, measurements, and much more.
- OM 463 Quality Control Management 3 Units  
This course examines the methods used to ensure quality production through the measurement and maintenance of desired product characteristics in manufacturing processes.
- OM 464 Distribution Management 3 Units  
This course is designed to give students a managerial knowledge of how logistics supports marketing-distribution, procurement and manufacturing. Emphasis is placed on the integration of core logistics functions (e.g., logistics customer service, transportation, inventory, order processing, warehousing/stock-keeping facilities, materials management), total cost integration, and supply chain management to create competitive advantage through customer service. The use of information technology is also emphasized. Students play the beer simulation game to help tie together core supply chain management concepts and tools.
- OM 465 Supply Chain Management 3 Units  
This course covers supply chain management, which involves the coordination of production, inventory, location, and participants in a supply chain.
- OM 466 Inventory and Warehouse Management 3 Units  
This course will discuss the key aspects of inventory control and materials handling. The course will develop students' knowledge of receiving and storing materials with an eye to greater profitability. The course examines proper material processing, including the picking and shipping of goods. Students learn the technologies and computer systems that assist managers in maintaining inventory and forecasting supply needs.

- OP 570              Operations Processes    3 Units  
This course focuses on the study of the processes by which products are created and delivered to customers. The course emphasizes the process flow method using three measures of process achievement: throughput (the rate of product delivery), flowtime (the time it takes to deliver that product), and inventory. Topics include Little's Law, queueing models, use of inventory, importance of time-based competition, process analysis, and bottleneck analysis. The course covers applications of process analysis to both manufacturing and service industries. Computational analysis using simulation is emphasized.
- OP 571              Decision Making for Managers    3 Units  
This course aims to improve the decision-making skills and to provide strategies for further improvement in the future. The course will cover how individuals and groups make decisions and solve problems, individually and in organizations. By the end of the course, students will understand their own decision styles and personal dispositions, make decisions more deliberately and systematically, and will be able to use decision analysis techniques and group processes, integrate their values into their decisions, and generally, have increased confidence in their decision-making.
- OP 572              Project Management    3 Units  
This course explores the fundamental knowledge, terminology and processes of effective project management. Topics include project integration management, project scope, time and cost management, human resource management, communication, ethics, risk and procurement. Microsoft Project will be introduced.
- PSCI 110            Introduction to Political Science    3 Units  
The origin, nature, and function of government, principles and methods of political organization and development are introduced.
- PSCI 120            U.S. Government    3 Units  
This course covers the origin, organization, form, functions, and functioning of the United States Government, including its political parties.
- PSY 110            Introduction to Psychology    3 Units  
This course covers a summary of major theories, concepts, and treatment approaches in the field of psychology.
- SC 573              Global Procurement and Supply Management    3 Units  
This course reviews the demands placed on today's procurement and supply management from the firm's stakeholders and demonstrates their impact on the competitive success and profitability of the organization. Furthermore, this course will describe ethical, contractual and legal issues faced by procurement, and recognizes the expanding strategic nature of supply management. The major areas covered are procurement as a functional activity, and how effective supply management impacts on total quality, cost, delivery, technology, and responsiveness to the needs of a firm's external customers (insourcing/outsourcing, supplier evaluation, supplier development, and global sourcing).

This course will introduce the tools, techniques, and approaches for managing the procurement and sourcing process (cost/price analysis, negotiations, and contract management).

SC 574          Supply Chain Management Strategies          3 Units

This course provides a broad overview of key supply chain strategies, issues and challenges. Successful supply chain management requires cross-functional integration of key business processes within the firm and across the network of firms that comprise the supply chain. The challenge is to determine how to successfully accomplish this integration. Other topics covered include the management aspects of logistics networks, forecasting, inventory management, supply contracts, strategic alliances, supply chain integration and design, procurement and outsourcing, customer value, international issues, and a quick review of supply chain software. Case studies, supplemented with a Supply Chain Simulation, and guest speakers are used to illustrate the issues discussed in lectures.

SC 575          Supply Chain Finance          3 Units

This course will introduce key financial and accounting aspects of SCM, and instill a financially oriented mindset by integrating said aspects into the analysis of SCM issues and systems. Topics covered include supply chain costing, working capital management, supply chain financing, supply chain risk management, and supply chain contracts and purchasing. Some case studies will illustrate the concepts learned.

SOC 100          Introduction to Sociology          3 Units

This course surveys both the history and field of sociology and will introduce the student to basic concepts of sociology.

TX 576          Corporate Income Taxation          3 Units

This course is an overview of the fundamental tax rules and principles regarding the taxation of domestic corporate entities. This course will address choice of entity (C corporation, S corporation and non-corporate pass-through entities), capital structure and formation issues, and corporate operations, including cash and property distributions and shareholder exit transactions. Approximately half of the course will be devoted to taxable and non-taxable acquisitions, dispositions and reorganizations, including planning and structuring strategies; a portion will address current tax policy considerations.

TX 577          Partnership Taxation          3 Units

This course gives special attention to all aspects of partnership taxation. Subjects include partnership formation and liquidation, special allocations, basis adjustments for operating items, and deductions, losses, and credits to partners. Research into difficult partnership issues is also stressed.

TX 578 Regulation of Tax Practice

3 Units

This course will investigate the ethical obligation of tax practitioners in various roles, including return preparer, audit representative, litigator, planner, negotiator, ruling seeker, tax policy commentator and government lawyer. Furthermore, the course will examine various sources of laws that regulate tax practice; these sources include state and federal regulations. The course will also analyze the consequences associated with a tax practitioner's failure to fulfill his/her ethical obligations, focal points of class analysis.

## ADMINISTRATION AND FACULTY

### GOVERNING BOARD

Rev. Dr. Caleb Hoang Truong  
Chairman  
Pastor and Prayer Director of ConvergeViet Ministries – USA

Rev. Phuc Trieu  
Vice-Chairman  
Senior Pastor of Vietnamese Community Church, Canoga Park, CA

Rev. Dr. Tu Anh Truong  
Board Member  
Pastor and National Director for ConvergeViet Ministries – USA

John Scrivener  
Board Member  
Arcadia Presbyterian Church Elder

Michelle Tsaur  
Board Member  
Executive Director of California College of Music, Pasadena, CA

### ADMINISTRATION

Ashkin, Patjohn  
Librarian  
M.S. in Library and Information Science, Florida State University, Tallahassee, FL  
B.A. in Media and Cultural Studies, Florida State University, Tallahassee, FL

Kieu, Tuyet  
Director of Admissions/Registrar  
Ph.D., Newburgh Theological Seminary, Newburgh, IN  
M.A., Fuller Theological Seminary, Pasadena, CA  
B.A., College of Pedagogy, Ho Chi Minh, Vietnam

Doan, Pauline  
Director of Information Systems  
M.A., in Psychology, Marriage & Family Therapy, Chapman University, Orange, CA  
B.A., in Behavioral Science, Concordia University, Irvine, CA

Langvardt, Guy  
Chief Academic Officer/Academic Dean  
Ph.D. in Organization and Management, Capella University, Minneapolis, MN  
M.B.A. in International Management, School of Global Management,

Thunderbird, Glendale, AZ  
B.A. in Psychology, Valparaiso University, Valparaiso, IN

Phan, Hien Phung Thi  
Director of Student Services  
M.A., Foreign Literature, Ho Chi Minh City University of Science, Vietnam  
B.A., Literature, Ho Chi Minh City University of Science, Vietnam

Truong, Tu Anh  
Chief Executive Officer/President  
D.Min., Fuller Theological Seminary, Pasadena, CA  
Th.M., Intercultural Studies, Fuller Theology Seminary, Pasadena, CA  
M.Div., The Church Divinity School of the Pacific, Berkeley, CA  
M.A., Ministry, Union University of California, Westminster, CA

Yang, Michael W.  
Chief Operating Officer/Director of Finance  
M.B.A., Keller Graduate School of Management, Pomona, CA  
B.A., in Psychology, University of California at Los Angeles, Los Angeles, CA

## FACULTY

### FULL-TIME

Kenderes, Amanda M.  
Ph.D. in Education (Social Sciences & Comparative/International Education), University of California at Los Angeles, Los Angeles, CA  
M.Ed. in Education, Aquinas College, Grand Rapids, MI  
B.A. in English, minor in Psychology, Grand Valley State University, Allendale, MI  
Specialization: Social Science, Psychology, English

Yedgarian, Vahick A.  
Ph.D. Business Administration-Global Business, Leadership and Sustainability, Northcentral University, San Diego, CA  
MBA-Global Management, University of Phoenix  
B.S. in Business Administration, University of Phoenix  
Specialization: Global and Organizational Leadership, Finance, Economics, Organizational Change

Young, Stephen B.  
Ph.D. in Applied Management and Decision Sciences (Leadership & Organ. Change), Walden University, Minneapolis, MN  
M.B.A. in Management, West Coast University, Los Angeles, CA  
B.S. in Aerospace Engineering, Western Michigan University, Kalamazoo, MI  
Specialization: General Management, Leadership and Organizational change

## PART-TIME

Aghakhanian, Armond

M.B.A., Woodbury University, Burbank, CA

B.A., Political Science, California State University Northridge, Northridge, CA

Specialization: General Management, Political Science

Doan, Hong Ha

M.B.A., Capella University, Minneapolis, MN

B.A. in Psychology, University of California, Irvine, CA

Specialization: General Management, Psychology

Doan, Pauline

M.A., in Psychology, Marriage & Family Therapy, Chapman University, Orange, CA

B.A., in Behavioral Science, Concordia University, Irvine, CA

Specialization: Culture, Psychology and English

Kinnen, Michael

M.B.A. in Finance, University of California, Irvine, Irvine, CA

B.A., in English, Loma Linda University, Riverside, CA

Specialization: Finance and Financial Management, Accounting, English

Langvardt, Guy

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

M.B.A. in International Management, School of Global Management,  
Thunderbird, Glendale, AZ

B.A. in Psychology, Valparaiso University, Valparaiso, IN

Specialization: Organizational Management, International Management, Psychology

Spangenburg, Janice M.

Ph.D. in Business, Regent University, Virginia Beach, VA

M.S. in Management, Troy State University, Troy, AL

B.A. in Business Administration, Saint Leo University, St. Leo, FL

Specialization: General and Strategic Management, Leadership

Yang, Michael W.

M.B.A., Keller Graduate School of Management, Pomona, CA

B.A., in Psychology, University of California at Los Angeles, Los Angeles, CA

Specialization: General Management, Psychology



## QUESTIONS AND ANSWERS

Q: Is FTU an approved University?

A: Yes, the University has the authorization to operate and award certificates and undergraduate and graduate degrees by the Bureau for Private Postsecondary Education of the State of California.

Q: Are FTU students qualified for tuition reimbursement assistance by their employers?

A: Some FTU students, working for major corporations and governmental agencies, receive tuition reimbursement assistance from their employers. To check your eligibility, please contact your employer.

Q: Does FTU offer financial aid?

A: No, FTU does not participate in any financial aids.

Q: How long will it take to complete my degree?

A: Normally, students complete their certificate program within 1 year, undergraduate programs within 4 years, and graduate programs within 2 years.

Q: Does the University provide transcripts?

A: Transcripts are available from the Registrar's Office, upon request.

Q: May courses taken elsewhere be transferred to FTU?

A: Yes, transfer credits are allowed in the undergraduate (up to 90 semester units) and graduate programs (up to 18 semester units). However, no transfer credits are allowed in the certificate programs.

Q: Can I purchase textbooks and other learning materials from the FTU bookstore?

A: FTU does not have a bookstore. For on-campus students, students will be provided with the list of textbooks to be purchased before 1<sup>st</sup> day of class every semester. For Online students, textbook purchase is not necessary. FTU utilizes open source textbooks. Therefore, students can access their online textbooks at no cost.

Q: Will distance learning be worded on my certificate, degree or transcript?

A: No. Certificate, degree and transcripts are similar to those of traditional institutions.