

Sierra States University



Catalog 2017-2018

Sierra States University (SSU)

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Sierra States University Catalog

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MESSAGE FROM THE PRESIDENT

Welcome to Sierra States University!

Sierra States University is an institution of Higher Education with the highest Christian ethics and values. It was established with a vision to reach out and serve students in each of the United States of America with excellent programs of Christian Higher Education. Particularly, Sierra States University specializes in offering degree programs of business administration on the undergraduate and graduate levels.

As the traditional boundary of the nation is no longer deemed a limitation for the scope of our mission, Sierra States University expanded its vision to reach out and serve students of all nations. Sierra States University, therefore, envisions serving not only locally, but also globally by providing a sound education with Christian values and inspiration.

Sierra States University intends to make a difference in equipping our students with knowledge and skills in the area of business, management, marketing, finance and other related fields along with knowledge of biblical and theological perspectives so that by the time they finish their degrees, they can serve local and global communities, making a positive impact with their learned professions and skills.

Sierra States University welcomes students locally and all over the world as we continue to build a strong community where there is meaningful interaction between faculty and students, staff and students, as well as among students themselves. In the next few decades, we envision serving students more effectively than any other institution in the area.

Please come and be a part of our growing community where you will become a leader to serve and impact society. I encourage you to come and learn more about the mission, goals, and values of Sierra States University.

President
Sierra States University

GENERAL INFORMATION

Introduction

The Sierra States University Catalog has been designed to provide our students with current and updated information on policies and regulations related to their academic endeavor. This information, policies and regulations are essential for students to meet their education objectives while attending the school.

The policies and procedures described herein apply equally to all students enrolled at Sierra States University and are intended to serve as a guide to our programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

It is important for the reader to note that the student enrolled at Sierra States University must comply with all current policies and regulations as published in the Sierra States University Catalog. New Regulations are generally reviewed and recommended for approval by the Board of Directors. Once approved, they are released and placed in the Sierra States University Catalog.

All information in this school catalog is current and is certified as true by the Dean of Academics of Sierra States University. Please use this catalog to learn more about our school and the opportunities available to enhance and enrich your educational experiences.

Catalog Revisions and Supplements

Sierra States University typically publishes a newly amended catalog prior to the start of every academic year. Additionally, we reserve the right to implement changes when necessary, without prior notice. As such, we also provide a catalog supplement, which is revised periodically, including tuition information, current list of faculty and supervisory administrative staff, and class schedules, if any of these have changed prior to the publication of the new catalog. Further information on technical programs and class schedules is provided in the catalog supplement. We provide electronic or manual copies to all who ask, as well as to all prospective students prior to enrollment. An electronic copy of the most updated catalog is also provided on our website.

Mission Statement

The mission of Sierra States University is to educate students to be leaders to serve communities and the world through the excellent programs of Christian Higher Education.

Institutional Objectives

To achieve mission, Sierra States University has developed following institutional objectives:

At the end of the degree program, students will be able:

1. To demonstrate a comprehensive knowledge of the Bible and understanding of Christian doctrine
2. To demonstrate awareness and life-long commitment to personal, vocational and academic development
3. To demonstrate attitude of service and leadership in their discipline and community
4. To demonstrate basic knowledge and skills for vocational success and to enhance skills within their current careers.
5. To demonstrate biblical and ethical standards in personal lifestyle and career.

Values

Sierra States University's core values define the character of the institution and are active ingredients in all that the University does. Through our commitment to these values the University can better serve and be more responsive to its students, staff and community:

Community – Building a community of scholars and students where we encourage each other to grow academically and spiritually.

Leadership –Serving the community with integrity, respect and cultural sensitivity

Teamwork – working together to encourage input and dialogue in a collegial manner befitting higher education

Accountability – Continuously assessing where we are as a Christian institution and to assume responsibility for all that we do

Participation – Fostering and encouraging faculty, staff and students in various university decision-making processes and practicing shared governance

Excellence – Seeking high standards for teaching, scholarship, and performance with a commitment to continual development

Under Graduate

Institutional Learning Outcomes

Sierra States University has five institutional learning outcomes that had been developed by the multiple stakeholders. These learning outcomes describe the characteristics that we hope and expect our students to exhibit by the time they finish their degree at Sierra States University.

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1. Critical Thinking – Students will demonstrate critical thinking skills to analyze, synthesize and apply knowledge in familiar and unfamiliar situations to make informed decisions.
2. Problem-Solving Skills – Students will demonstrate problem-solving skills such as quantitative knowledge, computer skills and broad knowledge to solve problems and complete their tasks.
3. Excellent Communication – Students will demonstrate quality communication in the form of written presentation or oral skills.
4. Professional knowledge – Students will demonstrate professional knowledge and skills in their discipline so that they carry out their duties in their career and embody leadership in their major field.
5. Christian Service – Students will apply their biblical knowledge and theological perspective to balance their life and apply Christian leadership in civil life and community service.

General Education

GE PLO 1: Critical Thinking – The student will demonstrate the ability to analyze information in order to draw valid conclusions and make insightful judgments.

GE PLO 2: Quantitative Skills – The student will demonstrate the ability to solve problems by applying core mathematic skills and quantitative reasoning.

GE PLO 3: Information Literacy – The student will demonstrate the ability to identify, locate, assess, and employ valid source material in his or her pursuit of academic knowledge.

GE PLO 4: Natural Sciences – The student will demonstrate the ability to analyze and explain natural phenomena by applying foundational principles from the biological and physical sciences.

GE PLO 5: Social Sciences and Humanities – The student will demonstrate the ability to outline and critically discuss global history, the foundations of Western culture and today's complex world, and the world's great achievements in the arts.

GE PLO 6: The student will demonstrate the ability to relate to, critically discuss—and thus be more sensitive to—the diversity and universality in global history, culture, and society, as well as the diversity in and uniqueness of local communities. The student will also demonstrate familiarity with and the ability to relate to, critically discuss, and synthesize contemporary knowledge essential to a socially responsible citizen or resident of a democracy and member of our interdependent global community.

GE PLO 7: Oral and Written Communication – The student will demonstrate the ability to effectively express himself or herself, idiomatically and compellingly, in a variety of spoken formats, and to convey facts, ideas, and overall arguments, idiomatically and compellingly, in a variety of written formats.

GE PLO 8: Christian Knowledge and Integration – The student will demonstrate familiarity with and the ability to apply the foundational knowledge of biblical truth, as well as the ability to recognize and pursue his or her vision and mission in life.

Associate of Applied Science in Business Administration (2 years)

Program Learning Outcomes

At the completion of the Associate of Applied Science in Business Administration (AASBA) degree program, the student will be able to:

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1. Describe the types of business organizations and their basic functions, as well as the legal structure and tax implications of different types of business organizations such as sole proprietorship, partnership, and corporation.
2. Explain the functions of basic management relating to planning and implementing an organization's strategic behavior, demonstrating some computer applications of the contemporary business technology.
3. Explain the changing nature of business in a global economy, while navigating the legal and ethical issues surrounding the business community.
4. Explain the basic accounting, finance, and management functions of business organizations, as well as how marketing decisions can affect the realization of business profits.

Bachelor of Arts in Business Administration (4 years)

Program Learning Outcomes:

Upon the completion of the Bachelor of Arts in Business Administration (BABA) degree program at Sierra States University, the student will be able to demonstrate the following competencies:

1. Apply ethical and legal principles to a business environment
2. Conduct independent research relevant to business-related issues
3. Demonstrate written and oral presentation skills expected of a business-school graduate
4. Develop a global business perspective based on the knowledge of foreign business environments and cultures

Graduate

Graduate Program Institutional Learning Outcomes

Sierra States University's graduate program seeks to produce graduates who are able to demonstrate the key undergraduate competencies in the outcome areas of:

Professional Knowledge as evidenced by the student's ability to:

- Outcome 1: Demonstrate advanced scholarship and mastery of their major field.
- Outcome 2: Conduct independent research in their field.
- Outcome 3: Present their own research.

Christian Commitment as evidenced by the student's ability to:

- Outcome 4: Function as a Christian professional in their chosen discipline.

Master of Business Administration (2 years)

Program Learning Outcomes

Upon completion of the Master of Religious Business Administration program of study at Sierra States University, the student will be able to demonstrate the following competencies:

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1. Demonstrate the ability to analyze the evolving nature of corporations
2. Practice managerial leadership and organizational change
3. Determine and measure an organization's intellectual assets and identify how product development merges with entrepreneurship
4. Demonstrate the ability to manage and administer a business organization with a clear embodiment of Christian ethics and a lifestyle of Christian service in his/her business practices.

Doctor of Business Administration (3 years)

Program Learning Outcomes

Upon completing all the course requirements for the DBA, students will be able to:

1. Demonstrate their ability to analyze the evolving nature of corporations, and to outline and explain the commonly practiced managerial methods and practices.
2. Demonstrate that s/he has acquired and can implement management methods that are relevant and applicable to the business world, practicing leadership with change management.
3. Measure an organization's intellectual assets; foster new approaches to measuring the economic performance of organizations; and identify how product development merges with entrepreneurship.
4. Articulate a philosophy of management based upon the integration of empirical, historical, and social science research.
5. Practice enhanced management skills and interpersonal relationships, and demonstrate ability to manage & administer a business with clear embodiment of Christian ethics.

New Policies and Procedures

Sierra States University makes every effort to inform its students of changes to policies procedures and update the Catalog. The School will continue to bring new Policies or Procedures to the students' attention in the following ways:

1. Post on all bulletin boards.
2. Instructors will make announcements during class.

Biblical Foundations Statement

We believe that the Scripture of the Old and New Testament are the inspired, the only infallible, and authoritative word of God.

We believe that there is one God, creator of heaven and earth, eternally existent in three persons – Father, Son, and Holy Spirit.

We believe that God has revealed Himself and His Truth in the created order, in the Scriptures, and supremely in Jesus Christ.

We believe that God has created humanity in His image and likeness, but the disobedience of Adam, all humankind was alienated from God and lost.

We believe that Jesus Christ is the messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures; whoever believes in him shall not perish but have everlasting life.

We believe that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living and equips them for service and witness.

We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

APPROVALS, ACCREDITATIONS, AND DISCLOSURES

BPPE Approval Disclosures

Sierra States University is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). As per the California Education Code § 94897 (l), approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009, and the regulations of the CEC section given above.

SEVIS I-20

Sierra States University is approved by the Bureau of U.S. Citizenship and Immigration Services or USCIS to accept and enroll foreign students and to issue I-20 to foreign students through the Student and Exchange Visitor Information System or SEVIS.

Governance & Management

Sierra States University is a private institution organized and operated as a 501(c)3 nonprofit corporation.

Board of Directors

Sierra States University is a non-profit organization that is under the board of directors who provide vision, direction, oversight, and support. Support includes but is not limited to finance, voluntary service, and encouragement to the Christian leadership. Projects engaged in include fundraising, property management, maintenance of proper legal status, and evaluation of administrative proposals. An Executive Committee acts

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on behalf of the board of directors between board meetings. The Board has various sub committees that continue to support the institution.

Policy And Program Modification

The Chief Academic Officer who is the Dean of Academics of Sierra States University, under Section **43800** of Title V of the California Administrative Code, reserves the right to add, amend, repeal any of its regulation, rules, resolutions, standing orders and rules of procedures, in whole or in part.

History

Sierra States University was established in 2002 to provide programs that meet the needs of the immigrant community in the Los Angeles area. Starting from 2014, Sierra States University expanded its vision to serve students not only in the United States of America, but also to serve students globally. Sierra States University specializes in offering its undergraduate and graduate programs under the approval of the California Bureau for Private Postsecondary Education. Under the leadership of the Board of Directors, Sierra States University continues to offer an Associate of Applied Science in Business Administration, Bachelor of Business Administration, Master of Business Administration and Doctor of Business Administration.

Questions

As per CEC § 94909(a)(3)(A), "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

Review Documents before Signing

"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."

Complaint Resolution

If students have complaints about individual faculty members regarding particular course requirement(s), examination(s), or grade(s), or pertaining to general issues, such as teaching method and classroom conduct, they should bring the matter directly to the individual faculty member. If a student is not satisfied with the faculty member's response, the student may bring the matter to the Dean of the Academics for a final decision. The Dean will work with the student and the faculty member towards a resolution and must inform them of the decision in writing within two weeks. If the student is not satisfied with the school's final decision, the student may file a complaint with the Bureau for Private Postsecondary Education (BPPE)

Filing a Complaint

As per the CEC § 94909 (a)(3)(C), "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."

If you feel that your concerns have not been met, you are also welcome to file a complaint with the The Transnational Association of Christian Colleges and Schools (TRACS), by navigating to the following URL and following their procedures for filing a complaint against a member institution:
http://www.tracs.org/documents/2.ComplaintPolicyandProcedures_001.pdf

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

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

Experiential Credit

Sierra States University does not award credit for student's prior experiential learning.

Accreditation Status

TRACS Candidate Status

Sierra States University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate Status as a Category IV institution by the TRACS Accreditation Commission on Oct 24, 2017. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Status as an unaccredited institution

According to CEC 94909 (a)(16)(B)(C): 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. Also note that a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Address where classes are Held:

Sierra States University's campus is located minutes from public transportation at:
1818 S. Western Ave # 304 Los Angeles, CA 90006

Sierra States University Classes are held in facilities that use equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, health and handicapped access requirements.

Our facility houses classroom, seminar room, administrative offices, registrar's office, student lounge, library, reading room, chapel room, etc.

Bankruptcy

Sierra States University has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or 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 (11 U.S.C. Sec. 1101 et seq.).

Crime Statistics Report

No criminal offenses or arrests have occurred in the following categories on the school premises from 2002 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

PROFESSIONAL POSITION REQUIREMENTS

Sierra States University's academic programs in Business Administration are designed to lead to positions in professional, occupational, trade, or career fields that do NOT require licensure in California.

If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field, please find a Continuing educational program that is designed to obtain licensure.

Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, including any applicable course requirements established by the state.

SCHOOL FACULTY

All staff are selected based on their academic credentials and professional experience, and are required to comply with the Mission, Biblical Foundation Statement, Institutional Objectives, and Community Commitment Agreement. Sierra States University requires all instructors to maintain their knowledge by completing continuing education courses in their subject area, classroom management or other courses related to teaching. Below are listed several of our recurring faculty members. Please note that our faculty roster may change on a quarterly basis and according to course enrollment. As such, the current catalog may not reflect more recent changes that have been made, adding or removing faculty as needed.

Sierra States University has a faculty senate that is made up of faculty members. At Sierra States University, the Faculty Senate meets regularly to review, discuss and approve any newly proposed program, curriculum, change and modification of curriculum, academic policies and procedure, etc. The duties and responsibility of the Faculty Senate include periodic review and approval of academic freedom, faculty duties and responsibilities, welfare of faculty, academic handbook, academic calendar, etc. The details of Faculty Senate roles and responsibilities are stipulated in the bylaws of Faculty Senate.

Faculty

Core Faculty

Zeinab Fawaz

Assistant Professor of Business Administration

Doctor of Business Administration, International Business, Pacific States University, 2012

MBA, Concentration in Real Estate, Pacific States University, 2008

B.A. Linguistics and Translation, Islamic University in Lebanon, Beirut,

2001

John Kasem

Professor of Business Administration

Doctor of Business Administration, Pacific States University, 2013

Master of Business Administration, Keller Graduate School Of Management, Long Beach, CA, 2011

Master of Science in Software Engineering, National University, San Diego, California, 2007

Bachelor of Science in Computer Engineering, California State University, Long Beach, 2002

Iyad Afalqa

Assistant Professor of Business

Masters in Business Administration, University of California Irvine, 2012

Bachelor of Science, University of Wisconsin, Milwaukee, 2003

Seungmin Oh

Assistant Professor of Computer Science

Ph.D in Computer Engineering, Chungnam National University, 2015

B.S. in Computer Science and Engineering, Chungnam National University, 2009

Adjunct Faculty

Byungrin Han

Professor of Mathematics and Computer Science

Ph.D. in Mechanical Engineering, USC, 2007

Master of Science (MS), Mechanical Engineering, University of Southern California, 2003.

Bachelor of Science (BS), Mechanical Engineering, Hong-Ik University (Seoul, Korea), 1999.

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Tae Seok “Ted” Namgoong

Professor of Theology and Ministry

Ph.D. Candidate School of Intercultural Studies, Biola University, California, 2006

M. Div., Talbot School of Theology, Biola University, 1999

B.A. in Biblical Studies, Seoul Theological University, 1991

Giovanni Esti

Adjunct Professor of Theology

Phd in Philosophy of Religion, Claremont Graduate University, CA, 2007

MS and BS, Catholic Theological Union, 1991

Kim, Sung Chan

Adjunct Professor of Biology

Ph.D in Food Science with Emphasis on Nutrition, University of Missouri, 1993

MS in Biology with Emphasis on Biochemistry, Western Kentucky University, 1985

BS in Dairy Science, Kon-Kuk University, Seoul, Korea, 1975

Lee, Martin

Adjunct Professor of Computer Science

MS in Cyber Security and Information Assurance, National University, LA, CA, 2017

BS in Computer Information Systems, Seongkonghoe University, Seoul, Korea, 2006

Townsend, Leon

Adjunct Professor of Business

DBA (Candidate) in Finance and Non-Profit Management, Walden University, Minneapolis, 2011-

MBA in Financial Planning, California Lutheran University, Thousand Oaks, CA, 2010

BS in Business Administration, California Lutheran University, 2008

Mark Yoon

Assistant Professor of Business Administration

Master of Accounting, University of Southern California, 1997

B.S. in Business Administration, University Of Southern California, Los Angeles, 1996

L. Arik Greenberg

Adjunct Professor of Biblical Studies

Ph.D., Claremont Graduate University, 2005

M.A., Claremont Graduate University, 2002

M.A.T.S., Claremont School of Theology, 1995

B.A., Wesleyan University, 1993

Michael Kahler

Adjunct Professor of Business Administration

Ed.D. in Education, Argosy University, 2013

M.A. in International Affairs (Political Science), CSU Sacramento, 1995

B.S. in International Business, Babson College, 1992

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Kathy Koupai

Adjunct Professor of English and Communication Arts

Doctorate of Philosophy in Education, A.B.D., Claremont Graduate University

Master of Arts in Journalism and Near Eastern Studies, New York University, 2001

Bachelor of Arts in English and Women's Studies, University Of California, Irvine, 1998

Eunji Koh

Adjunct Professor of Biology

Ph.D. in Biotechnology, Korea University, Seoul, 2009

B.S., Biotechnology, Konkuk University, South Korea, 2003

Rhys Kuzmic

Adjunct Professor of Theology

Ph.D. Religion, Claremont Graduate University, 2016

M.A. in Theology, Gordon-Conwell Theological Seminary, 2003

B.A. in Religion, Vanguard University of Southern California, 2000

Benjamin Taufoua Laie

Assistant Professor of Biblical Studies

Doctorate of Philosophy in Hebrew Bible, A.B.D., Claremont School of Theology

Master of Arts in Hebrew Bible, Claremont School of Theology, 2011

Bachelor of Divinity, Kanana Fou Theological Seminary, 2008

Diploma in Theology, Kanana Fou Theological Seminary, 2007

ADMISSIONS, ACCEPTANCE OF CREDITS

Admission Policy

An applicant for admission to a degree program must meet the minimum admission requirements for each program. Students with special circumstances and those who do not meet certain admission standards may be accepted on a conditional basis. Admission to some programs may be granted to students who meet certain criteria. However, those who are admitted in this condition must complete the application process before the degree is granted. Admission standing is subject to cancellation or change if the admission credentials remain incomplete.

Admission Criteria

Sierra States is committed to training men and women to be leaders to serve communities and the world. Because of this commitment, we seek to admit persons whose motivation, character, and aptitude are congruent with this mission. The application process is designed to help you and the university determine your readiness for study at the university. The admissions process is designed to help ensure that individuals who enter one of our programs will complete it.

Diversity Policy

Sierra States University does not discriminate on the basis of race, age, color, nationality, ethnic origin, socioeconomic class, gender, and/or physical and mental disabilities in the administration of its policies in education, admission, and hiring. Sierra States University is committed to practicing the principles of equal opportunity and diversity. The university strives to achieve and maintain a diverse community of students. Sierra States University will continue to monitor the level of diversity. By encouraging community engagement in outreach, development and planning processes, Sierra States University will undertake a strategic and systematic approach to involve individuals from diverse racial/ ethnic groups, ages, genders, abilities, socioeconomic classes, and interests.

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus and a copy of the current catalog which includes tuition, fees, program start dates, and faculty.

Application Requirements for ALL Programs

1. Be 18 years of age and possess a high school diploma or its equivalent
2. Submit a completed application with a non-refundable fee to the Admissions Office
3. Pay all required fees.
4. Complete a successful interview with members of the admissions staff and faculty.

Each program may have its own requirements specific to that program, provided elsewhere in this catalog.

Admissions Criteria and Procedures

In accordance with Title IV of the Civil Right Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Sierra States University admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen professional field are given important consideration.

Application forms may be obtained by regular mail e-mail, or in person from the Main Office:
Sierra States University

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1818 S. Western Ave # 304 Los Angeles, CA 90006

Tel: (323) 641-7009 Fax: (323) 641-7035

E-mail: sierrastatesuniversity@gmail.com Web: www.sierrastatesuniversity.com

Minimum Level of Education

All Sierra States University applicants must be 18 years of age or older. Sierra States University accepts students with a High School Diploma, General Education Development (GED) or applicants who have passed the California High School Proficiency Examination (CHSPE). As such, SSU does not admit ability to benefit students.

International Students

Sierra States University is authorized under federal law to enroll non-immigrant alien students.

International students seeking admission to the University should write to the Registrar seeking current information about the school admission policies. Many of the forms needed to enter the U.S. or change status are available online at

<https://studyinthestates.dhs.gov>

While the information in this section is believed to be accurate at the time of publication, you should always consult official information available online or through a U.S. Embassy or Consulate.

In order to satisfy U.S. immigrant law, the student should be familiar with the following requirements.

All international students are required by law to maintain an up-to-date permanent and local address with the Sierra States University Registrar and to update Sierra and the U.S. Department of Homeland Security of any address change within 10 days.

For more information, please contact our administrative office.

Denial of Admission

Sierra States University reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirements.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or is incompatible with the philosophy of the school regarding learning.
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the classes not to be beneficial for the student.

Falsification of Official Documents

Upon the discovery of submission of forgery of official documents (Passport, Alien Registration card, Picture I.D, Social security number), the enrolled student shall be dismissed from the school and his forged documents reported to the appropriate state or federal authorities or agencies.

Transfer Credit Evaluation

Transfer applicants can receive academic credit completed prior to transferring to Sierra States University. Credits earned at other institutions will be evaluated using the following criteria:

1. The maximum number of credits accepted for transfer credits permitted by the California Bureau for

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Private Postsecondary and Education (BPPE) at the time of admission.

2. Transcript copies must be forwarded to the Dean of Academics for evaluation.
3. Courses under consideration must have a grade of “C” or higher.
4. Only those courses that are substantially comparable to Sierra States University courses will be considered for evaluation.
5. Maximum transfer credit allowed for Associate of Applied Science is 45 quarter credit units, and 90 quarter units for the Bachelor of Arts in Business Administration degree program. For the MBA, the limit is 8 quarter units, and conversely 12 for the DBA.

Academic credit received from regionally and nationally accredited institutions are usually transferable to Sierra States University, provided they satisfy the requirements for the particular program in which the student is enrolled.

In order to request this transfer, a transfer student should arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to Sierra States University’s Registrar’s Office.

Transfer credit must be a grade of C or better (or pass, in pass/fail courses where a pass is equivalent to a C grade or better) and have been completed within the past 10 years.

Under exceptional circumstances and with the approval of the director of faculty meeting, transfer of credit may be possible from unaccredited institutions. The same procedures and requirements as previously noted apply.

Sierra States University is on the quarter system. Student transferring from an institution on the semester system can calculate the value of transferable credits at Sierra States University by counting quarter units as two-thirds of a semester unit.

In order to qualify for the transfer of general education courses, the course sought for transfer must be deemed sufficiently comparable to any such course taught at SSU. A course syllabus from the previous class may be required.

After review by the admissions officer and senior faculty in the program to which entry is desired, the final decision is at the discretion of the Academic Dean. This decision is dependent upon the accreditation status of the previous institution, the level of academic rigor involved in said courses, the grade received by the student, and the level of similarity between that course and those which our programs may offer.

Transfer credits are not computed in a student’s qualitative grade point average. Transfer credits are counted as credits attempted and earned for the purposes of calculating a student’s progress in the program.

AP Credit Policy – Sierra States University

Sierra States University acknowledges the merits of the Advanced Placement Program, sponsored by the College Board and administered by Educational Testing Service, and will grant students credit for AP exams taken during their high-school years (i.e., grades 9 through 12 [or the equivalent]).

To receive credit, a student must earn a minimum score of 4 on an AP exam whose content is deemed comparable to that of a course currently offered by Sierra States. (In some cases, an AP score of 3 may be accepted.)

Sierra States reserves the right to determine:

- (1) whether a given AP exam’s content is suitably and sufficiently comparable
- (2) whether a score lower than 4 on a given exam will be acceptable for credit
- (3) how much total AP credit will be counted toward a student’s degree requirements

Articulation Agreements

Sierra States University does not currently have articulation or transfer agreements with other institutions.

Policy on Evaluation of Foreign Transfer Credits

The university conducts a complete evaluation of transcripts for foreign transfer credits submitted by the students who have received their degree at a college or university outside of the United States.

All applicants must provide one official transcript (in a sealed envelope) and an official certification of degree, with date awarded. If a student has attended more than one college or university, separate transcripts must be submitted. To be official, transcripts and certificates must bear an original seal and/or signature of the school's registrar or of the appropriate school official or office. Photocopies are not acceptable.

Student records, including your transcripts and certification of degree, submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Please do not send your only original copy of your transcripts/degree certificate. If you have questions about your documents prior to submission, please contact our registrar's office.

Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required. If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation.

All students are advised to submit all required documentation as early as possible so as to not delay the evaluation process. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will verify authenticity with the issuing institution. If an institution must be contacted for verification, the evaluation process will be placed on hold until the university has received all necessary information.

In addition to official transcripts and certification of degrees, a course-by-course credential evaluation is required of all students who have attended a college or university outside the United States. Credential evaluations are accepted from World Education Services (WES) only. All documents required by World Education Services (WES) must be submitted directly by the applicant. The university is not responsible for forwarding any documents received by our office to these evaluating agencies.

Resources for International Transcript Evaluations

[World Education Services, Inc.](http://www.wes.org)

PO Box 01-5060, Miami, FL 33101

Telephone: 306-358-6688

Fax: 305-358-4411

www.wes.org

Student Transfer Appeal process Policy

If students do not agree with your Sierra States University's decision on the granting or placement of credit that students earned at a prior institution, they have the right to submit an appeal to ***Sierra States University***.

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First, you should be prepared to provide reasonable material to support your case, such as the course description or syllabus in question. The registrar will explain the process to you and let you know exactly what materials are needed.

Once all of the required information is received, the expectation is that the registrar will provide you with a written response within 15 business days. If appeal is accepted, the change will be made to your student record.

If the decision is unchanged, or you have not received a response in **15 business days**, you may take your appeal to the Dean of Academics along with requested materials.

The Dean of Academics will respond to your appeal within five business days from receipt of the completed appeal application. If appeal is accepted, the change will take place in your student record.

Students with Mental or Physical Disabilities

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to School Campuses.

Course Challenge Examination

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students do NOT have to pay a course challenge examination fee for taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Sierra States University. The letter grade of "P" will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

Additional Admission Policies:

Admission: Applicants for degree programs must have graduated from high school or have an equivalent General Education Certification (GED).

Exception: If this requirement is not met, a student may be allowed to enroll as a special student upon approval from the administration.

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Concurrent Enrollment: Sierra States University may allow concurrent enrollment options for high school students in our undergraduate programs and undergraduate students in graduate program. The registrar and/or Academic dean or faculty who teach that courses may determine enrollment.

Credit by Examination: High school students may receive up to 20 quarter hours of credit through the College Level Examination Program (CLEP) and the Advancement Placement Examination (provided the grade is 3 or better). Interested students should contact their high school principal or the Office of the Registrar for details.

Credit for Life Experience: Sierra does not offer credit for life experience, as we are not yet eligible for Title IV. However, once we are qualified, we may offer a limited number of courses through credit for life experience.

Process for approving Exceptions: If the student does not meet the admission criteria, student may contact registrar and request for admission under exceptional admission. A registrar must collect all of available documentation and portfolio for special admission. A registrar may then report it to the Dean of Academics for admission under special circumstance. If needed, the dean of academic may call for admission committee to discuss, review and approve or disapprove the admission of students.

Admission on Probation and Conditional Admission: Students may be admitted under probation or conditional admission. Within certain time period (normally six month to a year), student's conditional status or probation must be reviewed and monitored so that his or her status may be in good standing. If students are admitted with lack of language acquisition, students must be able to show progress by taking English classes at SSU or show his or her academic progress by demonstrating B or better in her grade report in the first academic quarter. If students are admitted with requirement to take prerequisite, students must take and complete prerequisite courses in his or her first year. If students are admitted for any other reasons, the academic advisor or dean of academics may monitor students so that students can complete his or her study within the timeframe.

Faculty Involvement in Admission Policy Review Process: At Sierra States University, it is the duty and responsibility of faculty that are deeply involved in academic policy approval process including admission policy. Faculty annually reviews and approves its admission policies. Suggestion and input may be made anytime. But, at the regular faculty meeting, its formal revision, change or modification can be made.

ACADEMIC POLICIES

Philosophy of Education

Sierra States University is an institution of Christian Higher Education. Sierra States University acknowledges all truth is from God and finds its unity in God. The Bible is at the center of educational activities and teaching and learning at Sierra States University.

Sierra States University puts God first. Sierra States University endeavors to provide programs of Christian Higher Education that are deeply grounded in the knowledge of God and the Truth of the Bible.

We endeavor to provide students with a well-rounded education that equips students with critical thinking skills, problem-solving knowledge, excellent communication skills, and professional knowledge and skills that are essential for a career in their chosen field. We also help and assist students to develop a sense of Christian service.

We intend to build a strong community, encourage innovation, promote leadership, develop accountability, and continue to support the pursuit of excellence in students' chosen fields. We offer professional development opportunities for faculty, staff and students.

Sierra States University puts an emphasis on faith and biblical perspective. We strive to instill in students the desire to pursue truth as a life-long learning.

Teaching at Sierra States University is a form of ministry where there is meaningful instruction, engaging interaction, caring and love, cultural sensitivity, and service between faculty and students, staff and students, and among students themselves.

Sierra States University ensures the quality of the program with integrity, excellence, and with depth and rigor. We intend to treat one another with honesty and fairness in all academic affairs, policies, financial dealings and publications.

The undergraduate curriculum of Sierra States University is composed of general studies, bible and theology, and a required academic major. The graduate curriculum requires a higher level of rigor in their major such as independent research and advanced study.

Completion of an academic major provides students with depth of knowledge and equips graduates to integrate faith and knowledge within their field, laying the foundations for graduate work, a career, and professional development.

Sierra States University is made up of faculty and scholars that effectively model scholarship and mentor students in their educational growth. Teaching methods are selected based on their capacity and effectiveness in promoting and maximizing student learning outcomes.

Academic Freedom

Sierra States University is committed to the academic freedom. Academic freedom functions within Sierra States University's mission statement and statement of wisdom. Specifically, within the mission statement, the faculty member takes the role of being a Civic leader in order to model Civic leadership to students.

Faculty members, as well as students, are free to hold and express opinions about material offered in their

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courses, and this right must not be impinged on by threats, force, or other intimidation; however, Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of the expectations of the course; however, Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical classroom behavior.

Academic freedom for faculty members includes the right to judge and grade the academic performance of students. Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism. Students have the right to the instruction promised them in official university publications.

It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably.

In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable, if not all circumstances, instruction is to take place at the time and location indicated in university publications except in such usual academic practices as field trips, classes meeting off-campus by prior arrangement, and experimental course procedures approved by the department and for which students have received notice prior to registration.

Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior. Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field.

Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively. The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly spelled out and should be respected in the operation of the university. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

This statement is consistent with the recommendations of the American Association of College Professors (AAUP) in general (<http://www.aaup.org/AAUP/issued/AF/>) and with the AAUP's 1940 Statement of Principles on Academic Freedom and Tenure (<http://www.aaup.org/AAUP/pubsres/policydocs/1940statement.htm>). Note that Sierra does not intend, by adopting this policy, to institute a tenure system.

Policy and Program Modification

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Programs becomes an official part of the catalog. The School reserves the right to amend the catalog or programs as needed.

Hours of Operation

Campus Administrative Office Hours

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Monday through Friday

9:00 AM to 5:00 PM

Instruction Days and Hours on Campus:

Monday through Friday

Day classes

9:30 AM to 1:30 PM

Afternoon classes

1:30 PM to 5:30 PM

Evening classes (if applicable)

6:00 PM to 10:00 PM

Calendar

Sierra States University offers its degree programs in a quarter format. Students may take up to four academic quarters in a row in a year.

Books and Supplies

A list of books and supplies, used in instruction for each course, will be provided by the individual instructor and will vary by course. It is impossible to know in advance what costs may be incurred in conjunction with a course of study, but every effort will be made to apprise the student in advance of any particular costs that are standard for a discipline and are perennially expected expenses. The student must provide additional supplies such as notebooks, notepaper, highlighters, pens, pencils and erasers etc.

Class Scheduling

Sierra States University provides the class schedule prior to the beginning of registration for each Quarter. The term class schedule will include the class name and number, days, time, instructor, meeting dates, and units.

Holidays:

Sierra States University is respectful towards holidays of religious and ethnical beliefs. Students should contact the school administration prior to being absent so the instructor can make other arrangements.

The following holidays are recognized:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Thanksgiving Day
5. Christmas

Length of Programs

Associate of Applied Science	2 years 92 units
Bachelor of Business Administration	4 years 180 units
Master of Business Administration	2 years 60 units

*NOTE: Each Quarter should consist of 10 weeks of lecture including review, plus one week of final exams.

Each curriculum's description indicates a standard program and/or course length. Hours are devoted to lecture and research dependent upon the educational requirements of the program, and these hours are converted to Quarter units. Emphasis is placed on the practical application of skills for the given profession. All programs require that a student attend full time either days or evenings. Approved programs and courses utilize clock hour credits.

Program Measurement

Sierra States University measures its programs in Quarter credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required.

Clock hours are defined as follows:

A clock hour is a minimum of 50 minutes in which lecture, demonstrations, and similar class activities are conducted.

Quarter credit hours/units are defined as follows:

Sierra States University awards academic credits based on the Carnegie unit, which awards one unit of credit for each 50-minute class session per week. For each credit in undergraduate programs, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. Courses in graduate programs require three or more hours of outside work each week per credit. The policy on academic credits is based on those generally accepted in degree-granting institutions of higher education. A quarter at Sierra States University typically consists of 10 weeks excluding finals. Students in all majors are advised to limit their job and social commitment in order to give their coursework adequate attention. One quarter credit hour equals 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. Students in all majors are advised to limit their job and social commitments in order to give their coursework adequate attention.

Class Participation

Sierra States places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability. Students should make meaningful interaction between faculty and student and among students themselves through the online platform and threaded discussion. Students are expected to complete their assignments in each class session so that they will be prepared to answer questions and properly discuss the material. See the course syllabus for further details on how participation grades are computed. Individual professors may impose additional attendance and participation requirements that potentially may impact the course grade. It is important to keep an accurate record of any absences from class, including dates and reasons. In the event of a discrepancy and/or appeal, this information could prove to be essential. Students should not rely upon professors or the Registrar to supply tallies, warnings, or notifications.

Add/Drop

Students wishing to add or drop a course after registration must obtain a “Request for Course Change” form from the Registrar, and secure a signature from the instructor teaching the course. Changes must be made by the deadline for program changes not posted in the academic calendar. Courses dropped in this manner will **not** be recorded on the student’s permanent record. For dropped courses, refunds are calculated from the date the *ADD/DROP* form is postmarked, if mailed, or received by the Registrar.

Failure to officially drop a course will result in full tuition charges for the course.

Repetitions

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student, and with the permission of the School Chief Executive Officer, or designee based on a finding that circumstances exist which justify such repetition. In such repetition, under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade point average.

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Students may petition for approval to repeat courses up in which substandard grades (less than “D”) were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the grade point average, and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.

Leave of Absence

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 120 calendar days. All LOA’s must be in writing and addressed to the Dean of Academics. The request must be accompanied by written documentation from the appropriate person and/or agency. The Dean of Academics will approve or deny the request in writing.

Readmission after Leave of Absence or Withdrawal from the School

After a period of leave of absence or withdrawal from the school, all re-admitted students must comply with all current policies and regulations and also be subjected to current tuition and fees schedule as well as changes in the curriculum. Students with a leave of absence of 12 months or more (regardless of the reason) must, in addition to above, re-submit a new Application Form and to pay the appropriate application fee in order to activate their academic files.

If a student fails to return on the scheduled return date, he/she shall be terminated from the training program. One subsequent leave of absence may be granted if the leave of absence does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the *Family and Medical Leave Act of 1993*. The school must document the reason for each subsequent leave of absence.

Effects of a Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program Completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain their normal progression in their training program will be available at the time they reenter.
- They may have to wait for the appropriate course to be offered.
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

ACADEMIC AND PROGRESS STANDARDS

Academic Progress Requirement

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the School. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

Graduation Requirements

In order for students to meet the graduation requirements, students must show satisfactory academic progress, participation in classes, fulfill all degree requirements and other related requirements.

To receive degree(s), students must:

1. Complete all courses along with degree requirements.
2. Satisfy the minimum academic progress requirement.
3. Meet all financial requirements and other legal obligations.

Upon successful completion of the program, the student will receive a degree signed by the Dean of Academics and Chief Executive Officer of Sierra States University signifying completion of the required number of hours of the program and an official school transcript.

Grading Policies

Individual faculty members determine the grading policy for each course. In the course syllabus, faculty members clearly state the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Faculty members have the sole authority to change grades.

Grade Point Average (GPA)

Sierra States University uses a 4.0 grading system to grade the quality of course work and determine the grade point average. Faculty members assign letter grades based on the following table:

Score	Grade Letter	Grade Point
98-100	A+	4.0
94-97	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
67-69	D+	1.3
64-66	D	1.0
60-63	D-	0.7
Below 60	F	0.0
Incomplete	I	No GPA Impact
Withdrawal	W	No GPA Impact
Passed	P	No GPA Impact
Not Passed	NP	No GPA Impact
Satisfied	S	No GPA Impact

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Unsatisfied	U	No GPA Impact
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The Registrar translates letter grades to grade points in accordance with this table:

Grade Letter		Grade Point
A / A+	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Fail	0.0
I	Incomplete	No GPA Impact
W	Withdrawal	No GPA Impact
P	Passed	No GPA Impact
NP	Not Passed	No GPA Impact
S	Satisfied	No GPA Impact
U	Unsatisfied	No GPA Impact

Grades are usually available within three weeks of completing a quarter. They are released to the student by the Registrar's Office along with a calculation of the student's quarter GPA and cumulative GPA.

Contesting a Grade

Grades are computed in accordance with the course syllabus and in-class instructions. If the accuracy of a grade is uncertain, the student should approach the professor and respectfully request a detailed explanation of how the grade was computed. If the discussion does not result in a satisfactory resolution, then the student should contact the Academic Dean. Please approach the matter with proper and respectful behavior.

Any disputed grade, including a quarter grade, should be brought to the professor's attention within two weeks of receiving the grade. Professors are given one month from the time quarter grades are issued to make changes in the Registrar's Office if deemed appropriate.

Incomplete Grades

If the student does not complete course exams and projects by the end that course, then he or she will need to submit a plan of completion to complete the course within 2 weeks from the scheduled end date of that course with the Program Officer. The Program officer will need to approve the plan, which will include dates that the student will take or retake exams, and when projects will be turned in. If a student does not complete a course within 2 weeks of the expected completion date for that course, then he or she will fail that course and automatically receive a grade of "F".

Repeated Courses

An undergraduate student will be permitted to repeat a course in which a grade of C-, D+, D, D-, F, NP, U is recorded. Courses in which grades earned were either C or B, may be repeated only with approval from the Office of the Registrar. Only courses taken at Sierra States University will be used to change course grades. In addition, the student must notify the Office of the Registrar, the quarter a course is repeated.

A graduate student will be permitted to repeat a course in which either a C or lower grade was earned. When a graduate student repeats a course with a grade of C or lower the first time, the better grade is the only one used

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in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record.

In order to graduate, the student will need to repeat a course if it is not completed within the specified time. This includes the situation in which the student is re-admitted after withdrawing from or being dismissed from the program. If a student repeats a course and passes with a grade of 2.5 or better, the initial attempt will not count towards their GPA.

Course Failure

Students who failed a course will not receive credit for the course nor will the units or hours be counted towards graduation. Students who failed a course may be eligible to retake that course the next time the course will be offered. A student with three or more multiple failure grades "F" shall be counseled by the academic Chief Executive Officer and may be considered for academic dismissal by the school's academic council.

Grade Changes

A grade of "F" (Failure) may be changed by repeating the course and by achieving a higher grade. Upon approval of instructor and the Dean of Academics, student should be able to repeat any desired class. If a higher grade is earned, the lower grade of "F" could be removed from the record. All other grades, unless it is a mechanical error made by the instructor, would be recorded in the student's transcript. Requests for grade changes should be inquired within two weeks of the issuance of grade report.

Academic Probation

Students who do not maintain the minimum required GPA (grade-point-average) would be placed on probation for one Quarter. Instructors will counsel the students for a better studying method, and initiate a different studying strategy that ensures a more successful academic career. Continued enrollment requires the Academic Dean's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 (3.0 for graduate students) for two consecutive quarters after academic probation, the student will be academically dismissed. A student is considered to be in good academic standing if the student's GPA at the end of any given term is at least a 2.0 on a 4.0 scale, or a C or above.

Make-up work

If a student needs to makeup a test, it must be done within seven (7) calendar days. If the student needs to makeup program requirements, it must be done during the program or to one week after the intended completion date of the program, upon approval of the Dean of Academics or designate. Students must submit a written request to the Dean of Academics, or an oral request to the School Instructor responsible for the makeup work, at least one full class day in advance.

Makeup hours may not exceed the total hours of instruction included in one (1) regular class day.

Makeup classes must have the potential for providing a meaningful and necessary educational experience for the student making the request.

Absences from class cannot be made up. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to the School, the student must immediately arrange to meet with the instructor regarding missed requirements. If the instructor approves, the student must make up assignments within five (5) days and examinations within two (2) days of returning from an absence. The instructor may assign additional outside assignments if deemed necessary. All arrangements are subject to the approval by the school's Dean of Academics.

Make-up Exams

All tests, including final exams, are to be taken at regularly scheduled times. These times are typically announced in the syllabus at the start of the quarter. In the event of extenuating circumstances, students should contact

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the professor as early as possible for accommodations to take the exam at a different time. If the professor determines the reason for the absence as insufficient and does not merit a rescheduled exam, the student will be required to take the exam at the scheduled time or receive an “F” for the exam. If the professor agrees to reschedule the exam, the student should contact the faculty member directly to make scheduling arrangements.

Final Exams

Final exams are given for the majority of the courses. Such tests may or may not be comprehensive. Its grade weight is determined by the professor and indicated in the syllabus. Except in the case of an emergency, students are discouraged from requesting early or late finals. Students must obtain permission from both the Professor and the Academic Dean to reschedule a final exam.

Auditing Courses

If classroom space permits, students and their spouses may take courses on an audit basis. Credit is not given. The professor is not obligated to allocate class or personal time to a student who is auditing. The charge for auditing a course is listed in the Financial Information section of this catalog.

Audit to Credit

Once registered as an auditor, a student may not change to credit status unless such a change is requested prior to the deadline for adding a course specified in the academic calendar. A student, who is enrolled in a course for credit, may not change to audit status after the last day of class to add or drop courses.

Academic Achievement Recognition

To encourage academic excellence and progress, Sierra States University offers honors to full time students who earn a grade point average of 3.75 or better in any one quarter. These students are recognized by being placed on the Dean’s List for that quarter, and automatically become members of the Honor Society.

At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.

Honesty

Cheating is a violation of academic integrity and will not be tolerated. Examples of cheating include: copying another student’s paper or test, receiving information from a student who has already taken a test, sharing information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else’s ideas or words without giving proper credit. If material is quoted, quotation marks and appropriate citation must be used. Paraphrased material must also be given appropriate citation. A student found cheating will receive a “0” for the assignment or test and will be reported to the Dean of Student Affairs for disciplinary action. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Dean of Student Affairs. If students are aware of cheating or plagiarism, he or she should report it to the professor immediately.

Faculty Assistance

The Sierra States faculty is committed to helping students academically and spiritually. Professors post their office hours each quarter; students are encouraged to take advantage of these times by visiting their professors, either by phone, e-mail or in person.

Some faculty members will provide their home or cell phone numbers, and/or e-mail in their syllabus. Please use discretion when contacting the professor outside office hours. The school assigns each student a faculty member to serve as an advisor. Students are required to meet with their advisor each quarter to review their academic plan and register for courses for the upcoming quarter. We encourage students to meet with their advisor at additional times to discuss their academic, spiritual, and ministry progress.

Program Length

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Students are usually expected to complete each program within the following time frame: the bachelor degree in 4 years, the master degree in 2 years, and the doctoral degree in 3 years. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 6 years for the bachelor program, and 3 years for the master program. An extension may be granted for special circumstances.

Standards of Satisfactory Academic Progress (SAP)

Federal regulations (CFR 668.34) require that, in order to be eligible for assistance from Title IV student aid, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid must meet the academic standards of Sierra States University and the standards of satisfactory academic progress defined by federal regulations as follows:

- **Maximum Time Frame** – Students must complete their degree within a maximum period of 150% of the published length of the academic program. Federal regulations state that a student is ineligible when it becomes mathematically impossible to complete their program within 150% of the published program length.
- **Minimum Pace of Progression** – Students must complete 66.67% of all attempted courses. To calculate the Pace of Progression, divide the cumulative number of units successfully completed by the cumulative number of units attempted.
- **Minimum GPA** – Students must maintain a cumulative GPA of 2.00 for undergraduate and 3.00 for graduate programs at the end of each term.

Students not meeting SAP are subject to dismissal from their program of study and are ineligible to receive financial aid, except under special circumstances (for more information about financial aid policy related to SAP, please refer to Financial Aid Policies & Procedures in this catalog). When a student's progress is evaluated as prescribed and his or her academic performance is below either of the thresholds required to maintain SAP, the student's academic progress will be projected to determine if and when it would be possible for the student to reestablish SAP.

Unsatisfactory Academic Progress

An undergraduate must maintain an overall grade point average of at least 2.0 in coursework taken at Sierra States University, and a graduate student at least 3.0 in course work. If a student's progress, measured at the end of each term, is determined to be unsatisfactory AND a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student Academic Probation. The student will be advised of the performance necessary to reestablish SAP.

Incomplete

We discourage our professors from assigning an "incomplete" as a quarter grade. An "incomplete" is assigned only under extenuating circumstances and only if the student's work was satisfactory prior to the emergency situation. Incomplete grade is not used in computing the cumulative GPA for the moment. However, the professor must submit a replacement grade by the date agreed upon with the student (and no later than the end of the following quarter) or the incomplete will automatically be changed to an "F." Incomplete course is counted as attempted units in calculating the pace of progress.

DISTANCE EDUCATION

Sierra States University does not currently offer Distance Education classes.

STUDENT RIGHTS

Non- Discrimination Statement

Sierra States University, in compliance with *Title IV of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972* (which includes sexual harassment), *Section 503/504 of the Rehabilitation Act of 1973*, the *Vietnam Era Veterans Readjustment Assistance Act*, and the *Age Discrimination Act of 1975*, does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap in any of its policies, procedures or practices. If any student wishes to file a complaint covered by the above stated regulations, she/he must follow the grievance procedures. All inquiries regarding this policy may be addressed to the CEO who serves as the Affirmative Action Officer.

Sierra States University makes its programs and services accessible to and usable by individuals defined as handicapped in *Section 504 of the Rehabilitation Act of 1973*. The School provides evaluation of individual needs, advisement, and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of the course. For any other problems, they should contact the Dean of Academics.

Withdrawal Policy

Students have the right to withdraw from a course of instruction at any time. In order to withdraw, the student must complete an official withdrawal form and file it with the School's Academic Officer. Students desiring to withdraw from an individual course should contact the Academic Dean to obtain the necessary forms and procedures for official withdrawal. Students who withdraw from a course before the withdrawal due date will receive a grade of "W." Although "W" is not computed in the student's CGPA, it is counted as attempted units in calculating the pace of progress.

Appeals Process

Re-admission to the School following withdrawal for any reason will be at the discretion of the School's Academic Committee. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

Withdrawal and Refunds

***Non-Refundable Fees and Tuition Refund**

The student pays tuition and registration fee upon enrollment. All charges, except for tuition, Payment of the (application fee and the registration fee) are non-refundable. Students may cancel their enrollment without any penalty at any time on or before the first day of instruction or the seventh day after enrollment, whichever is later. The student refunds will be the full amount of paid minus the application fee and the registration fee.

The difference in tuition resulting from a reduction in the number of units registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition when the number of units is increased.

After the deadline for program changes, students may drop a course only with the permission of the instructor of the course, and will receive a "W" grade. After the end of the deadline for program changes, all requests for dropping courses must be in writing and approved by the Registrar in order to receive a "W" grade. Students who do not officially drop a registered course, and do not attend the course, are subject to a failing "WF" grade.

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For students who have completed 60% or less of the instruction period, the refund shall be on a pro rata basis. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction, which the student has not received but for which the student has paid, and the denominator of which is the total number of class hours of instruction for which the student has paid. The student will not get a refund after more than 60% of the instruction has been presented.

In order to process cancellation, the student must secure and fill-out the Cancellation Form in the school's office and submit to the Program Officer. The refund check will be given or mailed to the student within 30 days after processing the cancellation.

If Students withdraw from the course of instruction after the period allowed for cancellation and prior to having completed 60% of their program, the School will remit a refund, if applicable, less application and registration fees not to exceed \$75, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of Quarter credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student's enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the School to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

A student attending an academic Quarter and enrolled in the minimum 12 units per term would be attending three 40 hour courses for a total of 120 hours. If the student cancels at the midpoint of 60 hours the example below would be the refund that he/she would be entitled to receive.

Hypothetical refund example:

When the notification of withdrawal is submitted to the school prior to or during the first week of instruction, the school will refund 100% of the amount paid less a registration fee of \$60. When the notification of withdrawal is submitted to the school after the first week of instruction, the student will receive a refund for the unused portion of the tuition and other refundable fees according to the following refund schedule:

100% refund before the beginning of the first week of the 12-week session

91% refund at the end of the first week

83% refund at the end of the second week

75% refund at the end of the third week

67% refund at the end of the fourth week

42% refund at the end of the fifth week

49% refund at the end of the sixth week

59% refund at the end of the seventh week

0% refund after the seventh week

The school will remit a refund within 30 days after the student notification of withdrawal.

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Tuition for Quarter	\$1,200
Divided by 320 (Hours in Quarter)	÷120
Hourly cost	\$10
Multiply by 60 (actual hours attended in term through last day attended)	×60
Tuition earned through pro-rated attendance	\$600
Add Registration fee	+\$25
Total amount owed	\$625
Minus amount paid by student for the current term	\$575
Amount overpaid	\$575
Amount to be refunded	\$575

Note: If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the Quarter), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.

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:

- You notify the Registrar's office of your withdrawal.
- The School terminates your enrollment.
- You fail to attend classes for ten (10) consecutive school days.

Determination of the Withdrawal Date

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

Cancellation of Agreement

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement

Cancellation shall occur when you have given written **Notice of Cancellation** at the address of the School shown on the top of the front page of the Agreement. You can do this by mail, hand delivery, or telegram. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

You will be given two Notice of Cancellation forms to use at the first day of class, but you can use any written notice that you wish. However expressed, it is effective if it shows that you no longer wish to be bound by the Agreement..

To cancel the contract with Sierra States University, mail or deliver a signed and dated copy of this NOTICE OF CANCELLATION, or any other written notice, or send a telegram to: 1818 S. Western Ave # 304 Los Angeles, CA 90006

Remember that you must cancel in writing. You do not have the right to cancel by telephone message to the school, or by not attending class.

STUDENT RESPONSIBILITIES

The one sentence that best summarizes the collegial atmosphere that Sierra States University seeks to develop in current and prospective students is: “Students will develop a sense of self worth that obliges them to exert their positive influence on society.” Sierra States University’s commitment to developing and maintaining an affirmative learning and teaching environment ensures that the rights and freedom of all its school constituents, especially students, are protected.

Sierra States University is quite clear about what conduct will not be acceptable if students are to continue to enjoy the rights and freedoms inherent in their selection, enrollment and matriculation. Therefore, this handbook outlines most of the policies regulations need for the students to pursue their academic endeavor at the school.

The educational process is a multifaceted enterprise, which enlists the cooperative efforts of administration, faculty and students. The integrity of the process shall be dependent upon the sincere effort of students. The integrity of the process shall be dependent upon the sincere effort in fairness and impartial evaluation on the part of faculty and the honest academic conduct of all students. The faculty and administration shall jointly assure the availability of academic conduct of all students. The faculty and administration shall jointly assure the availability of academic resources for student use and shall make clear those standards by which students will be evaluated. Students shall be expected to conduct themselves responsibly in the fulfillment of their course of study.

Summary of Termination/Reinstatement Policies

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 70% and 85% cumulative attendance.

Unsatisfactory Financial Progress Requirement

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the School and/or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/or probation.

Attendance Policy

Successful completion of the educational programs at Sierra States University requires a significant commitment of time for class work and outside study each day. Sierra States students are expected to attend all class meetings to fully benefit from all coursework. Even though it is not mandatory, Sierra States University strongly recommends instructors incorporate attendance into the course grading scale.

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Each instructor will establish his or her own attendance policies and procedures, and publish them in the course syllabus. It is also the responsibility of each instructor to inform his or her class of these policies and procedures at the beginning of each quarter. Students are responsible for knowing the attendance policies and procedures of each class in which they are enrolled.

It is the student's responsibility to properly register for classes. During the first week, if an enrolled student does not attend the first class meeting, the instructor may drop the student from the class. Each instructor will make the final decision based on careful review of the circumstantial evidence provided by the student who did not attend the first class meeting without prior arrangement with the instructor.

It is also the student's responsibility to officially withdraw from the university or drop from a class that he or she is no longer attending in accordance to the established deadlines. A student who stops attending but does not drop a class may receive a failing grade in that class.

Attendance Probation

Sierra States University recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material.

A student will be placed on attendance probation if he or she is below 80% attendance in any given class. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status.

Re-entry Policy

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process. Students who have been dismissed from Sierra States University are required to wait the following Quarter to be qualified for readmission. They must submit an appeal form stating the reason of dismissal and if readmitted, assure the school of their commitment. The readmission appeal letter should be submitted at least two weeks prior to the beginning of the Quarter. The Chief Executive Officer will then contemplate and decide whether to grant readmission. If the Chief Executive Officer approves of the appeal letter, the student is able to register for the very next Quarter.

Academic and Progress Requirement

All students are required to maintain at least 2.0 **GPA** throughout the program. If a student fails to meet the satisfactory progress requirement, the student will be notified in writing and placed on probation until the satisfactory progress is achieved. If the student fails to meet the minimum GPA average at the completion of the program, the student will not qualify for a certificate of completion.

Students who fail a course, or whose cumulative fall or spring term grade point average falls below 2.0 will be placed on academic probation. In these circumstances, students will receive written correspondence from the Registrar outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. Each student is required to follow their plan of study until they are removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

Probationary Status

The following provisions describe Academic Probation:

- Students with a GPA of 1.75 or lower, after completion of their first Quarter with less than 24 hours completed, will be on academic probation.
- Students whose cumulative GPA is between 1.76 and 1.80 after the completion of 24 credit hours will be on academic probation.
- Students on academic probation will be required to meet with the registrar before the beginning of the following Quarter or withdrawal will result.

Student Code of Conduct

Upon enrollment at Sierra States University, each student shall have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education and to respect the ethical standards of the Acupressure and Swedish massage profession. Please maintain the following behaviors and those described elsewhere in the Catalog. Acceptable professional conduct for Sierra States University students include:

1. Accept assigned duties and responsibilities.
2. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
3. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
4. Demonstrate initiative and productivity.
5. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
6. Demonstrate strong ethical character.
7. Dishonesty is the most serious violation of student conduct.
8. Fabrication is the falsification or invention of any information in an academic setting.
9. Follow the School Rules of Conduct, which are based on the California Administrative Code.
10. Food or drink is **NOT** permitted in the classrooms or other areas unless designated by the school.
11. Maintain professional grooming and personal hygiene at all times.
12. Treat people, as you would like to be treated.

Violation of this Code of conduct may lead to dismissal and/or probation from the School. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Hayfield University. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school. Any student in violation of any of the following shall be subject to redress.

Expulsion

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication** – The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty** – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism** – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

Plagiarism Definition

Students are cautioned that Plagiarism is a serious matter, and may result in severe consequences.

- A. Plagiarism is the presentation of the ideas, representations, or words of other, as one's own or permitting another to present one's work without the customary and proper acknowledgment of the sources. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.
- B. Referral to or use of during an academic session, unauthorized materials, sources, or devices. Examples include, but are not limited to:
 1. Books, manuals, written materials, and Internet materials, etc.
 2. Falsifications of academic and clinical records, educational degrees, titles, job positions, etc.
 3. Inappropriate comments to patients, faculty, staff, other student, etc.
- C. Providing or acceptance of unauthorized assistance during an examination. Examples include, but are not limited to:
 1. Looking or viewing at other students' exam answers
 2. Talking to another student or assisting another student with exam answers.
 3. Making or receiving gestures from another student to benefit in an exam
 4. Possession, purchase, sale or use of a copy of any materials intended as an instrument of evaluation (test or exam). in advance of its administration by the faculty
 5. Practice of any form of deceit in any academic or clinical exam setting, including acting as or enlisting a substitute.
 6. Dependence on the aid of other or proving such aid in a manner prohibited by the faculty, in the research, preparation, creation, writing performance, or publication of work submitted for academic credit or evaluation.
 7. Attempts to change one's academic record, to access the School computers, break-in offices for reasons not in keeping with academic probity.
 8. Disruptive activities which infringe upon the rights of other individuals, or the rights of the faculty member, during classes, clinic periods or examinations
 9. Making verbal or written threats, or any act of physical abuse towards students, faculty, or staff or the University. A violation of this requirement will result in immediate suspension while review if the incident is in progress
 10. Willful violation or abuse of the canons of ethics for the school of the profession

Sexual Harassment Policy

Sierra States University intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – **will not be tolerated.**

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General Definition of Sexual Harassment: Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.
- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management.

Substance Abuse Prevention Policy

As a matter of policy, Sierra States University has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any University activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

Review Documents before Signing

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.

FINANCIAL POLICIES

Student Budget

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The School's Administrator will assist you with this budget.

Tuition and Fees

The school reserves the right to establish and change without notice the schedule of tuition and fees. The school has established the following tuition and fees for the school year.

Item/Program	Associate (92 units -2 years)	Bachelor (180 units -4 years)	Master (2 years – 60 units)	Doctor (3 years – 72 units)	ESL (1 year)
Application Fee	\$50	\$50	\$50	\$50	\$50
Registration Fee	\$25	\$25	\$25	\$25	\$25
Processing Fee	\$20	\$20	\$20	\$20	\$20
Initial I-20 Fee	\$200	\$200	\$200	\$200	\$200
SEVIS Fee (I-901)	\$200	\$200	\$200	\$200	\$200
Shipping & Handling Fee	\$100	\$100	\$100	\$100	\$100
Per unit	\$100 /per unit	\$100 /per unit	\$150/per unit	\$150/per unit	\$1,200 per quarter
Per Quarter	\$1,200-\$1,500	\$1,200-\$1,500	\$1,200-\$1,500	\$1,200-\$1,500	\$1,200
STRF Non-refundable Charge	\$0	\$0	\$0	\$0	\$0
Annual Tuition and fees	\$3,600-\$4,000	\$3,600-\$4,000	\$3,600-\$4,000	\$3,600-\$4,000	\$3,600-\$4,000
Total Tuition	\$9200	\$18000	\$9,000	\$10,800	\$3,600
Books and Supplies	\$500-\$1,000	\$500-\$1,000	\$500-\$1,000	\$500-\$1,000	\$500-\$1,000
Total Tuition and Fees*	\$10,000-\$10,500	\$19,000-\$19,500	\$10,000-\$10,500	\$11,500-\$12,000	\$4,000-\$4,300
Optional Fees					
Certificate	\$20	\$20	\$20	\$20	\$20
Enrollment Verification	\$10	\$10	\$10	\$10	\$10
Returned Check	\$25	\$25	\$25	\$25	\$25
Student ID	\$10	\$10	\$10	\$10	\$10
Transcript Fee – Re-issuance Only	\$10	\$10	\$10	\$10	\$10
Transcript – Rush Request (less than 7 days)	\$20	\$20	\$20	\$20	\$20

* Indicates total charges for the program for students completing on-time, starting program in 2017. Additional charges may be incurred if the program is not completed on-time.

The **Enrollment Agreement** obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The Sierra States University Catalog is available at no charge and will be provided to each enrollee prior to enrollment. The School will work with each student to determine the best financial arrangement to meet their obligation for tuition. The School provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

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Students must pay the required registration fee and tuition on or before the beginning of each Quarter. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

Payment Methods

Tuition and fees are due, in full, prior to the beginning of classes. This financial obligation is a **contract** between the student and the school. Failure to make payments when due is considered sufficient cause to bar the student from classes, withhold certificate, and suspend the student. Sierra States University accepts payment for the full amount due in Cash, Money Orders, or by Personal, Traveler's or Cashier's Checks. Students may be eligible for a short-term deferment without finance charge.

Explanation of Fees

Tuition

This is the base amount the student will pay for the program of study. It is the number of units necessary for graduation, multiplied by the cost per unit.

Registration Fee

This is a non-refundable fee for administrative and office costs.

Financial Aid

At the present time, Sierra States University currently does not offer any financial aid and does not participate in any state or federal financial aid programs.

Student Tuition Recovery Fund (STRF)

California Private Postsecondary Education Act of 2009 requires institutions to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). The Fund is administered by the State of California's Bureau for Private Postsecondary Education. For more information and the requirements for filing a claim, see **Section 14** of this catalog titled "STUDENT TUITION RECOVERY FUND DISCLOSURES". As of January 1, 2015, the BPPE has determined that the current STRF assessment is \$0 per \$1,000 of tuition. This ruling may change, at the BPPE's discretion.

Textbook Purchases

An itemized list of the textbooks used for each program is listed below and is included in the course syllabus that each student receives for their particular course of study. Textbooks bought from the school are pre-ordered by the school priced at no additional cost to the students. At least one (1) month prior to the start of the term, the school shall procure sufficient number of required textbooks to cover the projected enrollment. Upon course registration, students may choose to purchase the textbooks from the school, or from other sources. The estimated average cost of these textbooks is \$75.00. This amount may change depending on prevailing market prices.

Returned Check

A \$25 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

Transcript Fee

Sierra States University will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10 fee for each additional transcript. Processing will be within ten (10) business days of receipt. See section 37 for more details.

Student ID

A \$10 fee will be charged for each year of study.

Certificate

A Diploma fee of \$20 per copy requested.

Enrollment Verification

Enrollment Verification fee of \$10 will be charged per request.

Unpaid Accounts

Students who do not maintain current financial accounts with the college will be denied the privilege of classroom attendance beginning five days after the payment is due. Absences will be counted until the payment is made in full or until withdrawal is instituted. A student whose account is not paid in full (including tuition and fees) by the end of the quarter will not be allowed to reenroll in the subsequent quarter.

Sierra States University makes exceptions to this policy only with the approval of the President. In those cases where the college elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the college without paying the account in full, the payment plan becomes void and the college has the right to collect the unpaid amount immediately. Should the college find it necessary to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection and litigation fees, up to 100 percent of the balance due.

A student will not be allowed to participate in graduation ceremonies or receive grades, a certificate, a diploma, a degree, a transcript, or a letter of recommendation until all financial obligations have been satisfied in accordance with the college's financial policies.

LOANS - STUDENT RESPONSIBILITIES AND RIGHTS

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Student Responsibilities

1. In addition to the requirements described in this catalog under sections on attendance, satisfactory progress etcetera, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. It is the student's responsibility to compare and choose the School they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
4. Pay all installment payments on time.

Student Rights

1. Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, and the length of time you have to repay the loan, and when repayment is to begin.
2. Know the criteria for satisfactory progress and when you are not meeting these criteria.
3. You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
4. If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Post Secondary and Vocational Education. Read the section on grievance procedures carefully.

In compliance with Public Law 93-380, Section 483 (The Buckley Amendment), student grades, records, or personal information may not be given out to third persons without the written consent of the student. Permission must be given by the student in order for information in their file to be used as reference checks for credit or employment evaluation by third parties, and the student must file a declaration to this effect, which will be kept in the student file(s) the declaration can be all-inclusive or on a case-by-case access basis. **“The provision of financial aid data to authorized agencies is not a violation of the Buckley amendment.”**

STUDENT TUITION RECOVERY FUND DISCLOSURES

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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.”

5CCR§76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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 STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents money you paid to the institution.

Questions regarding the STRF may be directed to:

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Bureau for Private Postsecondary Education

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

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

Phone Number: (916) 431-6959 Toll Free: (888) 370-7589

Fax Number: (916) 263-1897 www.bppe.ca.gov

PLACEMENT SERVICES

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.

FACILITIES AND EQUIPMENT

The school is situated in Los Angeles, a safe and dynamic cultural, commercial, and recreational zone. The school facility consists of classrooms, a lecture room, a conference room, a computer laboratory, a library, a cafeteria, a student lounge, and administrative offices.

Sierra States University's campus is very conveniently located at 1818 S. Western Ave # 304 Los Angeles, CA, 90006. In the heart of Los Angeles, Sierra States University is not far from Downtown or Hollywood.

The Facilities and equipment Sierra States University fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, handicapped access and health. Both campuses are located within easy reach of public transportation.

The Campus Facilities include an administrative office and file room, conference room, library, spacious general purpose classrooms, a student lounge, library, and a computer lab with free WIFI Internet for students and learning resource laboratory furnished with modem equipment representative of the industry.

Parking

Sierra States University has plenty of parking spaces behind the building. Near the campus, there are a lot of street parking available.

Break Room

While the school is in close proximity to restaurants and convenience stores, many students may choose to brown bag their lunch or dinner in the Student Lounge. The Student Lounge is equipped with table and chairs a refrigerator, coffee maker, microwave, and a sink for the students' use.

Equipment Use:

Specific equipment details can be found under each program. Sierra States University asks students attending classes to show courtesy and respect for others around them. In order to maintain an environment that promotes and supports these objectives, the following rules are to be followed:

- 1 Accidents and/or breakdowns must be reported immediately to the student's instructor.
- 2 Food and drinks are prohibited in the classrooms.
- 3 Smoking is prohibited in the classrooms and restrooms or in the building or near the building.
- 4 Students misusing the equipment or instrumental devices may be subject to dismissal and may be billed for damaged equipment.

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- 5 Students must maintain a clean, organized, area at all times.
- 6 When leaving the area, all electrical devices, computers, and so forth, must be turned off.

Laptop-Carry Policy

Sierra States University continues to ensure the quality of the program and make every effort to support students with technological resources. However, Sierra States University students are strongly encouraged to carry their own personal laptop to use for their classes for their research, learning equipment and learning aids. Sierra States University provides students with free wireless internet services to support their needs.

LIBRARY

Library Services

The Sierra States University library is located on the 3rd floor as well as 4th floor. Library hours are during weekdays are 9AM to 5PM. Times are posted outside of the Library entrance. The Sierra States University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-Fi Internet access, and study tables. The library contains in excess of 15,000 volumes in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian with MLS degree who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

Student Library Rules of Conduct

To maintain a professional atmosphere, please keep and maintain student library rules of conduct rules while using the library:

- 1 Accept assigned duties and responsibilities.
- 2 An act of dishonesty is the most serious violation of student conduct.
- 3 Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
- 4 Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
- 5 Demonstrate initiative and productivity.
- 6 Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
- 7 Demonstrate strong ethical character.
- 8 Fabrication is the falsification or invention of any information in an academic setting.
- 9 Food or drink is NOT permitted in the classrooms, unless exception is granted by a member of management.
- 10 Maintain professional grooming and personal hygiene at all times.
- 11 Rules of conduct are based on the California Administrative Code.
- 12 Treat people, as you would like to be treated.

Violation of the rules of conduct present in the catalog may lead to dismissal from the School and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the School. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the School.

Should the students desire additional access to library collections, the nearest Public Library is located at **630 W. 5th Street Los Angeles, CA 90071**. The hours are currently Monday and Wednesday from 10AM to 5:30PM and Tuesday and Thursday from 12:30PM to 8PM. To search for other Los Angeles locations, try this link: <http://www.lapl.org/branches>.

STUDENT SERVICES POLICIES

Student Services

Sierra States University is proud to have a team of faculty, staff and administration that are committed to help our students become leaders to serve communities and the world. To accomplish this, Sierra States University endeavor to foster a learning environment in which your character can be nurtured, your life and professional skills can be developed, and where meaningful interaction and dialogue are always encouraged. We also work hard to cultivate a campus atmosphere that supports this process.

The full list of student services are stipulated in the catalog and student handbook. Please be familiar with the policies presented in the handbook. Especially, students must be familiar with student code of conduct and sign the commitment statement indicating that they have read and understood it. We are here to help you. We are excited about your time of study and fellowship at Sierra States University.

Students have access to the school and/or its instructors from 9:00 a.m. to 6:00 p.m. Monday through Friday. We may offer classes at night. So, please check class schedules. In addition, our counselors, staff and faculty are available to students during the business hours. 9:00 a.m. to 6:00 p.m. Monday through Friday.

The advisors provide students with assistance in all matters such as important academic, financial and personal matters and concerns to ensure satisfactory progress through the program. The school coordinator also provides assistance to international students in adjusting to the school and to the new social environment and is available to provide counseling on immigration matters.

Students have access to the Internet, computer applications, reference software, educational software, and printers during school hours. Although the school does not provide on-campus housing, the staff can arrange a room, apartment, or home stay for students desiring to live near campus or in the great area of Los Angeles.

Student Orientation

Once a student is admitted to the program, he or she will be assigned to an academic advisor who will advise the student with academic planning. New students will be given an orientation of the school, rules and regulations, and its facilities before the start of the program

During orientation, a school administrator will familiarize the student with the School facilities, services, grading policies, graduation requirements, etc. as described in this catalog. Sierra States University welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's staff or dean's office.

Registration

Registration is processed through the Registrar's Office. Students are to register in person during the scheduled registration days. Registration forms and the schedule of class are available at the Registrar's Office. Late Registration will be allowed through the first week of class and requires a late registration fee.

Whenever possible, the Registrar's Office will register new students before you arrive on campus. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

All current students are expected to register for the next quarter on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.

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Registration is not complete until all necessary forms (including the textbook order form) are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the quarter.

Student Government

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Sierra States University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members. The Student Government consists of representatives from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

Academic Advising

The Director of Admissions and Dean of Academics are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help, or suggest any new ideas to the school.

Current Student Information

Students are responsible to notify any changes of the state of physical being, such as address or phone number. Current contact information is vital in cases of emergencies.

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

Telephone

Emergency calls will be forwarded to the student as received.

Student Activities and Programs

Sierra States University provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the School encourages students to include their families, friends, and significant others in the educational process. In addition, the School sponsors activities and organizations to foster integration of personal and professional development.

Study Groups

Students are encouraged to form study groups with other students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter.

Tutorial Program

Sierra States University may provide tutorial assistance to students who indicate a need for such service. The instructors are the primary source for this assistance. The purpose is to encourage in-depth discussions on lessons when necessary. All instructors are advised to allot an additional 1-1/2 hours after each class session if tutoring services are necessary for students. This service is provided at no cost to the student. The school encourages students to take advantage of free tutoring services.

Health Services

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personnel psychological counseling, the staff or administrator of Sierra States University may provide a listing of services in the community. Sierra States University also strongly encourages students to carry health insurance coverage.

Counseling

Sierra States University offers non-academic counseling to all currently enrolled students. The dean of students or designated staff may provide this personal counseling so that students can acquire the appropriate abilities and attitudes, which will enable them to cope with the stresses and challenges of student life.

You may contact our dean office or administration's office to schedule an appointment. At Sierra States University, the available counseling issues include but are not limited to student's emotional, psychological, relational, and even spiritual problems and crises. And the counseling services may help students experience healing, support, guidance, coaching, and reconciliation in resolving their own concerns.

Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. In order to maintain feelings of trust and safety, the basic information concerning services will be considered confidential.

Pregnancy

Upon confirmation of pregnancy, the student must provide the Chief Executive Officer with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

Visitors

Students are not allowed to bring children into the classrooms/laboratories without approval from the administration. With appropriate notice to the school, families, friends and prospective employers, etc. are cordially invited to visit Sierra States University at any time during office hours. Special arrangements will be made for groups. However, those who disrupt the smooth operation of the school will be asked to leave promptly. Students are not allowed to bring children during time of lectures or discussion.

Child Care

Sierra States University does not provide childcare services.

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Career Services

Sierra States University can assist students with career exploration, resume creation and review, internship and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

Chapel

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

Student-led worship teams are responsible for planning and leading music and other creative arts during the chapel services. If you are musically talented, you may be asked to share a vocal or instrumental special during these services. Student-led media teams oversee audio and video equipment for chapel services and special events. If you are interested in serving in one of these areas and would like to receive training, contact the Dean of Students.

HOUSING INFORMATION

While Sierra States University does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the Admissions office. Costs vary for students as some live alone and others share housing with friends or relatives. Living modestly, one should expect to pay between \$1,500 and \$2,400 for living expenses including rent.

ENGLISH PROFICIENCY

All classes at Sierra States University are conducted in English. Persons who are limited in English proficiency are required to take the school's English proficiency test and, depending on their level of proficiency, may be required to take ESL courses while enrolled in academic or vocational classes.

STUDENT LIFE

Spiritual Enrichment

In the Gospel of Mark, Jesus said that the most important commandment is to love the Lord with all of your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord. At Sierra States University, we are endeavoring to live out this commandment.

We intend to promote the spiritual life at Sierra States University through academic advising, mentoring, field education, chapel, bible study or any other form. We intend that prayer, worship, dialogue about God and His Word, and fellowship flow through the community of Sierra States University.

Chapel Services

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

Special Days

The administration and faculty of Sierra States University seek to be sensitive to both the needs of the students and the direction of the Holy Spirit. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community uniting together for the day.

Ministry Emphasis

At least once annually, a special series of chapel services is planned for ministry emphasis. The speakers are men and women of God who exemplify Christian leadership in the Church and/or the world.

Church Services

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, praise, and worship. Our doctrine calls on us to "identify ourselves with the visible Body of Christ." We interpret this call to mean that each member of the Sierra States University community should participate regularly in the life of a local church.

We assemble together in local congregations to allow the Word to work in us with authority and mutual accountability. We do this so that the gifts can work in and through us by the power of the Holy Spirit. We gather as well, to fellowship among God's people, who are the true temple of God by His Spirit. New students are encouraged to visit several churches in the local area prior to selecting a "home church."

We believe it is important for students to attend their home church consistently

Small Groups

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group provided through their church; others participate in various groups that meet on campus.

Devotional Life

All members of the Sierra States University community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the campus community for special times together in God's presence.

PHILOSOPHY OF COMMUNITY

Sierra States University is a community of believers dedicated to the development of leaders in the Body of Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct in the Student Handbook for examples of such behaviors.)

DEPORTMENT

Because Sierra States University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment he or she receives from others. Deviation from this standard will result in a review of the incident by faculty and staff advisors and the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student should do so immediately and respectfully. Upon leaving the classroom the student should report to the Dean of Students. If necessary, the Dean of Students and/or faculty and staff advisors will meet with the involved people and assign additional restorative action as necessary. The Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening or harming the physical well-being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to law-enforcement officials, imposing personal restrictions on the involved students, and/or recommending dismissal of the student from Sierra States University.

DISCIPLINARY POLICY

The primary goal of the Sierra States University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Sierra States University is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of a restorative action plan. Intermediate consequences are employed whenever possible to avoid suspension or expulsion. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to the review. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding a disciplinary outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

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The Dean of Students serves as the chief student conduct officer for Sierra States University and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards.

STUDENT GRIEVANCE PROCEDURES

Sierra States University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a Sierra States University student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The President's Office or the office of Dean of Academics shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

Definition of Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Sierra States University petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the Dean of Academics or Dean of Students. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President of Sierra States University will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Dean of Academics, Dean of Students, and one faculty member who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

Procedure for Maintaining Records of Written Student Complaints

Sierra States University has policies and procedures for written student complaint and is committed to the fair and impartial resolution of written student complaint and grievances. Generally, student complaints are referred to the dean of students' office to assure concerned students receive accurate and consistent guidance, and are informed of the Sierra States University's grievance process. The dean of students will be responsible for the maintaining records of written student complaints related to non-academic complaints, student code of conduct, discrimination, harassment, student life, etc. However, the dean of academics is responsible for maintaining written student completing regarding academic matters, faculty matters, or its related issues.

STUDENT RECORDS AND TRANSCRIPTS

The school maintains the privacy of student educational records and students' right to access their educational records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may review their educational records and request amendment of the records to ensure accuracy. Students may restrict release of personal information (the student's name, spouse's name, address, telephone number, program, year of study, dates of attendance, certificate(s) awarded, most recent school attended, and citizenship). Students seeking review, amendment, or restriction should submit a written request to the Main Office.

Student Records Retention Policy

Student records include grades, attendance, prior education and training, personal achievements, etc. Sierra States University maintains student records in accordance with the guidelines California State of Bureau of Private Postsecondary (BPPE). The Program Coordinator acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof files. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

Name Changes in Students' School Records

The name of any currently enrolled, former, or graduated student, may be changed in the official school record to show a different name other than on used at matriculation time or during the term of enrollment at Sierra States University. This change can only be made based upon the following:

1. A written, signed and notarized request submitted by current, former or graduate student to change the name on the official school record.
2. Submission of supportive credible evidence such as a certified copy of marriage certificate, or a name changed by a court decree.
3. For cross referencing purposes, the official transcript shall be modified to show the name in its entirety (First, Middle, Last), as well as to indicate the original name in its entirety (First, Middle, Last), immediately after the new name. The graduation diploma(s) and certificates shall be issued with the new name only.
4. Examples of transcripts: Jane Jones to change to: Jane Doe, A.K.A Jane Jones. Jane Smith to change to: Jane Smith-Doe, A.K.A Jane Smith
5. At no time shall the original name be removed from the official transcript or be replaced by the new name. The student is required to pay a processing fee as approved by the Executive Council and published in the "Name Change Notification Form"

Transcripts

The school retains academic transcripts indefinitely.

Sierra States University will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript.

An **official** copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "**unofficial**" stamped on the transcript. Transcripts issued to the student are marked "**Issued to Student.**"

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

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Family Educational Rights and Privacy Act of 1974, as amended

Sierra States University complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. With few exceptions, Federal law (the Family Educational Rights and Privacy Act, or FERPA) prevents the school from disclosing academic records, student disciplinary matters, student finances, and other personally identifiable educational records without the student's express written permission. Students also have the following rights under FERPA. The following is a description of those rights:

- The right to inspect and review the student's education records within 45 days of the day Sierra States University receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. Sierra States University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Sierra States University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write Sierra States University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If Sierra States University decides not to amend the record as requested by the student, Sierra States University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Sierra States University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting 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 responsibility.
- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- Upon request, Sierra States University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sierra States University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605**

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In accordance with Section 99.37 of the FERPA regulations, Sierra States University reserves the right to publish directory information about students, including the student's name, local address and phone number, academic program (including major, minor, and concentration), and home church.

PROGRAM DESCRIPTION DETAILS

English as a Second Language (ESL) Diploma Program**PROGRAM INFORMATION**

	Length	Approximately 3 Quarters
Total Credit Hours:	960	

All three courses are required for the ESL program:

ESL Beginning	320 hours	16 weeks	
ESL Intermediate	320	16 weeks	
ESL Advanced	320	16 weeks	
Total:	960 hours		48 weeks

ESL Beginning

This course provides beginning learners of English instruction in all language skills: listening, speaking, reading, writing, grammar and vocabulary. The student will learn to: achieve comprehension in basic communicative situations; read and understand simple informative materials; write basic sentences and simple pieces of writing; comprehend basic grammatical structures in natural context; develop knowledge of basic vocabulary.

ESL Intermediate

This course provides intermediate English learners instruction in all language skills. The student will learn to: understand and engage in conversation on everyday topics; read and understand medium-length selections; compose paragraphs and extensive pieces of writing; comprehend complex grammatical structures; develop vocabulary appropriate for academic tasks.

ESL Advanced

This course provides advanced learners of English instruction in all language skills. The student will learn to: engage in ordinary conversation; read and comprehend academic texts; compose advanced pieces of writing; analyze grammatical structures in academic settings; develop knowledge of advanced-level vocabulary.

ESL Program Objective

The School of Languages seeks to develop individuals through the promotion of learning by students and by faculty. The transmission of knowledge is central to preparing students with the attitudes, skills, and habits of lifelong learning and leadership skills, enabling them to be a useful member of the global society.

The School of Languages intends to judge itself by the most demanding standards to attract people of great ability from all backgrounds and provide the infrastructure to support teaching, scholarship, and service for present and future generations.

The English as Second Language (ESL) courses at Sierra States University are programmed to educate and inform students from basic to advanced English language skills.

Sierra States University's School of Languages expands the educational efforts of the university and equips students with the knowledge, skills, and ideas for living and working successfully in an international world of rapid social and technical change.

Sequence and Frequency of Lessons or Class Sessions

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Each Program Level (Beginning, Intermediate, and Advanced) last 16 weeks. Classes meet for four hours per day and 20 hours per week (M-F), for a total of 960 hours per year.

All potential students must take a level placement test to determine the proper level to start class. Students' skill level are assigned based on placement test results (reading, writing, grammar, listening).

ESL classes: Monday to Friday 9:30AM - 1:30PM, 2PM - 6PM And 6PM - 10PM

SYLLABUS AND APPROACH

Sierra States University uses high-interest themes to integrate speaking, grammar, vocabulary, pronunciation, listening, reading, and writing. There is a strong focus on both accuracy and fluency. The underlying philosophy of the course remains that language is best learned when it is used for meaningful communication

Classes are designed for overseas students to succeed in American English and is composed of a variety of subjects. Also, requiring them to stretch their English language skills and expand upon prior vocational education in their home countries, helps to prepare students to transfer to U.S. universities or professional employment.

Instructional Mode or Method

The Sierra States University ESL Program believes that English is best learned when speaking and writing skills are combined. All classes are taught in a communicative and interactive way incorporating as much cultural content as possible. Thus the student is learning not only the skills needed to achieve the goal of mastering English, but also the appropriate context in which to use them while living in the United States. We offer intensive, academic-based ESL classes for students, who receive instruction 4 hours per day, 5 days a week.

The classroom activities include intensive discussions of English vocabulary, grammar, varied exercises, and the taking of sample tests in a standard classroom setting: Lecture, Demonstration, Internet, Question and Answer and Practice.

General Teaching Guidelines

1. Prepare the appropriate number of practice exercises and production activities for the target.
2. Review the previous days' material during or immediately following the warm-up.
3. Outline on the board what is going to be accomplished that day.
4. Focus on accuracy during the practice exercises and fluency during the production activities.
5. Summarize what was accomplished in class.
6. Assign homework to reinforce the target.

ESL Topics Covered / Skills to be Learned

The course covers contemporary, real-world topics that are relevant to students' lives. Students have background knowledge and experience with these topics, so they can share opinions and information productively. In addition, cultural information stimulates cross-cultural comparison and discussion. Sierra States University's students' ability to listen to spoken English, read or write a composition are enhanced through drills, classroom discussions, and exercises. The measurement of the student's English progress is made each week by means of timed practice tests.

Speaking

Speaking skills are central focus of Sierra States University's ESL program. We emphasize natural, conversational language. Discussion, Role Play, and Speaking exercises, as well as activities, provide speaking opportunities that systematically build oral fluency. In addition, conversations illustrate different speaking

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strategies, such as how to open and close conversations, ask follow-up questions, take turns, and use filler words. Other exercises offer fun, personalized speaking practice and opportunities to share opinions.

Vocabulary

Vocabulary development plays a key role in English mastery. Productive vocabulary is vocabulary that students are encouraged to use. Receptive vocabulary is introduced primarily in Readings, and Listening. In Writing and speaking exercises, students typically categorize new vocabulary reflecting how the mind organizes new words. Then they internalize the new vocabulary by using it in a personalized way.

Pronunciation

Sierra States University students benefit most from practicing a little pronunciation on a regular basis. Pronunciation focuses on important features of spoken English, such as word stress, intonation, and linked sounds. In each unit, a pronunciation exercise requires students to notice and then practice a pronunciation feature linked to the new grammar or vocabulary.

Listening

The listening syllabus emphasizes task-based listening activities and incorporates both top-down processing skills and bottom-up processing skills. Listening exercises for all levels provide focus questions or tasks that give students, a purpose for listening, while graphic organizers such as charts provide note-taking support. Moreover, most Conversations provide follow-up listening tasks. Additional listening practice is provided for homework assignments.

Grammar

Sierra States University course syllabus reviews and expands on the basic grammar structures by viewing meaning, form, and use as the three interacting dimensions of language. First, students notice the new grammar in context in the Conversations or Perspectives. Second, they learn and practice using the grammar forms in a controlled way. Third, students soon move on to freer tasks that lead toward fluency. Throughout the course, Sierra States University students acquire new communicative competence by using grammar as a means to an end: such as how to introduce themselves, or agree and disagree.

Reading

Reading exercises require students to read a variety of text types for different purposes. For example, they skim the texts for main ideas, scan them for specific information, or read them carefully for details. Then they complete exercises that help develop reading strategies and skills, such as inference and guessing meaning from context. They also share and discuss their opinions.

Writing

Writing exercises require students to write on a variety of real-world subjects that review the themes, vocabulary, and grammar in each unit. Students typically look at writing models before they begin writing; they use their experiences and ideas in their writing, and then share what they wrote with their classmates.

ESL Course Text Books

ESL (Basic Level)				
Name of Book	Author	Publisher	ISBN	Cost
American Headway 1 (student book) , 2 nd Ed.	Liz and John Soars	Oxford University Press	ISBN: 978-0-19- 470451-9	\$25
Azar Basic Grammar (Red) 3 rd Ed.	Betty Schramper Azar and Stacy A. Hagen	Prentice Hall College Div	ISBN-13: 978-0- 13-240966-7	\$50

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			ISBN-10: 0-13-240966-6	
ESL (Intermediate Level) Text Books				
Name of Book	Author	Publisher	ISBN	Cost
American Headway 3 (student book) 2 nd Ed.	Liz and John Soars	Oxford University Press	ISBN: 978-0-19-472983-3	\$25
Azar Grammar (Black) 4 th Ed.	Betty Schramper Azar and Stacy A. Hagen	Prentice Hall College Div	ISBN-13:978-0-13-246932-6 ISBN-10: 0-13-246932-4	\$50
ESL (Advanced Level) Text Books				
Name of Book	Author	Publisher	ISBN	Cost
Focus on Vocabulary 1 Bridging Vocabulary	Diane Schmitt, Norbert Schmitt, David Mann	Pearson Longman	ISBN-13: 978-0-13-137619-9 ISBN-10: 0-13-137619-5	\$35
American Headway 5 (student book) 2 nd Ed.	Liz and John Soars	Oxford University Press	ISBN: 978-0-19-472921-5	\$25
Azar Grammar (Blue) 4 th Ed.	Betty Schramper Azar and Stacy A. Hagen	Prentice Hall College Div	ISBN-13: 978-0-13-233333-7 ISBN-10: 0-13-233333-3	\$50

Associate of Applied Science in Business Administration (2 years)

Program Overview

The Associate of Applied Science in Business Administration (AASBA) program is designed to prepare students for entry-level management positions. This articulated program targets immediate employment in a Business Administration-related job. Completion of that degree can provide students with a transition path to a Bachelor of Arts in Business Administration (BABA) degree as well. The curriculum includes courses in general business, accounting, economics, legal studies, management, and marketing. With a goal of maximizing student success, this program is designed with two pre-requisites as parts of the general education requirements: College Algebra and one additional mathematics course. In the absence of transfer credit, students may need to take additional elective courses to satisfy the total unit requirements for the degree. The program courses may be taken in any sequence. Courses in the Business major will be taught through the lenses of Christian principles.

Program Requirements Summary

Length: Approximately 2 years

General Education Course Requirements:
Bible and Theology Course Requirements:

36 quarter units
12 quarter units (Student may take up to 4 units of interdisciplinary Business courses to fulfill the Bible and Theology requirements)

Business Administration Requirements:

44 quarter units
(Includes 8 units of Business Administration Electives)

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Total Units Required for Graduation:

92 quarter units

Program Learning Outcomes

At the completion of the Associate of Applied Science in Business Administration (AASBA) degree program, the student will be able to:

1. Describe the types of business organizations and their basic functions, as well as the legal structure and tax implications of different types of business organizations such as sole proprietorship, partnership, and corporation.
2. Explain the functions of basic management relating to planning and implementing an organization's strategic behavior, demonstrating some computer applications of the contemporary business technology.
3. Explain the changing nature of business in a global economy, while navigating the legal and ethical issues surrounding the business community.
4. Explain the basic accounting, finance, and management functions of business organizations, as well as how marketing decisions can affect the realization of business profits.
5. Integrate the knowledge acquired in the program within a life of Christian service to the local and global community.

Admissions Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Associate of Applied Science in Business Administration program, submitting proper documentation to the office of admission by the appropriate deadline:

1. Applicants for admission must be in possession of, or have candidacy for, a high school diploma or GED, and must submit official transcripts and/or copy of diploma for their high school degree, as well as any college level work they have completed, if applicable.
2. A completed application form for admission
3. Students whose native language is not English must meet the language proficiency requirements delineated elsewhere in the catalog.
4. Application fee
5. Recommendation Form

Unit Transfer Policy

A maximum of forty-five (45) quarter units may be transferred into the program from a nationally or regionally-accredited college or university. The acceptance of credit hours is at the discretion of Sierra States University, depending upon the academic rigor of the prior course experience.

General Program Requirements

The Associate of Applied Science in Business Administration requires that a minimum of 36 course units be earned in General Education courses. General Education courses include courses in religion, psychology, sociology, philosophy and other fields. A total of 12 units are to be taken within the Bible and Theology disciplines, strictly speaking; student may take up to 4 units of interdisciplinary Business courses to fulfill the Bible and Theology requirements, enrolling in selected courses within the Business curriculum. These are courses which address certain aspects of Business Administration from a Christian standpoint and perspective. Courses eligible to qualify for this are listed below.

Program Graduation Requirements Chart

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Degree	General Education	Bible & Theology	Core Major Courses	Free Electives in Major	Total Units
Associate of Applied Science in Business Administration	36	12	36	8	92

Sample Course of Study

General Education Requirements: 36 units

General Education	Course Code	Course Title	Units
Communication 2 Courses	COMM 1103	Presentation Skills	8
	COMM 204	Oral Communication Skills	
	ENG 102	English Literature	
	ENG 1101	English Composition	
	ENG 1103	Writing and Reading	
	SPC 1102	Fundamentals of Public Speaking	
Humanities and the Arts 2 Courses	HIS 1101	History of Western Civilization I	8
	HIS 1102	History of Western Civilization II	
	HIS 1103	American History	
	PHL 1101	Introduction to Philosophy	
	PHL 1102	Logic	
	PHL 1212	Introduction to Ethics	
Social/Behavioral Sciences 3 Courses (must be from at least 2 disciplines)	BIO 1101	Introduction to Biology	12
	PB 150	Human Anatomy	
	POSC 101	Introduction to Political Science	
	POSC 102	Introduction to American Government	
	PSY 1101	Introduction to Psychology	
	PSY 1425	Counseling for Marriage & Family	
	PSY 225	Personality Disorders	
	REL 1102	Comparative Religion	
	SOC 1102	Sociology of Religion	
	SOC 2010	Introduction to Sociology	
Natural Sciences/Physical Sciences/Mathematics 2 Courses	BIO 1101	Introduction to Biology	8
	MAT 1101	College Mathematics	
	MAT 1111	College Algebra	
	MAT 2111	Essentials of Calculus	
	NUT 101	Nutrition	
	PB 150	Human Anatomy	
	STAT 1230	Introduction to Statistics	
TOTAL			36

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Bible & Theology: 12 units

Bible & Theology	Course Code	Course Title	Units
Biblical Studies 2 Courses	NT 321	Acts	8
	BT 303	Biblical Interpretation	
	NT 320	Gospel According to John	
	NT 301	Introduction of the New Testament	
	OT 301	Introduction of the Old Testament	
	OT 315	Introduction to the Prophets	
	NT 205	Life & Teaching of Christ	
	OT 220	Old Testament Historical Books	
	NT 305	Pauline Epistles	
	NT 101	Survey of the New Testament	
	OT 101	Survey of the Old Testament	
	NT 203	Synoptic Gospels	
	OT 305	The Pentateuch	
	OT 320	The Prophets (Major)	
	OT 321	The Prophets (Minor)	
	Theology 1 Course	THE 309	
PSY 402		Christian Counseling	
THE 301		Christian Doctrine I	
THE 302		Christian Doctrine II	
THE 303		Christian Doctrine III	
THE 304		Christian Doctrine IV	
CE 301		Christian Education	
PRA 300		Christian Worship	
HIS 305		Church History I	
HIS 306		Church History II	
REL 101		Comparative Religions	
THE 325		Contemporary Theology I	
PRA 305		Evangelism	
PRA 412		Intercultural Studies: Missions	
PRA 315		Intercultural Study and Theology of	
PSY 415		Pastoral Counseling	
PRA 307	Pastoral Leadership		
PRA 311	Preaching		
PSY 1206	Psychology of Religion		
TOTAL			12

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Business Course of Study: 44 units

Business Course of Study	Course Code	Course Title	Completed		
Business Administration Course Requirements 9 Courses	FIN 1120	Business Finance	36		
	BUS 2240	Business Law			
	BUS 1308	Business Management Principles			
	MGMT 2250	Business Plan			
	FIN 1201	Corporate Finance			
	BUS 1150	Database Fundamentals			
	MGMT 1410	International Management			
	BUS 1299	Introduction to Business			
	OBHV 1110	Introduction to Organizational Behavior			
	MNSC 1401	Introduction to Quantitative Analysis			
	OBHV 1112	Leadership and Organizational Change			
	MGMT 1309	Management and Organizational Theory			
	MKTG 1294	Marketing Channels			
	MKTG 1289	Marketing Fundamentals			
	BUS 560	Marketing Management and Innovation			
	MGMT 1430	Operations Management			
	ACC 1101	Principles of Accounting I			
	ACC 1102	Principles of Accounting II			
	ECO 1130	Principles of Macroeconomics			
	MGMT 1308	Principles of Management			
	ECO 1120	Principles of Microeconomics			
	BUS 2120	Spreadsheet Fundamentals			
	MGMT 1500	Strategic Management			
	MGMT 1434	Sustainable Supply Chain Operations			
	OBHV 1113	Theory and Practice of Organizational Development			
	Business Administration Electives 2 Courses	MSCS 320		Algorithms	8
		MSCIS 440		Business Data Communication and Networks	
BUS 2250		Business Ethics			
MSCS410		Computer Communications			
MSCS 300		Computer Programming			
LEDR 1321		Conflict Negotiation			
MUS 105		Contemporary Music with Guitar			
MSCIS 620		Cryptography			
MSCS 310		Data Structure			
MSCIS 490		Database Design and Implementation for Business			
BUS 1160		Desktop Publishing			
MSCIS 550		Digital Forensics and Investigations			
ECON 1150		Economic Data Analysis			
MSCIS 480		Enterprise Information Security			
BUS 2351		Field Education I			
BUS 2352		Field Education II			
BUS 2353		Field Education III			
MGMT 1420		Fundamentals (Foundations) of Entrepreneurship			
MGMT 1412		Global Development			
HRMN 1101		Human Resource Management			
MSCIS 410		Information Structures with JAVA			
MSCIS 420		Information Systems Analysis and Design			
MGMT 1411		Intercultural Competence			
ECON 1140		International Economics			
BUS 327		Introduction to Application Program Interface			
CS 1201		Introduction to Computer Information Systems			
CS 250		Introduction to E-Commerce			
BUS 1326		Introduction to HTML and CSS for Webpage Design			
MSCIS300		Introduction to Information Structures with Java			
MSCIS200		Introduction to IT Strategy and Management			
MSCS100		Introduction to Programming Languages			
BUS 2261		Legal and Ethical Issues in Business			
ACC 1103		Managerial Accounting			
MUS 1103		Music Appreciation			
MSCIS 560		Network Security			
LEDR 1311		Organizational Leadership			
MSCIS 510		Programming Languages			
MSCIS 460		Server-Side Web Development			
MGMT 1431		Service Operations			
MGMT 1421		Small Business Management			
MKTG 1290		Social Media Marketing			
BUS 2221		Systems Analysis & Design			
BUS 1246		Team Building & Interpersonal Dynamics			
MSCIS 540	Topics in Numerical Analysis				
MSCIS 590	Web Application and Development				
BUS228	Web Design and Development using Solution				
BUS 2226	Webpage Design & Development				
MUS 110	World Music				
TOTAL			44		

BUSINESS ADMINISTRATION – CORE COURSES

ACC 1101 Principles of Accounting I (4 units)

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class. Prerequisite: None

ACC 1102 Principles of Accounting II (4 units)

This course covers a substantial portion of the U.S. accounting standards known as G.A.A.P. (generally accepted accounting principles). In particular, it entails a detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, accounting for cash, receivables, and inventories. Prerequisite: ACC1102 Principles of Accounting

BUS 1299 Introduction to Christian Business (4 units)

An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. Prerequisite: None

BUS 2240 Business Law (4 units)

It is a study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts. Prerequisite: None

ECO 1120 Principles of Microeconomics (4 units)

This course deals with the price system, market structures, and consumer theory. Topics covered include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, etc. Prerequisite: None

ECO 1130 Principles of Macroeconomics (4 units)

This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things. Prerequisite: None

FIN 1120 Business Finance (4 units)

This course deals with a survey of the basic principles and concepts used in the financial management of a business enterprise addressed from both theoretical and practical standpoint. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. Prerequisite: None

MGMT 1308 Principles of Management (4 units)

This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically-oriented society will also be discussed. Prerequisite: None

MGMT 1430 Operations Management (4 units)

This course is a survey of the fundamental concepts of production and operations management. The course covers the use of quantitative methods and statistical techniques for forecasting, resource allocation, decision

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theory, capacity planning, project management, inventory management, and quality assurance. Prerequisite: None

MKTG 1289 Marketing Fundamentals (4 units)

An introductory course will study the functions of marketing in for profit service and product organization. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create branding, customer service and relations, consumer tracking, market research, vertical and horizontal integration, sales techniques, and sales management, and pricing strategies for positioning within the marketplace. Prerequisite: None

BUS 1150 Database Fundamentals (4 units)

This course emphasizes the use of database management software packages to access, manipulate, and create data files. Topics include data entry, data access, data manipulation, relational databases, database creation, and file documentation. Prerequisite: None

BUS 2120 Spreadsheet Fundamentals (4 units)

The course instructs students how to use electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, data analysis, analysis of charts and graphs, formatting data and content, and managing workbooks. Prerequisite: None

BUSINESS ELECTIVES

BUS 2221 Systems Analysis and Design (4 units)

Comprehensive introduction to the planning, analysis, design, and implementation of contemporary information systems. Students will examine the role and responsibility of a System Analyst. Several approaches to system requirements are also covered. Prerequisite: None

BUS 2250 Business Ethics (4 units)

The course includes a study of ethics in business and work. The topics include: recognizing and analyzing ethical issues in business; promoting ethical behavior in corporations and institutions; the social responsibilities of business; the role of business in a free market economy; ethics in the global economy; the role of the professions in contemporary American society. Prerequisite: None

BUS 1160 Desktop Publishing (4 units)

The course emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards, topics include: DTP concepts, operation of DTP software, publication page layout basic graphic design, and practical applications. Prerequisite: None

BUS 2226 Webpage Design and Development (4 units)

Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None

ACC 1103 Managerial Accounting (4 units)

This course is an overview of the use of financial accounting and cost accounting data for the design and preparation of reports to aid management in organizing, directing, controlling, and decision-making functions. The topics include the fundamentals of cost accounting, budgeting and responsibility accounting for cost and profit centers. Prerequisite: None

ECON 1140 International Economics (4 units)

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Students will apply what they have learned in previous economics courses to analyze the global economic environment. They will learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA, will be discussed and analyzed. Students will learn about the currency markets and the different types of monetary systems. Prerequisite: None

ECON 1150 Economic Data Analysis (4 units)

This course prepares students for analysis of economic data found in secondary sources such as the World Bank, The International Monetary Fund (IMF), Organization of European Community for Development (OECD), and various U.S. government sources. Emphasis is placed on learning the basic tools of mathematical and statistical analysis with a goal to applying those tools to analyzing data for meaningful conclusion. Prerequisite: None

HRMN 1101 Human Resource Management (4 units)

Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Prerequisite: None

MGMT 1421 Small Business Management (4 units)

An in-depth study of small to mid-sized companies with a view to preparing students for leadership roles. Emphasis on building and managing companies from the start-up phase to their growth and efficient operation. Problem solving strategies of managerial, legal and ethical issues and dilemmas particularly relevant to small business. Prerequisite: None

MGMT 1431 Service Operations (4 units)

This course provides a survey of the different types of services provided by organizations. Topics include similarities and differences between production of services and production of products, the wide variety of services produced, proportion of organizations' offerings that are services, and accountability and quality of services. Prerequisite: None

MKTG 1290 Social Media Marketing (4 units)

This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, LinkedIn, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors. Prerequisite: None

BUS2351 Field Education I (4 units)

This course is an educationally-directed practicum through which students are expected to progress in their professional development from one quarter to the next. A course focused on important principles of Christian business leadership with an appropriate field experience under the supervision of a competent supervisor. Cognitive, affective, and experiential learning experiences are designed to foster the student's formation in business field and community service.

BUS2352 Field Education II (4 units)

This course is a continuation of field education I. This course requires weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

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Bachelor of Arts in Business Administration (4 years)

Program Overview

The Bachelor of Arts in Business Administration is designed to provide the knowledge and skills necessary for a successful career in business administration. The program includes general education courses, technology-related courses, and courses in the business major. Major courses include (but are not limited to) studies in accounting, business ethics, business and corporate finance, business law, economics, entrepreneurship, human resource management, international management, marketing, operations management, organizational leadership, organizational behavior, organizational theory, quantitative analysis, statistical analysis, and strategic management, among others. As with our other programs, there is a strong emphasis on Biblical values and Theological education, as well as General Education. Courses in the Business major will be taught through the lenses of Christian principles.

Program Requirements Summary

Length:	Approximately 12 Quarters or 4 years
General Education Course Requirements:	68 quarter units
Bible and Theology Course Requirements:	20 quarter units (Student may take up to 8 units of interdisciplinary Business courses to fulfill the Bible and Theology requirements)
Business Administration Requirement:	92 quarter units
Total Units Required for Graduation:	180 quarter units

Program Learning Outcomes:

Upon the completion of the Bachelor of Arts in Business Administration (BABA) degree program at Sierra States University, the student will be able to demonstrate the following competencies:

1. Apply ethical and legal principles to a business environment
2. Conduct independent research relevant to business-related issues
3. Demonstrate written and oral presentation skills expected of a business-school graduate
4. Develop a global business perspective based on the knowledge of foreign business environments and cultures
5. Integrate the knowledge acquired in the program within a life of Christian service to the local and global community.

Admissions Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Bachelor of Arts in Business Administration program, submitting proper documentation to the office of admission by the appropriate deadline:

6. Applicants for admission must be in possession of, or have candidacy for, a high school diploma or GED, and must submit official transcripts and/or copy of diploma for their high school degree, as well as any college level work they have completed, if applicable.
7. A completed application form for admission
8. Students whose native language is not English must meet the language proficiency requirements delineated elsewhere in the catalog.
9. Application fee
10. Recommendation Form

Unit Transfer Policy

A maximum of ninety (90) quarter units may be transferred into the program from a nationally or regionally-accredited college or university. The acceptance of credit hours is at the discretion of Sierra States University,

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depending upon the academic rigor of the prior course experience.

General Program Requirements

The Bachelor of Arts in Business Administration requires that a minimum of 68 course units be earned in General Education courses. General Education courses include courses in religion, psychology, sociology, philosophy and other fields. A total of 20 units are to be taken within the Bible and Theology disciplines, strictly speaking; student may take up to 8 units of interdisciplinary Business courses to fulfill the Bible and Theology requirements, enrolling in selected courses within the Business curriculum. These are courses which address certain aspects of Business Administration from a Christian standpoint and perspective. Courses eligible to qualify for this are listed below. * Capstone Course requirement: Student must complete the course (MGMT 2250 Business Plan) with a B (3.0) or better.

Program Graduation Requirements Chart

Degree	General Education	Bible & Theology	Core Major Courses	Free Electives in Major	Total Units
Bachelor of Arts in Business Administration	68	20	76	16	180

Sample Course of Study

General Education Requirements: 68 units

General Education	Course Code	Course Title	Units
Communication 3 Courses	ENG 1101	English Composition	12
	ENG 102	English Literature	
	SPC 1102	Fundamentals of Public Speaking	
	COMM 204	Oral Communication Skills	
	COMM 1103	Presentation Skills	
	ENG 1103	Writing and Reading	
Humanities and the Arts 5 Courses	HIS 1103	American History	20
	HIS 1101	History of Western Civilization I	
	HIS 1102	History of Western Civilization II	
	PHL 1212	Introduction to Ethics	
	PHL 1101	Introduction to Philosophy	
	PHL 1102	Logic	
Social/Behavioral Sciences 5 Courses (must be from at least 2 disciplines)	REL 1102	Comparative Religion	20
	PSY 1425	Counseling for Marriage & Family	
	PB 150	Human Anatomy	
	POSC 102	Introduction to American Government	
	BIO 1101	Introduction to Biology	
	POSC 101	Introduction to Political Science	
	PSY 1101	Introduction to Psychology	
	SOC 2010	Introduction to Sociology	
	PSY 225	Personality Disorders	
	SOC 1102	Sociology of Religion	
Natural Sciences/Physical Sciences/Mathematics 4 Courses	MAT 1111	College Algebra	16
	MAT 1101	College Mathematics	
	MAT 2111	Essentials of Calculus	
	PB 150	Human Anatomy	
	BIO 1101	Introduction to Biology	
	STAT 1230	Introduction to Statistics	
	NUT 101	Nutrition	
TOTAL			68

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Bible & Theology: 20 units

Bible & Theology	Course Code	Course Title	Units
Biblical Studies (4 Courses)	NT 321	Acts	16
	BT 303	Biblical Interpretation	
	NT 320	Gospel According to John	
	NT 301	Introduction of the New Testament	
	OT 301	Introduction of the Old Testament	
	OT 315	Introduction to the Prophets	
	NT 205	Life & Teaching of Christ	
	OT 220	Old Testament Historical Books	
	NT 305	Pauline Epistles	
	NT 101	Survey of the New Testament	
	OT 101	Survey of the Old Testament	
	NT 203	Synoptic Gospels	
	OT 305	The Pentateuch	
	OT 320	The Prophets (Major)	
	OT 321	The Prophets (Minor)	
Theology (1 Course)	THE 309	Apologetics	4
	PSY 402	Christian Counseling	
	THE 301	Christian Doctrine I	
	THE 302	Christian Doctrine II	
	THE 303	Christian Doctrine III	
	THE 304	Christian Doctrine IV	
	CE 301	Christian Education	
	PRA 300	Christian Worship	
	HIS 305	Church History I	
	HIS 306	Church History II	
	REL 101	Comparative Religions	
	THE 325	Contemporary Theology I	
	PRA 305	Evangelism	
	PRA 412	Intercultural Studies: Missions	
	PRA 315	Intercultural Study and Theology of Mission	
	PSY 415	Pastoral Counseling	
	PRA 307	Pastoral Leadership	
	PRA 311	Preaching	
PSY 1206	Psychology of Religion		
TOTAL			20

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Business Course of Study: 92 units (indicates courses which qualify as Interdisciplinary Bible courses)*

Business Administration	Course Code	Course Title	Completed
Business Administration Course Requirements (19 Courses)	BUS 2250	Business Ethics	76
	FIN 1120	Business Finance	
	BUS 2240	Business Law	
	BUS 1308	Business Management Principles	
	MGMT 2250	Business Plan	
	FIN 1201	Corporate Finance	
	MGMT 1420	Foundations of Entrepreneurship	
	HRMN 1101	Human Resource Management	
	MGMT 1410	International Management	
	BUS 1299	Introduction to Business	
	BUS 1289	Introduction to Marketing	
	OBHV 1110	Introduction to Organizational Behavior	
	MGMT 1309	Management and Organizational Theory	
	MKTG 1289	Marketing Fundamentals	
	MGMT 1430	Operations Management	
	LEDR 1311	Organizational Leadership	
	ACC 1101	Principles of Accounting I	
	ACC 1102	Principles of Accounting II	
	ECO 1130	Principles of Macroeconomics	
	MGMT 1308	Principles of Management	
	ECO 1120	Principles of Microeconomics	
	MGMT 1431	Service Operations	
	MGMT 1421	Small Business Management	
	MGMT 1500	Strategic Management	
	MGMT 1434	Sustainable Supply Chain Operations	
	Business Administration Electives (4 Courses)	LEDR 1321	
BUS 1150		Database Fundamentals	
BUS 1160		Desktop Publishing	
ECON 1150		Economic Data Analysis	
BUS 2351		Field Education I	
BUS 2352		Field Education II	
BUS 2353		Field Education III	
MGMT 1412		Global Development	
COM 1250		Integrated Multiple Skills for Communication	
MGMT 1411		Intercultural Competence	
ECON 1140		International Economics	
CS 1201		Introduction to Computer Information Systems	
CS 1250		Introduction to E-Commerce	
MSCIS 300		Introduction to Information Structure with Java	
MSCIS 200		Introduction to IT Strategy & Management	
MSCS 100		Introduction to Programming Languages	
MSNC 1401		Introduction to Quantitative Analysis	
OBHV 1112		Leadership & Organizational Change	
ACC 1103		Managerial Accounting	
MKTG 1294		Marketing Channels	
MGMT 1431		Service Operations	
MKTG 1290		Social Media Marketing	
BUS 2120		Spreadsheet Fundamentals	
BUS 2221		Systems Analysis & Design	
BUS 1246		Team Building & Interpersonal Dynamics	
OBHV 1113		Theory & Practice of Organizational Behavior	
BUS 2226	Webpage Design & Development		
TOTAL			92

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BUSINESS ADMINISTRATION – CORE COURSES

ACC 1101 Principles of Accounting I (4 units)

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

Prerequisite: None

ACC 1102 Principles of Accounting II (4 units)

This course covers a substantial portion of the U.S. accounting standards known as G.A.A.P. (generally accepted accounting principles). In particular, it entails a detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, accounting for cash, receivables, and inventories.

Prerequisite: ACC 1101 Principles of Accounting I

BUS 1246 Team Building and Interpersonal Dynamics (4 units)

An overview of the issues of quality applied to human resources management, topics include the delegation of authority and empowerment, work groups, team building, and employee involvement, reward/recognition programs and employee morale, and the importance of written and oral communication skill in the delegation, sharing, and execution of work. Students gain a clearer understanding of the ways the workplace is changing to improve productivity and profitability. Prerequisite: None

BUS 1299 Introduction to Christian Business (4 units)

An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. Prerequisite: None

BUS 2240 Business Law (4 units)

It is a study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts. Prerequisite: None

BUS 2250 Business Ethics (4 units)

The course includes a study of ethics in business and work. The topics include: recognizing and analyzing ethical issues in business; promoting ethical behavior in corporations and institutions; the social responsibilities of business; the role of business in a free market economy; ethics in the global economy; the role of the professions in contemporary American society. Prerequisite: None

ECO 1120 Principles of Microeconomics (4 units)

This course deals with the price system, market structures, and consumer theory. Topics covered include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, etc. Prerequisite: None

ECO 1130 Principles of Macroeconomics (4 units)

This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things.

Prerequisite: None

FIN 1120 Business Finance (4 units)

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This course deals with a survey of the basic principles and concepts used in the financial management of a business enterprise addressed from both theoretical and practical standpoint. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. Prerequisite: None

FIN 1201 Corporate Finance (4 units)

It is a study of how corporations raise and manage capital. Topics include modern financial principles, methods, policies, and institutions. It is to focus on corporate organization, creation and organization. Prerequisite: None

HRMN 1101 Human Resource Management (4 units)

Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Prerequisite: None

LEDR 1311 Organizational Leadership (4 units)

An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations (Prerequisite: BUS 1309 Management and Organization Theory)

MGMT 1308 Principles of Management (4 units)

This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically-oriented society will also be discussed. Prerequisite: None

MGMT 1309 Management and Organization Theory (4 units)

This course distinguishes the fundamental practices of sound management functions to the understanding of effective leadership. Organizations need both leadership and management understanding to function effectively in creating the learning organization. Students will learn to analyze and create plans for strategic management, and apply leadership concepts and approaches. Prerequisite: None

MGMT 1410 International Management (4 units)

A study of the accelerating internationalization of all business, this course introduces upper-division undergraduate students to all facets of international business within three broad subject areas: (1) the economic framework of international business, (2) the operating frameworks of multinational corporations, and (3) a framework for global strategic management. It uses case studies to illustrate concepts and methods. Prerequisite: None

MGMT 1420 Foundations of Entrepreneurship (4 units)

A study of entrepreneurship with particular reference to creating and starting a new venture. Emphasis on historical development of entrepreneurship, risk taking and entrepreneurship, innovation and marketing the plan, financial plan, organizational plan, going public, and legal issues for the entrepreneur. Prerequisite: None

MGMT 1430 Operations Management (4 units)

This course is a survey of the fundamental concepts of production and operations management. The course covers the use of quantitative methods and statistical techniques for forecasting, resource allocation, decision theory, capacity planning, project management, inventory management, and quality assurance. Prerequisite: None

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MGMT 1434 Sustainable Supply Chain Operations (4 units)

Examination of how supply chain can be used to improve the sustainable operations of an organization. Specific topics would include the development and implementation of supply chain and organizational policies to meet the global requirements. Prerequisite: None

MGMT 1500 Strategic Management (4 units)

A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Prerequisite: None

MGMT 2250 Business Plan (4 units)

The capstone course is designed to be the culminating work for the Bachelor of Arts degree in Business Administration. It is an industry-sponsored, real-world project. This course is an interface between university- and work- environments. It is meant to prepare students to use the knowledge they gained during their academic studies and apply it in professional life. Through on-site work, each group of students will develop and provide a plan of action for the business they select. The plan must include: organizational culture, organizational structure, financial statements, marketing plans, operations objectives, marketing plans, advertising strategies, and human resource base, among other requirements, to plan a successful operation of a business. The projects will pertain to a business in any domain. In the process of completing the business plan, students will gain practical skills in group dynamics, public presentation skills, project management, and business behavior. A professional presentation of 15-20 minutes of the student's project is required at the end of the course. Prerequisite: None

MKTG 1289 Marketing Fundamentals (4 units)

An introductory course will study the functions of marketing in for profit service and product organization. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create branding, customer service and relations, consumer tracking, market research, vertical and horizontal integration, sales techniques, and sales management, and pricing strategies for positioning within the marketplace. Prerequisite: None

MNSC 1401 Introduction to Quantitative Analysis (4 units)

A survey of the fundamentals of management science. This course emphasizes the concepts and algorithmic techniques utilized in business and finance contexts in order to optimize the desired business outcomes. Prerequisite: None

OBHV 1110 Introduction to Organizational Behavior (4 units)

An introduction to the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge toward improving an organizations effectiveness. The course will focus on work-related behavior with an emphasis on individual and group performance as it relates to organizational productivity and processes. A central theme will be the development of "people" skills to help all employees- staff, front-line supervision, and management- improve their effectiveness. Prerequisite: None

BUSINESS ELECTIVES

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ACC 1103 Managerial Accounting (4 units)

This course is an overview of the use of financial accounting and cost accounting data for the design and preparation of reports to aid management in organizing, directing, controlling, and decision-making functions. The topics include the fundamentals of cost accounting, budgeting and responsibility accounting for cost and profit centers. Prerequisite: None

BUS 1150 Database Fundamentals (4 units)

This course emphasizes the use of database management software packages to access, manipulate, and create data files. Topics include data entry, data access, data manipulation, relational databases, database creation, and file documentation. Prerequisite: None

BUS 2120 Spreadsheet Fundamentals (4 units)

The course instructs students how to use electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, data analysis, analysis of charts and graphs, formatting data and content, and managing workbooks. Prerequisite: None

ECON 1140 International Economics (4 units)

Students will apply what they have learned in previous economics courses to analyze the global economic environment. They will learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA, will be discussed and analyzed. Students will learn about the currency markets and the different types of monetary systems. Prerequisite: None

ECON 1150 Economic Data Analysis (4 units)

This course prepares students for analysis of economic data found in secondary sources such as the World Bank, The International Monetary Fund (IMF), Organization of European Community for Development (OECD), and various U.S. government sources. Emphasis is placed on learning the basic tools of mathematical and statistical analysis with a goal to applying those tools to analyzing data for meaningful conclusion. Prerequisite: None

LEDR 1321 Conflict Negotiation (4 units)

Effective conflict resolution, bargaining and negotiation are addressed in this course as methods for improving the organizational effectiveness in the long term. A special focus will be placed upon creation of win-win solutions to real life organizational situations. Conflict will be examined as both a necessary and challenging workplace phenomena. Prerequisite: None

MGMT 1411 Intercultural Competence (4 units)

Overview of business communication and culture within the hospitality industry. Specifically, the ways that culture influences our communication patterns. This course will emphasize the development of both professional and personal relationships among people from different cultural backgrounds. Prerequisite: None

MGMT 1412 Global Development (4 units)

This course explores the synchronic and diachronic context for understanding human social processes in colonialism, globalization, and the current world order. Colonial and postcolonial issues such as inequality, resource competition, ethnic and national conflict, migration, and the transition from traditional subsistence-based communities to market-driven consumerism are illustrated. Prerequisite: None

MGMT 1421 Small Business Management (4 units)

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An in-depth study of small to mid-sized companies with a view to preparing students for leadership roles. Emphasis on building and managing companies from the start-up phase to their growth and efficient operation. Problem solving strategies of managerial, legal and ethical issues and dilemmas particularly relevant to small business. Prerequisite: None

MGMT 1431 Service Operations (4 units)

This course provides a survey of the different types of services provided by organizations. Topics include similarities and differences between production of services and production of products, the wide variety of services produced, proportion of organizations' offerings that are services, and accountability and quality of services. Prerequisite: None

MKTG 1290 Social Media Marketing (4 units)

This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, LinkedIn, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors. Prerequisite: None

MKTG 1294 Marketing Channels (4 units)

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies, the course covers distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers). Prerequisite: None

OBHV 1112 Leadership and Organizational Change (4 units)

Examination of the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. The role of the leader in establishing effective collaboration among members; the decision making process and power will also be examined. Prerequisite: None

OBHV 1113 Theory and Practice of Organizational Development (4 units)

The course overviews how, why, and when to integrate the behavioral sciences with human resource management principles to increase individual and organizational effectiveness. Students will analyze, evaluate, and design relevant theories as they relate to practical application in the workplace. Prerequisite: None

BUS2351 Field Education I (4 units)

This course is an educationally-directed practicum through which students are expected to progress in their professional development from one quarter to the next. A course focused on important principles of Christian business leadership with an appropriate field experience under the supervision of a competent supervisor. Cognitive, affective, and experiential learning experiences are designed to foster the student's formation in business field and community service.

BUS2352 Field Education II (4 units)

This course is a continuation of field education I. This course requires weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

BUS2353 Field Education III (4 units)

This course is a continuation of field education II. This course requirements weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

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MSCS 100 Introduction to Programming Languages (4 units)

This course discusses the design, use, and implementation of imperative, object-oriented, and functional programming languages. The course also deals with scoping, type systems, control structures, functions, modules, object orientation, exception handling, and concurrency. A study also includes but is not limited to a variety of languages such as C++, Java, Ada, Lisp, and ML, and concepts that are reinforced by programming exercises.

MSCIS 200 Introduction to IT Strategy and Management

This course describes and compares contemporary and emerging information technology and its management. Students learn how to identify information technologies of strategic value to their organizations and how to manage their implementation. The course highlights the application of I.T. to business needs.

MSCIS 300 Introduction to Information Structures with Java

This course covers the concepts of object-oriented approach to software design and development using the Java programming language. It includes a detailed discussion of programming concepts starting with the fundamentals of data types, control structures methods, classes, applets, arrays and strings, and proceeding to advanced topics such as inheritance and polymorphism, interfaces, creating user interfaces, exceptions, and streams. Upon completion of this course the students will be able to apply software engineering criteria to design and implement Java applications that are secure, robust, and scalable.

Master of Business Administration (2 years)

Program Overview

The Master of Business Administration is designed for professionals whose career and management responsibilities exceed a single functional specialty, and who require higher levels of knowledge and skills in the field to sharpen their competency spectrum. The emphasis is on providing students with an interdisciplinary, integrated, and applied approach where complex organizational knowledge and managerial skills are mastered. This objective of the program is meant to provide an executive-level of critical thinking and systematic thought, team building, decision making, and leadership.

The program includes Five (5) pre-determined core business courses and Seven (7) elective courses that every student can select from a list of courses offered by the School of Business Administration at Sierra States University based upon their own interests and concentration focus in the varied areas of business administration. For purposes of these two elective courses, every student may opt for any combination of graduate-level elective courses offered by the School of Business Administration at Sierra States University, choosing from anyone of three academic areas: International Business, Leadership, and Marketing.

As a part of fulfillment requirement to ensure the quality of the program and in compliance with the accreditation for the quality of graduate program, students who enroll in MBA program without the undergraduate degree major such as business management, accounting, economics, marketing, we require that students take five core classes from BABA in Sierra States University.

The core business courses include (but are not limited to) studies in accounting, business ethics, business law, finance, human resource management, international business, organizational management, strategic management, and statistical analysis. Every course has an emphasis on ethical business behavior and conduct as well as responsible business practices in an increasingly-pluralistic, global society. As with our other programs, there is a strong emphasis on Biblical values and Theological education. Courses in the Business major will be taught through the lenses of Christian principles.

Program Requirements Summary

Length:	Approximately 2 years
Core Courses in Business Administration:	20 Quarter units
Elective Courses in Business Administration:	28 Quarter units
Total Business Credit Requirements:	48 Quarter units
Bible and Theology Requirements:	12 Quarter units
Total Units Required for Graduation:	60 quarter units

Program Learning Outcomes

Upon completion of the Master of Religious Business Administration program of study at Sierra States University, the student will be able to demonstrate the following competencies:

1. Demonstrate the ability to analyze the evolving nature of corporations
2. Practice managerial leadership and organizational change
3. Determine and measure an organization's intellectual assets and identify how product development merges with entrepreneurship
4. Demonstrate the ability to manage and administer a business organization with a clear embodiment of Christian ethics and a lifestyle of Christian service in his/her business practices.

Admissions Requirements

Applicants must meet the following minimum requirements to be considered for admission to the

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Master of Business Administration program, submitting proper documentation to the office of admission by the appropriate deadline:

1. Applicants for admission must hold a Bachelor of Arts or equivalent degree from a university or college and must submit official transcripts for their academic work.
2. A completed application form for admission
3. Students whose native language is not English must meet the language proficiency requirements delineated elsewhere in the catalog.
4. Application fee
5. Recommendation Form

Unit Transfer Policy

A maximum of eight (8) quarter units may be transferred into the program from a nationally or regionally-accredited college or university. The acceptance of credit hours is at the discretion of Sierra States University, depending upon the academic rigor of the prior course experience.

General Program Requirements

Students must complete 20 quarter units of pre-determined core business courses, as well as 28 quarter units of elective courses of their choice. Additionally, 12 units of Bible and Theology courses must be completed, instilling within the student a basic understanding of Christian scripture and theology, which will inform his or her worldview and lifestyle of godly service. Students must maintain a GPA of 2.5 or above.

* Capstone Course requirement: Student must complete the course (BUS580 Strategic Management in a Global Marketplace) with a B (3.0) or better.

Program Graduation Requirements Chart

Degree	General Education	Bible & Theology	Business Core Major Courses	Business Electives in Major	Total Units
Master of Arts in Business Administration	0	12	20	28	60

Course of Study

Business Core Major: 20 units

Business Course of Study	Course Code	Course Title	Units
Prerequisite Classes for Business Administration 5 Courses	FIN1120	Business Finance	20
	BUS1299	Introduction to Business	
	MKTG1289	Marketing Fundamentals	
	ACCT1101	Principles of Accounting I	
	MGMT1308	Principles of Management	
TOTAL			20
Core Courses in Business Administration 5 Courses	BUS 540	Economics of Management Decisions	20
	BUS 535	Financial Management	
	OBHV 510	Organizational Behavior	
	BUS 530	Managerial Accounting	
	BUS 560	Marketing Management and Innovation	
TOTAL			20

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Business Electives in Major: 28 Units

		Business *** (Mandatory 1 Course) ***	Units	
Elective Courses in Business Administration 7 Courses (1 from business section, 6 from entire section)	BUS 590	Ethical Decision Making	4	
	BUS 570	Global Business Management		
	BUS 550	Operations & Information Systems Management		
	BUS 520	Organization and Society Management		
	BUS 580	Strategic Management in a Global Marketplace		
			International Business	24
	BUS 573	Comparative International Management		
	BUS 571	Culture and Change		
	BUS 574	Culture and Socialization		
	BUS 572	Intercultural Competence		
			Leadership	
	BUS 523	Advanced Personnel Management		
	BUS 521	Emerging Leadership Concepts and Strategies		
	BUS 524	Interpersonal Communication		
	BUS 510	Managerial Leadership and Communication		
	BUS 522	Negotiations, Collective Bargaining, and Group Dynamics		
			Marketing	
	BUS 564	Channels of Distribution and Value Networks		
	BUS 562	Dynamics of Consumer Behavior		
	BUS 563	Global Marketing		
	BUS 561	Legal and Ethical Issues in Business		
			Field Education *** (Maximum 2 Courses) ***	
	BUS 551	Supervised Field Internship I		
	BUS 552	Supervised Field Internship II		
	BUS 553	Supervised Field Internship III		
			Interdisciplinary with Computer Information System	
	MSCIS 420	Business Data Communication and Networks		
	MSCS 410	Computer Communications		
	CS 500	Computer Programming		
	MSCIS 620	Cryptography		
	MSCIS 490	Database Design and Implementation for Business		
	MSCIS 550	Digital Forensics and Investigations		
	MSCIS 480	Enterprise Information Security		
	MSCIS 410	Information Structures with Java		
	MSCIS 540	Information Systems Analysis and Design		
	BUS 527	Introduction to Application Program Interface		
	CS 550	Introduction to E-Commerce		
	BUS 526	Introduction to HTML and CSS for Webpage Design		
	MSCIS 400	IT Strategy and Management		
	BUS 510	Managerial Leadership and Communication		
PSY 425	Marriage & Family Counseling			
POSC415	Modern and Political Thought			
MSCIS 560	Network Security			
LEDR 311	Organization Leadership			
PSY 255	Personality Disorder			
PSY 455	Personality Disorders			
MSCS 400	Programming Languages			
MSCIS 460	Server-Side Web Development			
MSCIS 540	Topics in Numerical Analysis			
MSCIS 590	Web Application Development			
BUS 528	Web Design and Development using Solution			
		TOTAL	28	

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Bible & Theology: 12 units

Bible & Theology	Course Code	Course Title	Completed
Biblical Studies (3 Courses)	THE 309	Apologetics	12
	BT 505	Biblical Interpretation	
	PSY 402	Christian Counseling	
	THE 304	Christian Doctrine IV	
	CE 501	Christian Education	
	PRA 400	Christian Worship	
	HIS 305	Church History I	
	HIS 306	Church History II	
	ST 505	Contemporary Theology	
	PRA 505	Evangelism	
	NT 320	Gospel According to John	
	BUS 560	Historical Books	
	HIS 307	History of Christian Doctrine	
	PRA 315	Intercultural Study and Theology of Mission	
	BT 501	Introduction of the New Testament	
	BT 502	Introduction of the Old Testament	
	BT 515	Introduction to the Prophets	
	BT 503	Introduction to World Mission	
	NT 205	Life & Teaching of Christ	
	OT 220	OT Historical Books	
	PSY 515	Pastoral Counseling	
	PRA 507	Pastoral Leadership	
	NT 305	Pauline Epistles	
	PRA 411	Preaching	
	COM 103	Presentation Skills	
	NT 203	Synoptic Gospels	
	THE 401	Systematic Theology I	
	THE 402	Systematic Theology II	
	OT 520	The Prophets (Major)	
	COM 110	Theological English	
OT 501	Theology of the Old Testament		
TOTAL			12

Course Descriptions

Core Courses in Business Administration

BUS 510: Managerial Leadership and Communication (4 units)

This course explores the important roles that communication plays in managers/leaders being effective in their tasks as they exchange meaning with supervisees, peers, supervisors, the larger organization, and the community. Both formal and informal communication will be addressed. Additionally, issues such as cross-cultural communication, ethics, conflict resolution, crisis communication, and developing organizational communication competencies will be investigated.

BUS 520 Organization and Society Management (4 units)

This course is an exploration of the responsibilities and influence that 21st century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management -- including systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, and organizational theory and design -- are examined.

BUS 530 Managerial Accounting (4 units)

A study of accounting concepts & reporting techniques applied in a managerial decision-making context. Students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

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BUS 535 Financial Management (4 units)

This is a course on how to deploy the available capital resources of the organization in order to gain the maximum advantage possible. Students will review capital budgeting policies and procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

BUS 540 Economics of Management Decisions (4 units)

This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational units, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

BUS 550 Operations & Information Systems Management (4 units)

This course is a study of the major functions of modern business management. Topics include the dos and don'ts of successfully managing a project, a survey of several world-class operations management techniques (such as Six Sigma), and the industry's best practices in operational efficiency and effectiveness. Also, the mission, goals, and importance of information systems management will be assessed using actual work organizations as learning models.

BUS 560 Marketing Management and Innovation (4 units)

This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

BUS 570 Global Business Management (4 units)

This class is about a global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, as well as policy-making processes that define the internal and external functions of business at the confluence of local, state, national, and international affairs. Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

BUS 580 Strategic Management in a Global Marketplace (4 units)

This course deals with an investigation of strategy, value creation, and value capture in different business contexts. Currently, companies compete simultaneously in domestic, global, and electronic markets. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted, building on knowledge of the different functional areas of management gained through previous study.

BUS 590: Ethical Decision Making (4 units)

This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

Elective Courses in Business Administration

Elective Courses in International Business

BUS 571: Culture and Change (4 units)

This course is an overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of

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stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

BUS 572: Intercultural Competence (4 units)

This course is an overview of the domains of communication and culture. Specifically, the ways that culture influences our communication patterns, and the development of both professional and personal relationships with people from different cultural backgrounds.

BUS 573: Comparative International Management (4 units)

This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

BUS 574: Culture and Socialization (4 units)

An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

Elective Courses in Leadership

BUS 521: Emerging Leadership Concepts and Strategies (4 units)

This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

BUS 522: Negotiations, Collective Bargaining, and Group Dynamics (4 units)

This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and a challenging workplace phenomenon.

BUS 523: Advanced Personnel Management (4 units)

This course will present an overview of how, why, when, and where to integrate and apply the theories of behavioral sciences with the human resource management principles in order to augment and improve both individual as well as organizational efficiency and effectiveness. Students will evaluate, analyze, and design the various relevant personnel management theories as they relate to practical applications in different work environments.

BUS 524: Interpersonal Communication (4 units)

This course will survey the formation and development of groups through effective and efficient leadership. Team communication styles and roles within organizational work teams will be examined. Different strategies that can foster creativity in work groups will be discussed and analyzed. The impact of technology on work teams and on communication styles will also be evaluated. Students will learn experientially about work groups and teams as well as about the impact of different ethical perspectives by participating in group activities and observing leadership practices in small work groups.

Elective Courses in Marketing

BUS 561: Legal and Ethical Issues in Business (4 units)

This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

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BUS 562: Dynamics of Consumer Behavior (4 units)

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

BUS 563: Global Marketing (4 units)

An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

BUS 564: Channels of Distribution and Value Networks (4 units)

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

BUS551 Supervised Field Internship I

Business work and community service experience related to field of study, under guidance of the faculty. A proposal describing learning objectives, collateral reading and expected benefits must be submitted and accepted by a supervisor and instructor at the time of registration. Through the process of gradual immersion into field practice, an examination of professional identify will begin.

BUS552 Supervised Field Internship II

This course is continuation of supervised field internship I. This course requires weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

MSCS400 Programing Languages (4 units)

This course discusses the design, use, and implementation of imperative, object-oriented, and functional programing languages. The course also deals with scoping, type systems, control structures, functions, modules, object orientation, exception handling, and concurrency. A study also includes but is not limited to a variety of languages such as C++, Java, Ada, Lisp, and ML, and concepts that are reinforced by programming exercises.

MSCIS 400 IT Strategy and Management

This course describes and compares contemporary and emerging information technology and its management. Students learn how to identify information technologies of strategic value to their organizations and how to manage their implementation. The course highlights the application of I.T. to business needs.

MSCIS 410 Information Structures with Java

This course covers the concepts of object-oriented approach to software design and development using the Java programming language. It includes a detailed discussion of programming concepts starting with the fundamentals of data types, control structures methods, classes, applets, arrays and strings, and proceeding to advanced topics such as inheritance and polymorphism, interfaces, creating user interfaces, exceptions, and streams. Upon completion of this course the students will be able to apply software engineering criteria to design and implement Java applications that are secure, robust, and scalable.

Doctor of Business Administration (3 years)

Program Overview

The Doctor of Business Administration (DBA) program at Sierra States University offers a unique educational experience based on a comprehensive curriculum designed to deliver rigorous graduate education to professionals whose careers and management responsibilities exceed a single functional specialty, and require a higher-level of knowledge and skills in the field of Business Administration. Every doctoral student will have to complete 10 core courses (40 units) comprised of advanced core courses and several advanced seminar-like courses. The emphasis of the DBA program is on providing an interdisciplinary, integrated, and applied approach that will prepare students for a more complex set of managerial skills and an advanced organizational knowledge.

With the guidance of a faculty advisor working full-time at Sierra States University, each doctoral student will select four elective courses, choosing from a variety of highly-innovative areas of advanced study and specialization that will contribute to their academic and professional growth and development. The student may opt for any combination of these elective courses, taken from any of the areas of advanced study represented, so that their course of study will be as broad or as narrow as they desire. These electives should complement or emphasize the student’s prior MBA course of study. The three distinct and innovative areas of advanced study from which they may choose these electives are fast-emerging ones so that the students may tailor their breadth of knowledge to their areas of interest. The emphasis of the DBA program is on providing an interdisciplinary, integrated, and applied approach that will prepare students for a more complex set of managerial skills and an advanced organizational knowledge.

The DBA program will deliver a rigorous education that equips students with the knowledge and skills necessary for a successful career in business administration. The ability of students to benefit from this doctoral program is not limited to employment in such organizations; the program will also help students build a good ethical foundation for engaging in any business endeavor that the Doctor of Business Administration degree holder would want to venture into. This objective of the program is designed to provide an executive-level of critical thinking and systematic thought, team building, decision-making, and leadership. As with our other programs, there is a strong emphasis on Biblical values and Christian education. Courses in the Business major will be taught through the lenses of Christian principles.

Program Requirements

Length:	Approximately 12 Quarters or 3 years
Advanced Core Courses in Business Administration:	40 Quarter units
Advanced Electives in Business Administration:	16 Quarter units
Bible & Theology	8 Quarter units
Dissertation Requirement:	8 Quarter units of dissertation research and writing

Total Graduation Requirements: 72 Quarter units

Program Learning Outcomes

Upon completing all the course requirements for the DBA, students will be able to:

1. Demonstrate their ability to analyze the evolving nature of corporations, and to outline and explain the commonly practiced managerial methods and practices.
2. Demonstrate that s/he has acquired and can implement management methods that are relevant and applicable to the business world, practicing leadership with change management.
3. Measure an organization’s intellectual assets; foster new approaches to measuring the economic performance of organizations; and identify how product development merges with entrepreneurship.
4. Articulate a philosophy of management based upon the integration of empirical, historical, and social

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science research.

5. Practice enhanced management skills and interpersonal relationships, and demonstrate ability to manage & administer a business with clear embodiment of Christian ethics.

Unit Transfer Policy

A maximum of twelve (12) graduate units may be transferred into the program from a nationally or regionally-accredited college or university to satisfy the requirements of the DBA program. The acceptance of credit hours is at the discretion of Sierra States University, depending upon the academic rigor of the prior course experience.

Admission Requirements

All applicants for the DBA degree must meet the following minimum requirements to be considered for admission to the Doctor of Business Administration degree program:

1. Have achieved at least a cumulative grade point average of 2.50 on a 4.00 scale in all graduate-level work.
2. Have earned a Master of Business Administration or its equivalent from an accredited graduate program.
Students equipped with this background will complete a 72 unit degree program (14 courses plus thesis, counting for 8 units of credit).
3. Applicants whose first language is not English should submit a TOEFL score with a 575 minimum average (paper-based) or 233 minimum average (computer-based) and a TSE score with a 50 minimum average in place of the Graduate Record Examination (GRE). Alternately, students may submit evidence of ESL certificate, or may opt to take the ESL program at Sierra.

Application Process

The following documents must be submitted to the Office of Admissions by August 15 for Fall Quarter or January 15 for Spring Quarter:

1. A completed Application for Admission form.
2. Application fee of \$100 (non-refundable).
3. Application essay—a personal statement (3-5 pages) addressing plans for business studies (see queries on Application).
4. Official transcripts from every college or university attended beyond high school to be sent directly to Sierra States University, c/o Academic Dean 1818 S. Western Ave., #304 Los Angeles, CA 90006
5. Two letters of recommendations to be sent directly to Sierra States University, c/o Academic Dean, at the address listed above.
6. Academic papers, records, or other samples of scholarly work may be also included.
A personal interview may be arranged and is strongly recommended.

General Graduation Requirements

The DBA degree requires 56 units of coursework in Business Administration beyond the master's level, in addition to 8 units of dissertation work which is considered the doctoral-level capstone research project. A maximum of 12 units may be transferred from previous graduate coursework completed in the area of Business Administration at another higher-learning institution. Students are also expected to complete 8 units of coursework in Biblical Studies or Theology, and may choose from the wide variety of graduate level courses offered by our Bible and Theology program, enrolling in either two Biblical Studies courses, or one from this discipline and one from Theological Studies. * Capstone Course requirement: Student must complete the dissertation project.

Core Courses

Core courses in Business Administration (BUS prefixes) include, but are not limited to: studies in accounting,

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business ethics, business law, finance, human resource management, international business, operations and logistics management, organizational management, strategic management, research methods, and statistical analysis, among others. Every course in the DBA program capitalizes on a rigorous and comprehensive curriculum, and will have an emphasis on ethical conduct and responsible business practices in an increasingly pluralistic world.

Elective Areas of Advanced Study

International Business (IBU Prefixes)
Marketing (MKT Prefixes)
Real Estate & Property Management (REM Prefixes)

The student's prior MBA coursework together with their professional experience will most likely constitute a solid foundation for their chosen electives. All courses in these areas of advanced study are designed to be seminar-like courses that will allow for vigorous exchange of ideas and lively discussions.

Required Core Courses (BUS prefixes)

All DBA program students must take all 10 core courses listed for the DBA program.

Elective Areas of Advanced Study (IBU, MKT, and REM prefixes)

Students may opt to take advanced elective courses chosen from any one of three elective areas of advanced study available at Sierra States University. The available elective areas of advanced study are: International Business (IBU), Marketing (MKT), and Real Estate & Property Management (REM). Students can also tailor their elective courses/area of advanced study to conform to their academic and professional interests and/or orientation.

Qualifying Examinations

Upon successful completion of all 10 core courses (40 units of coursework) and all 4 courses listed in the elective area of advanced study (16 units of coursework) required in the DBA program, as well as fulfilling the Bible and Theology requirement, students can petition the School of Business Administration to schedule their doctoral-level qualifying examinations.

Advancement to Candidacy

In order to advance to candidacy, several conditions must be satisfied:

- 1) Students must have completed successfully all required and elective coursework (62 units).
- 2) Students must have maintained a minimum cumulative GPA of 3.0, with no final course grade lower than a B-.
- 3) Students must have completed successfully the qualifying examinations.
- 4) Students must form a dissertation committee consisting of three members of the graduate faculty, in consultation with and approval of a dissertation advisor/dissertation committee chair. Whether it is before or after forming the Dissertation Committee, students must pass their qualifying examinations in order to advance to candidacy.
- 5) Students must have completed a Dissertation Proposal that will have to be approved by all members of the Dissertation Committee.
- 6) Students must submit a 500-1000 word Summary of the Dissertation Proposal (Synopsis) to the Chair of the Business Administration Program.
- 7) Students must notify the Chair of the Business Administration Program of their advancement to candidacy status. The Dean's office will obtain faculty signatures, on the Advancement to Candidacy Form, which must then be submitted to and signed by the Dean of Academics.

Advancement to candidacy must take place at least six months prior to the date scheduled for the Dissertation Defense. Students advancing to candidacy can continue in the program. Students failing the

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qualifying examinations will have to follow specific guidelines that allow for re-evaluation. Students that fail the qualifying examinations twice will be dismissed from the program.

Dissertation Committee and Oral Dissertation Defense Requirements

Every doctoral candidate who completes successfully the qualifying examinations must register for dissertation units while drafting and successfully defending the dissertation. The Director of Graduate Programs at Sierra States University will have to approve of every candidate's doctoral dissertation committee. At this point, the doctoral student is formally advanced to candidacy and is heretofore considered a doctoral candidate.

Any dissertation committee in the School of Business Administration will consist of three graduate faculty members selected at large from the Business Administration Program at Sierra States University in consultation with the dissertation committee chair, who will also have to be selected from the graduate faculty in the School of Business Administration at Sierra States University. The dissertation committee members will solely have the responsibility to mentor the doctoral candidate's progress and approve all his/her doctoral dissertation content.

The final oral dissertation defense committee will consist of all four approved faculty members that are serving on the doctoral candidate's dissertation committee. All committee members will have to document their satisfaction and approval of the final oral dissertation defense with the Chair of the Business Administration Program before a doctoral candidate can graduate from the program.

Drafting the Dissertation & Scheduling the Dissertation Oral Defense

All dissertation topics within the School of Business Administration will have to be directly related to the field of Business Administration. The content of such dissertation projects may investigate any business-related hypotheses. The doctoral candidate must submit a preliminary draft of the entire dissertation work to every member of their dissertation committee by the beginning of the quarter in which the doctoral student contemplates graduation in order to allow for dissertation committee members' requests and revisions before as well as after the final oral examination takes place.

The application requesting a date for the final oral dissertation defense must be submitted to the entire committee at least six weeks before the planned date of the oral defense of the dissertation in order to allow the dissertation committee members some time to determine whether the oral dissertation defense may be scheduled. The oral dissertation defense will be scheduled only if all the dissertation committee members agree that the dissertation is free of any major problems and indicate their agreement as well as their commitment to attend the oral dissertation defense by signing the Petition for Final Oral Dissertation Defense form.

Program Graduation Requirements Chart

Degree	Bible & Theology	Core Major Courses	Free Electives in Major	Dissertation Research	Total Units
Doctor of Business Administration	8	40	16	8	72

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Course of Study

Business Course of Study: 56 units

Categories	Code	Course Title	Units
Advanced Core Courses in Business Administration (10Courses)	BUS 701	Seminar in Organizational Change (4 units)	40
	BUS 702	Seminar in Marketing Management (4 units)	
	BUS 703	Seminar in Global Management Issues (4 units)	
	BUS 705	Advanced Financial Management (4 units)	
	BUS 707	Advanced Operations and Logistics Management (4 units)	
	BUS 708	Advanced Strategic Management (4 units)	
	BUS 709	Advanced Research Methods and Experimental Designs (4 units)	
	BUS 731	Emerging Leadership Concepts and Strategies (4 units)	
	BUS 732	Advanced Negotiations, Collective Bargaining, and Group Dynamics (4 units)	
	BUS 756	Ethical Decision Making in Business (4 units)	
Advanced Elective Courses in Business Administration (4 predetermined courses to be taken in any of three areas of specialization)	Advanced Electives in International Business		16
	IBU 771	Culture and Change (4 units)	
	IBU 772	Intercultural Competence (4 units)	
	IBU 773	Comparative International Management (4 units)	
	IBU 774	Culture and Socialization (4 units)	
	Advanced Electives in Marketing		
	MKT 761	Legal and Ethical Issues in Business (4 units)	
	MKT 762	Dynamics of Consumer Behavior (4 units)	
	MKT 763	Global Marketing (4 units)	
	MKT 764	Channels of Distribution and Value Networks (4 units)	
	Advanced Electives in Real Estate & Property Management		
	REM 721	Seminar in Real Estate, Property Management & Lease Negotiations (4 units)	
	REM 722	Seminar in Real Estate & Property Planning & Marketing (4 units)	
	REM 723	Seminar in Real Estate & Property Maintenance & Risk Management (4 units)	
	REM 724	Seminar in Safety and Environmental Compliance Issues (4 units)	
Dissertation Research and Writing	Dissertation Units	Up to 2 quarters of Directed Study with advisor, leading to the writing and submission of the doctoral dissertation	8
Total			64

Course Descriptions

Advanced Core Courses in Business Administration

BUS 701: Seminar in Organizational Change (4 units)

This course goes over an in-depth review of current organizational behavior issues in an organizational change framework, from a workforce planning and performance management perspective, and is analyzed as it relates to employee diversity. Using case studies, the course provides an integrated approach of the theoretical and practical aspects in interpersonal and group communications, organizational structures, organizational systems, and employee performance appraisal in a diverse workplace.

BUS 702: Seminar in Marketing Management (4 units)

This course reviews and critiques contemporary marketing theory and its applications in a marketing implementation process context. It focuses attention on the identification of market opportunities, the product development process, promotion planning and execution, pricing structures and decisions, as well as channels of distribution in a highly competitive business environment.

BUS 703: Seminar in Global Management Issues (4 units)

This course reviews and investigates the impact of country-specific cultural, economic, political, and legal factors on the theory and practice of management in multinational corporations. The case studies will focus on the North American, Latin American, European, Asian, and African settings which will be used to illustrate the feasibility of adapting and combining different national managerial styles in the design of activities for domestic and multinational corporations.

BUS 705: Advanced Financial Management (4 units)

This course will integrate the various principles and concepts used in the financial management of business organizations, and will address these principles and concepts from both a theoretical and a practical standpoint. Covered topics will include money and capital markets, financial management of working capital, capital budgeting, fixed asset management, cost of capital, and short-term as well as long-term institutional financing by the contrasting means of debt and equity capital.

BUS 707: Advanced Operations and Logistics Management (4 units)

This course will present a customer-oriented approach to operations management within an organizational framework. Guided and constrained by the organization's strategic plan, the operations management function will deliver the products and services to its customers. This course explores how this product and service delivery can/should be accomplished with operational efficiency and effectiveness in order to support the organization's efforts in implementing its strategic plan. Components of the course will include issues of quality, physical design, process selection, and systems management.

BUS 708: Advanced Strategic Management (4 units)

This course will survey the different applications of strategic management principles to the development, organization, finance, and operation of a business organization. This course will integrate and apply the skills and the knowledge gained in other graduate business courses to organizational settings, especially those in the management, marketing, accounting, and finance areas.

BUS 709: Advanced Research Methods and Experimental Designs (4 units)

This course focuses on the study of research methods and experimental design. The primary objective of the course is to prepare students to conduct empirical research. Special emphasis will be placed on in-depth understanding of the philosophy of science underlying research methods, the principles of theory development, methods for enhancing the internal and external validity of research findings, as well as techniques for valid and reliable measurement.

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BUS 731: Emerging Leadership Concepts and Strategies (4 units)

This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

BUS 732: Advanced Negotiations, Collective Bargaining, and Group Dynamics (4 units)

This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and challenging workplace phenomenon.

BUS 756: Ethical Decision Making in Business (4 units)

This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

Advanced Elective Area Courses

Advanced Electives in International Business

IBU 771: Culture and Change (4 units)

This course is an overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

IBU 772: Intercultural Competence (4 units)

This course is an overview of the domains of communication and culture. Specifically, the ways that culture influences our communication patterns, and the development of both professional and personal relationships with people from different cultural backgrounds.

IBU 773: Comparative International Management (4 units)

This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

IBU 774: Culture and Socialization (4 units)

An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

Advanced Electives in Marketing

MKT 761: Legal and Ethical Issues in Business (4 units)

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This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

MKT 762: Dynamics of Consumer Behavior (4 units)

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

MKT 763: Global Marketing (4 units)

An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

MKT 764: Channels of Distribution and Value Networks (4 units)

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

Advanced Electives in Real Estate & Property Management

REM 721: Seminar in Real Estate & Property Management & Lease Negotiations (4 units)

Details and complications of the property management process will be discussed. An overview of the management and administration of contracts made with property owners, tenants, vendors, and maintenance contractors will also be conducted. This course will cover the elements of contracts and lease negotiation, risk management, marketing, maintenance, compliance, and stakeholder relations. Advanced negotiation skills and relevant compliance issues will be surveyed.

REM 722: Seminar in Real Estate & Property Planning and Marketing (4 units)

A survey of the marketing environment and promotional efforts of commercial and residential income properties will be conducted, including relevant revenue generation and cost calculations from commercial and residential income properties, from different marketing surveys, and from capitalization rates. Such indicators will be examined, discussed, and investigated in length.

REM 723: Seminar in Real Estate & Property Maintenance & Risk Management (4 units)

An investigative examination of the elements involved in the maintenance of commercial and private properties. Property scheduled and preventive maintenance will be explored and discussed, and the administration of service contracts with sub-contractors will be debated. Risk management from the property owner's, the property manager's, and the stakeholder's perspectives will be emphasized, and risk mitigation for litigation and insurance purposes will also be examined.

REM 724: Seminar in Safety and Environmental Compliance Issues (4 units)

Industry standards as well as legal rules and regulations applicable to residential and commercial real estate and property management are investigated from the standpoint of safety issues and environmental concerns. Assessment of safety as well as environmental requirements and requisite changes to legal restrictions will be discussed, and effective compliance policies will be researched.

COURSE DESCRIPTIONS

GENERAL EDUCATION COURSES

Communications

COMM204 Oral Communication Skills (4 units)

This course is designed to develop student skills in both interpersonal and public speaking. Students will learn to improve their communication ability for academic and professional use through effective presentation techniques and vocabulary enhancement. Pre-requisite: None

COMM1103 Presentation Skills (4 units)

This course aims to develop a student's skills, knowledge and confidence in both formal and informal presentation situations e.g. meetings, training sessions and conferences. Students will have the opportunity to explore and practice key areas in both preparation and delivery of presentations through faculty input and group discussion. Pre-requisite: None

ENG 1101 English Composition (4 units)

Development of the student's writing skills through a process of thinking, researching, planning, writing, reviewing, revising, and editing expository essays. This course includes a review of standard grammatical and stylistic usage in proofreading and editing. Pre-requisite: None

ENG102 English Literature (4 units)

This course is designed to develop student skills in reading literature, including interpretation and understanding of literary terms. Students will also learn to improve their communication skills and vocabulary for academic discussions about literature. Pre-requisite: None

SPC 1102 Fundamentals of Public Speaking (4 units)

Introduces the fundamentals of oral communication through topics including: selection and organization of materials; preparation and delivery of individual and group presentations; analysis of ideas presented by others; and professionalism. Pre-requisite: None

Humanities and the Arts

HIS 1101 History of Western Civilization to 1715 (4 units)

A broad survey of world history from the earliest time to 1715. Emphasis is given to the development of the Christian church before the reformation. Pre-requisite: None

HIS 1102 History of Western Civilization 1715 to the Present (4 units)

A broad survey of world history from 1715 to the present. Emphasis will be given to the western civilization and the relevance of the past to contemporary life. Pre-requisite: None

HIS 1103 American History (4 units)

This course is an introduction to American History from its origins to the present. We will focus on the American experience and the evolving definition of "America" and what it means to be American from colonial times to the United States' place in the post 9-11 world order. Pre-requisite: None

PHL 1101 Introduction to Philosophy (4 units)

This course is a study of philosophical thought and methods and how these methods may serve as a means of

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integrating learning and faith. Prerequisite: None

PHL 1102 Logic (4 units)

This course is a study of deductive and inductive reasoning, elementary symbolic, logic and language structure with consideration to argument, inference, proof, fallacies and semantics. Prerequisite: None

Social/Behavioral Sciences

BIO 101 Introduction to Biology (4 units)

An examination of the human body in health and disease. After examining the normal physiology of the body, the processes and symptoms of a variety of diseases will be discussed. Emphasis will be placed on the factors responsible for these diseases and their prevention. Prerequisite: None

POSC101 Introduction to Political Science (4 units)

This course presents an overview of the discipline, including the basic theories, concepts, approaches, and enduring questions of political science. It provides students with a foundation of knowledge and the analytical skills necessary to understand modern politics in historical context. Prerequisite: None

POSC102 Introduction to American Government (4 units)

The purpose of this course is to explore the philosophical and institutional bases of American governance. Students will master the major branches and institutions of American government as well as the extra-constitutional players that make up the American political system. Students will also become acquainted with the major policy and ideological debates that surround American politics. Prerequisite: None

PSY 1101 Introduction to Psychology (4 units)

This course emphasizes the basics of psychology. Topics include: science of psychology; social environments; life physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence. Prerequisite: None

SOC 1102 Sociology of Religion (4 units)

This course involves a study of the development of religious attitudes and the sociological factors involved in religious cultures. This course will explore religion from a sociological standpoint, addressing the writings and thought of seminal scholars in the field of Sociology of Religion. Prerequisite: None

SOC 2010 Introduction to Sociology (4 units)

This course is an introduction to sociology as a scientific discipline. Subject matter includes sociological concepts, sociological processes, social structure, social organization and social institutions, including family, education, politics, religion and economy. Prerequisite: None

REL1102 Comparative Religion (4 units)

This course is an introduction to the academic study of religion and of world religions, and to the religious traditions of Hinduism, Buddhism, Confucianism, Daoism, Sikhism, Judaism, Christianity and Islam, as well as several other current religious trends. The course examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and cultural expressions of these religious traditions. The course also deals with some of the essential differences and similarities which exist among each religious tradition, and points to the uniqueness of each of them. Special emphasis is placed upon how these religious traditions have emerged within the context of Los Angeles, how they have changed, grown and adapted to their new surroundings. Prerequisite: None

Natural and Physical Sciences/Mathematics

BIO 101 Introduction to Biology (4 units)

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An examination of the human body in health and disease. After examining the normal physiology of the body, the processes and symptoms of a variety of diseases will be discussed. Emphasis will be placed on the factors responsible for these diseases and their prevention. Prerequisite: None

MAT 1111 College Algebra (4 units)

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry. Prerequisite: None

MAT 2111 Essentials of Calculus (4 units)

The course deals with topics of limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and basic differential equations with applications to business, natural and social sciences. Prerequisite: None

PB150 Human Anatomy (4 units)

This course is a comprehensive and systemic study of the structure of human body at the cellular, histological, and organ level. The emphasis of study includes microscopic and macroscopic anatomy of the integumentary system, skeletal system, muscular system, nervous system, special senses, endocrine system, circulatory system, lymphatic system and immunity, respiratory system, digestive system, and the urinary system. Prerequisite: None

STAT 1230 Introduction to Statistics (4 units)

This course emphasizes on mathematical concepts and suitable for students of business, mathematics, education and the sciences. Topic includes measures of central tendency and spread, probability, binomial, normal, and distributions, statistical inference, and linear regression and correlation. Prerequisite: None

BIBLE AND THEOLOGY COURSES

Biblical Studies

OT101 Survey of the Old Testament (4 units)

A Study of the Old Testament with emphasis on the historical, theological and literary features.

OT220 OT Historical Books (4 units)

A study of I and II Chronicles, I and II Kings, Ezra, Nehemiah and Esther and the history, ideology and theology found there.

OT301 Theology of the Old Testament (4 units)

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth. Theological Themes and purposes of each book, as well as a unifying Theological message, will be discussed in depth.

OT305 The Pentateuch (4 units)

This course examines creation, fall, Israel's ancestors, exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and covenantal relationship with God.

OT315 Introduction to the Prophets (4 units)

The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judeo-Christian thought.

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OT320 Major Prophets (4 units)

An expository study of the selected books of major prophets. The historical setting that gave rise to the prophetic literature will be examined.

OT321 Minor Prophets (4 units)

A study of the historical backgrounds, the theological aspect, time, and place of ministry, and personality of each of the authors of the books from Hosea through Malachi.

OT515 Introduction to the Prophets (4 units)

The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judeo-Christian thought.

NT101 Survey of the New Testament (4 units)

A study of the New Testament with emphasis on the historical, theological and literary features.

NT203 Synoptic Gospels (4 units)

A study of the Gospels of Matthew, Mark, Luke, and John with emphasis on content, similarities, and differences. Critical methodologies are studied and evaluated.

NT205 Life & Teaching of Christ (4 units)

A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ's public ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

NT301 Introduction to the New Testament (4 units)

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

NT305 Pauline Epistles (4 units)

A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity.

NT320 Gospel According to John (4 units)

A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship.

NT321 Acts (4 units)

A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul.

BT303 Biblical Interpretation (4 units)

A study of the methods of interpretation of the Bible with special attention to textual, historical and theological issues.

BT501 Introduction to New Testament (4 units)

The historical background of the New Testament including the formation, history, extent, and transmission of the canon. Includes a special introduction to each New Testament book.

BT502 Introduction to Old Testament (4 units)

Text, canon and examination of the foundation and conclusions of modern historical-critical methods; special introduction of each Old Testament book.

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BT505 Biblical Interpretation (4 units)

A study of the methods of interpretation of the Bible with special attention to textual, historical and theological issues.

Theology

PHL212 Introduction to Ethics (4 units)

An examination of theories of morality with special emphasis on conscience and morality in decision-making.

ST505 Contemporary Theology (4 units)

Against the backdrop of philosophical development from the time of the Enlightenment, representative figures in theology are studied in order to grasp current hermeneutical methodologies and the development of biblical criticism.

THE301 Christian Doctrine I (4 units)

A brief look at each of the four departments of Theology and a study of the doctrine of God. His nature, attributes, personality, and work.

THE302 Christian Doctrine II (4 units)

A study of the Person, claims, and work of Jesus Christ. Prerequisite: THE301.

THE303 Christian Doctrine III (4 units)

A study of the doctrine of the Holy Spirit as to His Person and work and a study of the nature and responsibilities of the Church with attention to its relations to the Kingdom of God and society in historical context. Prerequisite: THE302.

THE304 Christian Doctrine IV (4 units)

A study of the doctrine of man and sin, including the depravity of man and the nature and consequences of sin. Prerequisite: THE303.

THE309 Apologetics (4 units)

This course introduces the fundamental elements of clear, straight, orderly and valid thought, including deductive and inductive reasoning and the accurate use of language as well as exploring the practical applications of logic. Topics include: argument structure and identification, validity and strength of arguments, common fallacies of reasoning, use and abuse of language in reasoning, principles of fair play in argumentation. Furthermore, this course introduces the background, context, and substance of the ongoing debate between theists (e.g. Christians) and atheists regarding the existence of God.

THE325 Contemporary Theology I (4 units)

This course focuses on the study of related representation theologians.

THE326 Contemporary Theology II (4 units)

This course focuses on the study of related representation theologians.

Prerequisite: THE325

THE401 Systematic Theology I (4 units)

A study of the inspiration of the scriptures, the works of God, origin, and destiny of angels, and man..

THE402 Systematic Theology II (4 units)

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A study of the purpose and plan of God, the person and work of Christ, conversion, grace, justification, regeneration, and sanctification. Prerequisite: THE402

THE415 Apologetics (4 units)

This course introduces the fundamental elements of clear, straight, orderly and valid thought, including deductive and inductive reasoning and the accurate use of language as well as exploring the practical applications of logic. Topics include: argument structure and identification, validity and strength of arguments, common fallacies of reasoning, use and abuse of language in reasoning, principles of fair play in argumentation. Furthermore, this course introduces the background, context, and substance of the ongoing debate between theists (e.g. Christians) and atheists regarding the existence of God.

THE425 Contemporary Theology I (4 units)

This course focuses on the study of related representation theologians.

THE426 Contemporary Theology II (4 units)

This course focuses on the study of related representation theologians.

Prerequisite: THE425

THE511 Biblical Theology I (4 units)

This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture.

THE512 Biblical Theology II (4 units)

This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture. Prerequisite: THE511

REL101 Comparative Religions (4 units)

This course is an introduction to the academic study of religion and of world religions, and to the religious traditions of Hinduism, Buddhism, Confucianism, Daoism, Sikhism, Judaism, Christianity and Islam, as well as several other current religious trends. The course examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and cultural expressions of these religious traditions. The course also deals with some of the essential differences and similarities which exist among each religious tradition, and points to the uniqueness of each of them. Special emphasis is placed upon how these religious traditions have emerged within the context of Los Angeles, how they have changed, grown and adapted to their new surroundings. Prerequisite: None

PSY206 Psychology of Religion (4 units)

This course involves a study of the development of religious attitudes and the psychological factors involved in religious cultures. This course will explore religion from a psychological, not a theological, perspective.

UNDERGRADUATE BUSINESS COURSES

ACC 1101 Principles of Accounting I (4 units)

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

Prerequisite: None

ACC 1102 Principles of Accounting II (4 units)

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This course covers a substantial portion of the U.S. accounting standards known as G.A.A.P. (generally accepted accounting principles). In particular, it entails a detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, accounting for cash, receivables, and inventories.

Prerequisite: ACC 1101 Principles of Accounting I

ACC 1103 Managerial Accounting (4 units)

This course is an overview of the use of financial accounting and cost accounting data for the design and preparation of reports to aid management in organizing, directing, controlling, and decision-making functions. The topics include the fundamentals of cost accounting, budgeting and responsibility accounting for cost and profit centers. Prerequisite: None

BUS 1150 Database Fundamentals (4 units)

This course emphasizes the use of database management software packages to access, manipulate, and create data files. Topics include data entry, data access, data manipulation, relational databases, database creation, and file documentation. Prerequisite: None

BUS 1160 Desktop Publishing (4 units)

The course emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards, topics include: DTP concepts, operation of DTP software, publication page layout basic graphic design, and practical applications. Prerequisite: None

BUS 1246 Team Building and Interpersonal Dynamics (4 units)

An overview of the issues of quality applied to human resources management, topics include the delegation of authority and empowerment, work groups, team building, and employee involvement, reward/recognition programs and employee morale, and the importance of written and oral communication skill in the delegation, sharing, and execution of work. Students gain a clearer understanding of the ways the workplace is changing to improve productivity and profitability. Prerequisite: None

BUS 1299 Introduction to Christian Business (4 units)

An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. Prerequisite: None

BUS 2120 Spreadsheet Fundamentals (4 units)

The course instructs students how to use electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, data analysis, analysis of charts and graphs, formatting data and content, and managing workbooks. Prerequisite: None

BUS 2221 Systems Analysis and Design (4 units)

Comprehensive introduction to the planning, analysis, design, and implementation of contemporary information systems. Students will examine the role and responsibility of a System Analyst. Several approaches to system requirements are also covered. Prerequisite: None

BUS 2226 Webpage Design and Development (4 units)

Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None

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BUS 2240 Business Law (4 units)

It is a study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts. Prerequisite: None

BUS 2250 Business Ethics (4 units)

The course includes a study of ethics in business and work. The topics include: recognizing and analyzing ethical issues in business; promoting ethical behavior in corporations and institutions; the social responsibilities of business; the role of business in a free market economy; ethics in the global economy; the role of the professions in contemporary American society. Prerequisite: None

BUS2261 Legal and Ethical Issues in Business (4 units)

This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

ECO 1120 Principles of Microeconomics (4 units)

This course deals with the price system, market structures, and consumer theory. Topics covered include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, etc. Prerequisite: None

ECO 1130 Principles of Macroeconomics (4 units)

This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things.

Prerequisite: None

ECON 1140 International Economics (4 units)

Students will apply what they have learned in previous economics courses to analyze the global economic environment. They will learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA, will be discussed and analyzed. Students will learn about the currency markets and the different types of monetary systems. Prerequisite: None

ECON 1150 Economic Data Analysis (4 units)

This course prepares students for analysis of economic data found in secondary sources such as the World Bank, The International Monetary Fund (IMF), Organization of European Community for Development (OECD), and various U.S. government sources. Emphasis is placed on learning the basic tools of mathematical and statistical analysis with a goal to applying those tools to analyzing data for meaningful conclusion. Prerequisite: None

FIN 1120 Business Finance (4 units)

This course deals with a survey of the basic principles and concepts used in the financial management of a business enterprise addressed from both theoretical and practical standpoint. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. Prerequisite: None

FIN 1201 Corporate Finance (4 units)

It is a study of how corporations raise and manage capital. Topics include modern financial principles, methods, policies, and institutions. It is to focus on corporate organization, creation and organization. Prerequisite: None

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HRMN 1101 Human Resource Management (4 units)

Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Prerequisite: None

LEDR 1311 Organizational Leadership (4 units)

An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations (Prerequisite: BUS 1309 Management and Organization Theory)

LEDR 1321 Conflict Negotiation (4 units)

Effective conflict resolution, bargaining and negotiation are addressed in this course as methods for improving the organizational effectiveness in the long term. A special focus will be placed upon creation of win-win solutions to real life organizational situations. Conflict will be examined as both a necessary and challenging workplace phenomena. Prerequisite: None

MGMT 1308 Principles of Management (4 units)

This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically-oriented society will also be discussed. Prerequisite: None

MGMT 1309 Management and Organization Theory (4 units)

This course distinguishes the fundamental practices of sound management functions to the understanding of effective leadership. Organizations need both leadership and management understanding to function effectively in creating the learning organization. Students will learn to analyze and create plans for strategic management, and apply leadership concepts and approaches. Prerequisite: None

MGMT 1410 International Management (4 units)

A study of the accelerating internationalization of all business, this course introduces upper-division undergraduate students to all facets of international business within three broad subject areas: (1) the economic framework of international business, (2) the operating frameworks of multinational corporations, and (3) a framework for global strategic management. It uses case studies to illustrate concepts and methods. Prerequisite: None

MGMT 1411 Intercultural Competence (4 units)

Overview of business communication and culture within the hospitality industry. Specifically, the ways that culture influences our communication patterns. This course will emphasize the development of both professional and personal relationships among people from different cultural backgrounds. Prerequisite: None

MGMT 1412 Global Development (4 units)

This course explores the synchronic and diachronic context for understanding human social processes in colonialism, globalization, and the current world order. Colonial and postcolonial issues such as inequality, resource competition, ethnic and national conflict, migration, and the transition from traditional subsistence-based communities to market-driven consumerism are illustrated. Prerequisite: None

MGMT 1420 Foundations of Entrepreneurship (4 units)

A study of entrepreneurship with particular reference to creating and starting a new venture. Emphasis on historical development of entrepreneurship, risk taking and entrepreneurship, innovation and marketing the

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plan, financial plan, organizational plan, going public, and legal issues for the entrepreneur. Prerequisite: None

MGMT 1421 Small Business Management (4 units)

An in-depth study of small to mid-sized companies with a view to preparing students for leadership roles. Emphasis on building and managing companies from the start-up phase to their growth and efficient operation. Problem solving strategies of managerial, legal and ethical issues and dilemmas particularly relevant to small business. Prerequisite: None

MGMT 1430 Operations Management (4 units)

This course is a survey of the fundamental concepts of production and operations management. The course covers the use of quantitative methods and statistical techniques for forecasting, resource allocation, decision theory, capacity planning, project management, inventory management, and quality assurance. Prerequisite: None

MGMT 1431 Service Operations (4 units)

This course provides a survey of the different types of services provided by organizations. Topics include similarities and differences between production of services and production of products, the wide variety of services produced, proportion of organizations' offerings that are services, and accountability and quality of services. Prerequisite: None

MGMT 1434 Sustainable Supply Chain Operations (4 units)

Examination of how supply chain can be used to improve the sustainable operations of an organization. Specific topics would include the development and implementation of supply chain and organizational policies to meet the global requirements. Prerequisite: None

MGMT 1500 Strategic Management (4 units)

A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Prerequisite: None

MGMT 2250 Business Plan (4 units)

The capstone course is designed to be the culminating work for the Bachelor of Arts degree in Business Administration. It is an industry-sponsored, real-world project. This course is an interface between university- and work- environments. It is meant to prepare students to use the knowledge they gained during their academic studies and apply it in professional life. Through on-site work, each group of students will develop and provide a plan of action for the business they select. The plan must include: organizational culture, organizational structure, financial statements, marketing plans, operations objectives, marketing plans, advertising strategies, and human resource base, among other requirements, to plan a successful operation of a business. The projects will pertain to a business in any domain. In the process of completing the business plan, students will gain practical skills in group dynamics, public presentation skills, project management, and business behavior. A professional presentation of 15-20 minutes of the student's project is required at the end of the course. Prerequisite: None

MKTG 1289 Marketing Fundamentals (4 units)

An introductory course will study the functions of marketing in for profit service and product organization. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create branding, customer service and relations, consumer tracking, market

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research, vertical and horizontal integration, sales techniques, and sales management, and pricing strategies for positioning within the marketplace. Prerequisite: None

MKTG 1290 Social Media Marketing (4 units)

This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, LinkedIn, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors. Prerequisite: None

MKTG 1294 Marketing Channels (4 units)

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies, the course covers distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers). Prerequisite: None

MNSC 1401 Introduction to Quantitative Analysis (4 units)

A survey of the fundamentals of management science. This course emphasizes the concepts and algorithmic techniques utilized in business and finance contexts in order to optimize the desired business outcomes. Prerequisite: None

OBHV 1110 Introduction to Organizational Behavior (4 units)

An introduction to the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge toward improving an organizations effectiveness. The course will focus on work-related behavior with an emphasis on individual and group performance as it relates to organizational productivity and processes. A central theme will be the development of "people" skills to help all employees- staff, front-line supervision, and management- improve their effectiveness. Prerequisite: None

OBHV 1112 Leadership and Organizational Change (4 units)

Examination of the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. The role of the leader in establishing effective collaboration among members; the decision making process and power will also be examined. Prerequisite: None

OBHV 1113 Theory and Practice of Organizational Development (4 units)

The course overviews how, why, and when to integrate the behavioral sciences with human resource management principles to increase individual and organizational effectiveness. Students will analyze, evaluate, and design relevant theories as they relate to practical application in the workplace. Prerequisite: None

GRADUATE BUSINESS COURSES

BUS 510: Managerial Leadership and Communication (4 units)

This course explores the important roles that communication plays in managers/leaders being effective in their tasks as they exchange meaning with supervisees, peers, supervisors, the larger organization, and the community. Both formal and informal communication will be addressed. Additionally, issues such as cross-cultural communication, ethics, conflict resolution, crisis communication, and developing organizational communication competencies will be investigated.

BUS 520 Organization and Society Management (4 units)

This course is an exploration of the responsibilities and influence that 21st century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study

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of business administration and management -- including systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, and organizational theory and design -- are examined.

BUS 521: Emerging Leadership Concepts and Strategies (4 units)

This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

BUS 522: Negotiations, Collective Bargaining, and Group Dynamics (4 units)

This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and a challenging workplace phenomenon.

BUS 523: Advanced Personnel Management (4 units)

This course will present an overview of how, why, when, and where to integrate and apply the theories of behavioral sciences with the human resource management principles in order to augment and improve both individual as well as organizational efficiency and effectiveness. Students will evaluate, analyze, and design the various relevant personnel management theories as they relate to practical applications in different work environments.

BUS 524: Interpersonal Communication (4 units)

This course will survey the formation and development of groups through effective and efficient leadership. Team communication styles and roles within organizational work teams will be examined. Different strategies that can foster creativity in work groups will be discussed and analyzed. The impact of technology on work teams and on communication styles will also be evaluated. Students will learn experientially about work groups and teams as well as about the impact of different ethical perspectives by participating in group activities and observing leadership practices in small work groups.

BUS 530 Managerial Accounting (4 units)

A study of accounting concepts & reporting techniques applied in a managerial decision-making context. Students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

BUS 535 Financial Management (4 units)

This is a course on how to deploy the available capital resources of the organization in order to gain the maximum advantage possible. Students will review capital budgeting policies and procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

BUS 540 Economics of Management Decisions (4 units)

This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational units, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

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BUS 550 Operations & Information Systems Management (4 units)

This course is a study of the major functions of modern business management. Topics include the dos and don'ts of successfully managing a project, a survey of several world-class operations management techniques (such as Six Sigma), and the industry's best practices in operational efficiency and effectiveness. Also, the mission, goals, and importance of information systems management will be assessed using actual work organizations as learning models.

BUS 560 Marketing Management and Innovation (4 units)

This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

BUS 561: Legal and Ethical Issues in Business (4 units)

This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

BUS 562: Dynamics of Consumer Behavior (4 units)

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

BUS 563: Global Marketing (4 units)

An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

BUS 564: Channels of Distribution and Value Networks (4 units)

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

BUS 570 Global Business Management (4 units)

This class is about a global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, as well as policy-making processes that define the internal and external functions of business at the confluence of local, state, national, and international affairs. Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

BUS 571: Culture and Change (4 units)

This course is an overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

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BUS 572: Intercultural Competence (4 units)

This course is an overview of the domains of communication and culture. Specifically, the ways that culture influences our communication patterns, and the development of both professional and personal relationships with people from different cultural backgrounds.

BUS 573: Comparative International Management (4 units)

This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

BUS 574: Culture and Socialization (4 units)

An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

BUS 580 Strategic Management in a Global Marketplace (4 units)

This course deals with an investigation of strategy, value creation, and value capture in different business contexts. Currently, companies compete simultaneously in domestic, global, and electronic markets. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted, building on knowledge of the different functional areas of management gained through previous study.

BUS 590: Ethical Decision Making (4 units)

This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

BUS 701: Seminar in Organizational Change (4 units)

This course goes over an in-depth review of current organizational behavior issues in an organizational change framework, from a workforce planning and performance management perspective, and is analyzed as it relates to employee diversity. Using case studies, the course provides an integrated approach of the theoretical and practical aspects in interpersonal and group communications, organizational structures, organizational systems, and employee performance appraisal in a diverse workplace.

BUS 702: Seminar in Marketing Management (4 units)

This course reviews and critiques contemporary marketing theory and its applications in a marketing implementation process context. It focuses attention on the identification of market opportunities, the product development process, promotion planning and execution, pricing structures and decisions, as well as channels of distribution in a highly competitive business environment.

BUS 703: Seminar in Global Management Issues (4 units)

This course reviews and investigates the impact of country-specific cultural, economic, political, and legal factors on the theory and practice of management in multinational corporations. The case studies will focus on the North American, Latin American, European, Asian, and African settings which will be used to

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illustrate the feasibility of adapting and combining different national managerial styles in the design of activities for domestic and multinational corporations.

BUS 705: Advanced Financial Management (4 units)

This course will integrate the various principles and concepts used in the financial management of business organizations, and will address these principles and concepts from both a theoretical and a practical standpoint. Covered topics will include money and capital markets, financial management of working capital, capital budgeting, fixed asset management, cost of capital, and short-term as well as long-term institutional financing by the contrasting means of debt and equity capital.

BUS 707: Advanced Operations and Logistics Management (4 units)

This course will present a customer-oriented approach to operations management within an organizational framework. Guided and constrained by the organization's strategic plan, the operations management function will deliver the products and services to its customers. This course explores how this product and service delivery can/should be accomplished with operational efficiency and effectiveness in order to support the organization's efforts in implementing its strategic plan. Components of the course will include issues of quality, physical design, process selection, and systems management.

BUS 708: Advanced Strategic Management (4 units)

This course will survey the different applications of strategic management principles to the development, organization, finance, and operation of a business organization. This course will integrate and apply the skills and the knowledge gained in other graduate business courses to organizational settings, especially those in the management, marketing, accounting, and finance areas.

BUS 709: Advanced Research Methods and Experimental Designs (4 units)

This course focuses on the study of research methods and experimental design. The primary objective of the course is to prepare students to conduct empirical research. Special emphasis will be placed on in-depth understanding of the philosophy of science underlying research methods, the principles of theory development, methods for enhancing the internal and external validity of research findings, as well as techniques for valid and reliable measurement.

BUS 731: Emerging Leadership Concepts and Strategies (4 units)

This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

BUS 732: Advanced Negotiations, Collective Bargaining, and Group Dynamics (4 units)

This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and challenging workplace phenomenon.

BUS 756: Ethical Decision Making in Business (4 units)

This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

IBU 771: Culture and Change (4 units)

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This course is an overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

IBU 772: Intercultural Competence (4 units)

This course is an overview of the domains of communication and culture. Specifically, the ways that culture influences our communication patterns, and the development of both professional and personal relationships with people from different cultural backgrounds.

IBU 773: Comparative International Management (4 units)

This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

IBU 774: Culture and Socialization (4 units)

An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

MKT 761: Legal and Ethical Issues in Business (4 units)

This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

MKT 762: Dynamics of Consumer Behavior (4 units)

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

MKT 763: Global Marketing (4 units)

An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

MKT 764: Channels of Distribution and Value Networks (4 units)

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

REM 721: Seminar in Real Estate & Property Management & Lease Negotiations (4 units)

Details and complications of the property management process will be discussed. An overview of the management and administration of contracts made with property owners, tenants, vendors, and maintenance contractors will also be conducted. This course will cover the elements of contracts and lease negotiation, risk

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management, marketing, maintenance, compliance, and stakeholder relations. Advanced negotiation skills and relevant compliance issues will be surveyed.

REM 722: Seminar in Real Estate & Property Planning and Marketing (4 units)

A survey of the marketing environment and promotional efforts of commercial and residential income properties will be conducted, including relevant revenue generation and cost calculations from commercial and residential income properties, from different marketing surveys, and from capitalization rates. Such indicators will be examined, discussed, and investigated in length.

REM 723: Seminar in Real Estate & Property Maintenance & Risk Management (4 units)

An investigative examination of the elements involved in the maintenance of commercial and private properties. Property scheduled and preventive maintenance will be explored and discussed, and the administration of service contracts with sub-contractors will be debated. Risk management from the property owner's, the property manager's, and the stakeholder's perspectives will be emphasized, and risk mitigation for litigation and insurance purposes will also be examined.

REM 724: Seminar in Safety and Environmental Compliance Issues (4 units)

Industry standards as well as legal rules and regulations applicable to residential and commercial real estate and property management are investigated from the standpoint of safety issues and environmental concerns. Assessment of safety as well as environmental requirements and requisite changes to legal restrictions will be discussed, and effective compliance policies will be researched.

BOARD OF DIRECTORS

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Dong Ho Shin

Leslie Kang

Hyungtae Park

Peter Chang

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ADMINISTRATION

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S.T.M., Yale University
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B.A., Seoul Theological University

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B.S., Hanyang University, Seoul, Korea

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Doctor of Philosophy (Ph.D), Mechanical Engineering, University of Southern California
Master of Science (MS), Mechanical Engineering, University of Southern California
Bachelor of Science (BS), Mechanical Engineering, Hong-Ik University (Seoul, Korea)

Dean of Student Affairs/Chaplain: Rev. Ted Namgoong
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M. Div., Talbot School of Theology at Biola University
B.A., Biblical Studies, Seoul Theological University

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B.A., University of Southern California

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Bachelor of Library & Information Science, Kyonggi University
Suwon, Gyeonggi, Korea

Registrar: Ms. Louisa Boughan
B.S., University of Arizona

International Student Advisor: Ms. Gloria Song
A.A. Degree, Los Angeles City College
AAS in Business Administration, Sierra States University

QUARTERLY ACADEMIC CALENDAR

Fall Quarter 2017

Fall Instruction begins.....October 2
 Thanksgiving BreakNovember 23-24
 Final Examinations.....December 11-16
 Winter BreakDecember 18-January 1

Fall QUARTER 2017	
Beginning of the term and first day of classes	October 2, 2017
End of the term and last day of classes	December 16, 2017

Winter QUARTER 2018	
Beginning of the term and first day of classes	January 2, 2018
End of the term and last day of classes	March 19, 2018

Spring QUARTER 2018	
Beginning of the term and first day of classes	April 2, 2018
End of the term and last day of classes	June 15, 2018

Summer QUARTER 2018	
Beginning of the term and first day of classes	July 2, 2018
End of the term and last day of classes	September 14, 2018

Fall QUARTER 2018	
Beginning of the term and first day of classes	October 1, 2018
End of the term and last day of classes	December 14, 2018