

2015 ~ 2017



CALIFORNIA TRINITY UNIVERSITY

MISSION OF CALIFORNIA TRINITY UNIVERSITY (CTU)

CTU STRIVES TO GUIDE STUDENTS TOWARDS THEIR
FULLEST EDUCATIONAL, INTELLECTUAL, AND HUMAN
POTENTIAL BY EXPLORING THEIR CAPABILITIES AND INTERESTS.
BY COMBINING THE TRADITIONAL WITH THE CONTEMPORARY,
PARTNERING ACADEMIC WITH NON-ACADEMIC,
CTU ENCOURAGES STUDENTS TO ADVANCE KNOWLEDGE,
PROMOTE UNDERSTANDING, AND SERVE OUR DIVERSE
HUMANITY WITH WISDOM.

Objectives:

- To help students acquire professional competency in all areas they choose to pursue and get a license if applicable;
- To equip students with competence in analytic and diagnostic skills in all programs, degree and non-degree programs;
- To train students in communicating and cooperating with other related professional in the field;
- To help students acquire practical experience and knowledge essential for management position in the field;
- To provide students with educational experiences that will stress the importance of ethical behavior and responsibility toward the standards and ideals of the profession; and
- To teach students to serve with professionalism local communities, nations, and the world wherever they are situated.

CALIFORNIA TRINITY UNIVERSITY



School of Acupuncture and Oriental Medicine

Master of Science in Oriental Medicine
Doctor of Acupuncture and Oriental Medicine

School of Business Administration

Associate of Art in Accounting
Bachelor of Business Administration
¹ Master of Business Administration
Doctor of Business Administration

School of Education

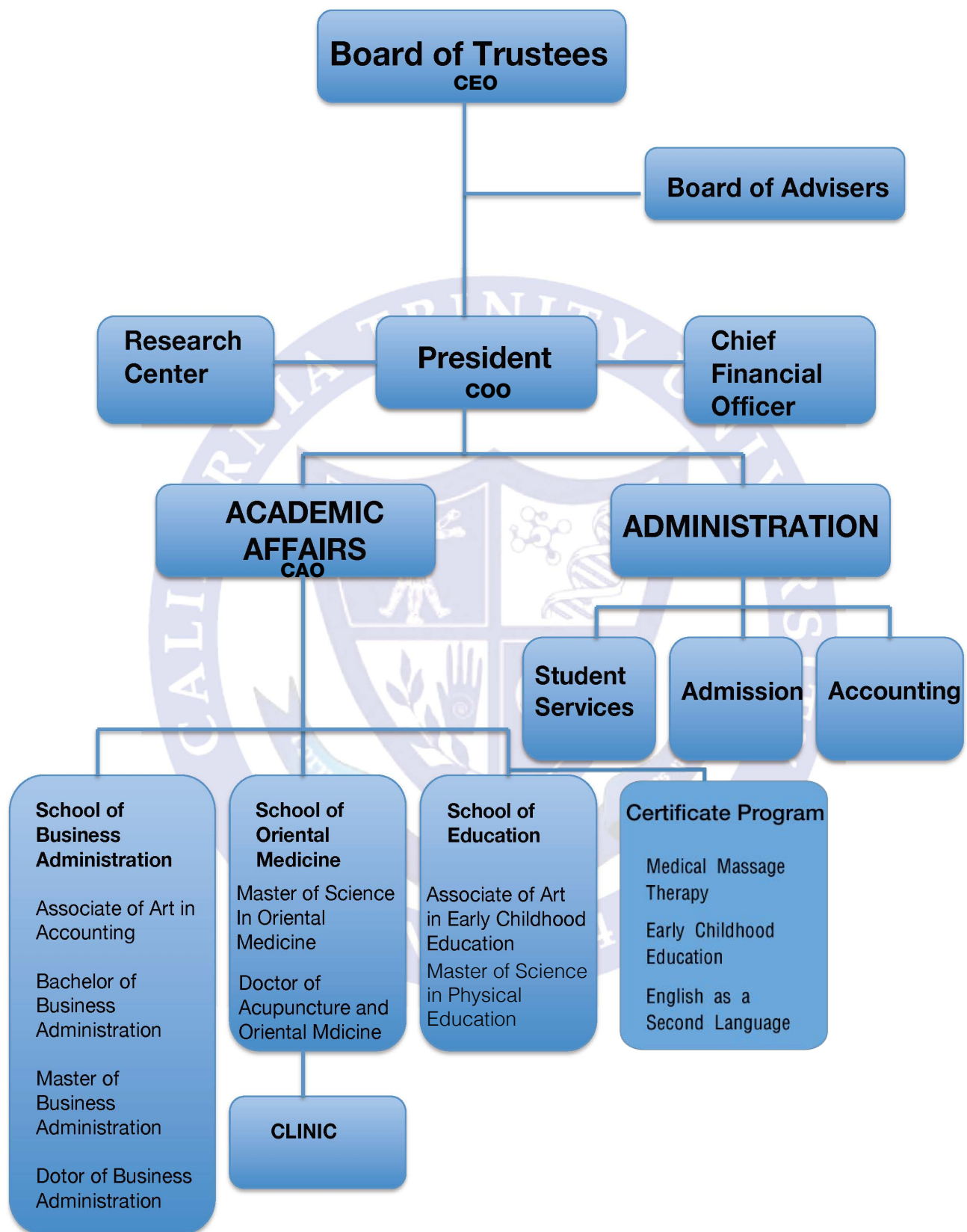
Associate of Art in Early Childhood Education
Master of Physical Education

Certificate Program

Medical Massage Therapy
Early Childhood Education

English as Second Language





Academic Calendar

Winter Quarter



Class Begin / last day for Tuition payment
Late Fee for Tuition payment
Last day to Add / Drop
Final Exams
Tuition payment for Spring Quarter
Federal Holiday : School closed

2015	2016	2017
January 5	January 4	January 2
January 7	January 6	January 4
January 12	January 11	January 9
March 9 - 13	March 8 - 12	March 6 - 10
March 15 - 20	March 15 - 19	March 13 - 17
January 19	January 18	January 2
February 16	Februart 15	January 16 February 20

Spring Quarter



Class Begin / last day for Tuition payment
Late Fee for Tuition payment
Last day to Add / Drop
Final Exams
Tuition payment for Summer Quarter
Federal Holiday : School closed

April 6	April 4	April 3
April 8	April 6	April 5
April 13	April 11	April 10
June 8 - 12	June 6 - 11	June 5 - 9
June 15 - 19	June 13 - 18	June 12 - 16
May 25	May 30	May 29

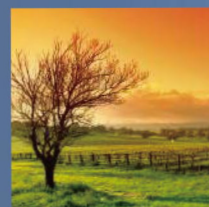
Summer Quarter



Class Begin / last day for Tuition payment
Late Fee for Tuition payment
Last day to Add / Drop
Final Exams
Tuition payment for Fall Quarter
Federal Holiday : School closed

July 6	July 5	July 5
July 8	July 7	July 7
July 13	July 12	July 12
Sep. 7 - 11	Sep. 6 - 10	Sep. 4 - 18
Sep. 14 - -18	Sep. 13 - 17	Sep. 11 - 13
July 3	July 4	July 4
July 4	September 5	September 4
September 7		

Fall Quarter



Class Begin / last day for Tuition payment
Late Fee for Tuition payment
Last day to Add / Drop
Final Exams
Tuition payment for Winter Quarter
Federal Holiday : School closed

October 5	October 3	October 2
October 7	October 5	October 4
October 12	October 10	October 9
Dec. 7 - 11	Dec. 6 - 10	Dec. 4 - 8
Dec. 14 - 18	Dec. 13 - 17	Dec. 11 - 15
October 12	October 10	October 9
November 11	November 11	November 10 - 11
November 26	November 24	November 23

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School of Acupuncture and Oriental Medicine



Master of Science in Oriental Medicine

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School of Business Administration



Associate of Art in Accounting

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School of Education



Associate of Art in Early Childhood Education

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Certificate Program

Medical Massage Therapy

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General

University History



California Trinity University (CTU) is a non-profit institution that was established in May 1994. In the Fall of the same year, CTU earned an approval as a degree-granting institution from the Bureau for Private Postsecondary and Vocational Education (BPPVE), a state agency, which is the body regulating the licensure and practice of Acupuncture and Traditional Oriental Medicine that regulates all private postsecondary institutions in the State of California. CTU was likewise approved to operate by the California Acupuncture Board.

Beginning in 2007, CTU has carried on the tradition of the integrative approach to bring a multi-disciplinary background with an intention to establish a University that would allow its programs to emphasize a sound knowledge of Western Medical Science to enable its students and graduates to interface with other healthcare

practitioners that are solely trained in Western medicine.

In 2010, CTU with its tradition of integrative approach to its program, saw the need to change its educational objective to include courses in business and education that aimed to carry the University as a 21st Century institution of learning. In August 2012, the Bureau for Private Postsecondary Education approved and granted CTU's Application for Change in Educational Objectives, and added higher education courses in business and education.

CTU leadership firmly believes in continuing improvement of its programs to provide education to the community, and to the society at large, with the objective of becoming a school for the 21st Century learning.

Board of Trustees

The Board of Trustees, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders, or rules, resolutions, standing orders, or rules of procedures, in whole or in part, at its discretion.

Accreditation and Approvals



In August 29, 2012, CTU has been granted an additional approval on the following nine degree and non-degree programs. The following are the total programs approved by the BPPE:

DEGREE PROGRAMS

Doctor of Acupuncture and Oriental Medicine
Master of Oriental Medicine
Doctor of Business Administration
Master of Business Administration
Bachelor of Business Administration
Associate in Accounting
Master of Art in Physical Education
Associate in Early Childhood Education

NONE DEGREE PROGRAMS

Associate in Early Childhood Education
Medical Massage Therapy
English as a Second Language (ESL)

The degree granted by the University are approved under the provisions of the State of California Education Code Section 94750 by the California Bureau for Private Postsecondary Education (BPPE). United States government requires that all schools are approved by the governing body of the State in which they are located. CTU's BPPE school code#:3009291



The Private Postsecondary and Vocational Education Reform Act ("Act") became inoperative July 1, 2007. At that time, the agency which enforced the Act, the Bureau of Private Postsecondary and Vocational Education was dissolved. To ensure continued protection of students and institutions with pending activity before the Bureau after the Act became inoperative, the California State Assembly passed emergency legislation in the form of Assembly Bill (AB) 1525.



California Trinity University School of Acupuncture and Oriental Medicine (CTU) has been designed to offer the degrees of Master of Science in Oriental Medicine by the California Acupuncture Board, the body regulating the licensing and practice of Acupuncture and Oriental Medicine in the State of California. The curriculum of the Master's Degree program meets the didactic and clinical requirements of the California State Acupuncture Board and qualifies the graduate to sit for the California Acupuncture Licensing Examination. In California, acupuncturists are licensed by the State Department of Consumer Affairs, Acupuncture Board, 444 N. 3rd Street, Suite 260, Sacramento, CA 95814, Tel (916) 445-3021.



The CTU University is proud and pleased to accept international student and is authorized by the U.S. Immigration and Naturalization Service to process Form I-20, enabling prospective international students to apply for an F1 Student Visa. California Trinity University is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees. The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at CTU. Rules for Visa Application may vary in each country. You should contact the U.S. Consulate in your country for the latest instructions on how to apply for a Student Visa.

CTU's SEVIS school code# LOS214F16220000



College Directory Network features 6,886 schools with 10,819 campuses offering 230,849 programs in 41 states; the College Directory Network is the largest database of postsecondary education on the Internet.



APPEC provides needed assistance and services to California's (non WASC accredited) private colleges and universities as they interact with the state and other agencies that oversee them. APPEC informs all stakeholders of the important educational and economic roles private colleges and universities play in California.



WWC combines and shares information about programs around the world which welcome international participation and further educational and intercultural goals.



The California Business Education Association (CBEA) represents professionals involved in education for and about business at all levels of public and private institutions. The mission of the Association is to recognize, encourage, and promote excellence in business disciplines and to collaborate with other disciplines and other groups dedicated to this mission.

Accreditation

CTU is in the process of being approved by an accrediting agency for all the programs. The approval will be granted upon the accrediting agency completing all the required phases.

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.

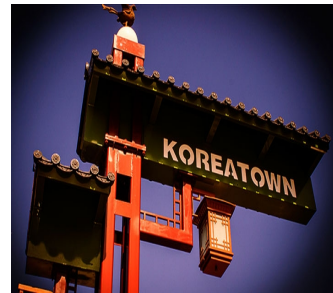
A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

California Trinity University

Campus Location

Welcome to California Trinity University. We believe that our school offers an outstanding and unique educational experience. Our school provides both the community and our students a wealth of resources. CTU's faculty works closely with students to ensure their success, and we have great student services to help students meet their goals.

California Trinity University is located at 2333 Beverly Blvd in the heart of Los Angeles. Our school features fantastic views of the Hollywood Sign and many buildings of Downtown Los Angeles. The campus occupies a 5 story building with 23,000 square feet facility that consists of classrooms, a full of administrative office, clinic, library and a student lounge. We are located within range of many famous and diverse locations such as The Grove, Hollywood, Koreatown, Dodgers Stadium, Chinatown, and the Staple Center. Our academic excellence and prime location in a vibrant urban area attract students from all over the world.



Campus map

2333 Beverly Blvd. Los Angeles,
California 90057

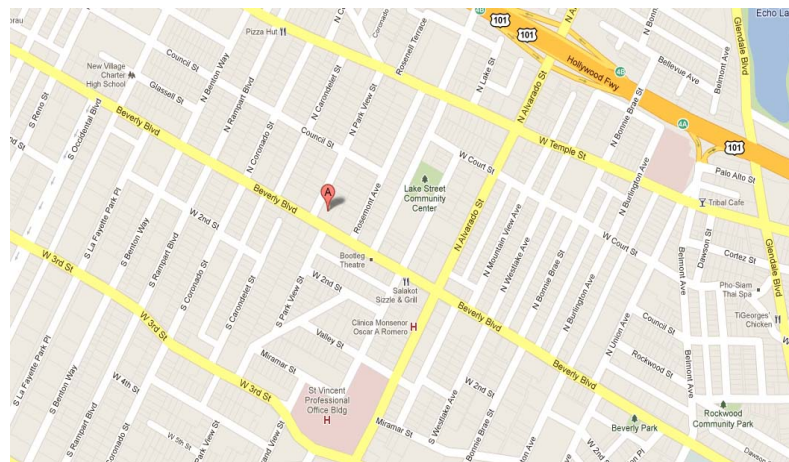
Tel. (213) 484-4440, 4446

Fax. (213) 402-6838

E-mail:

admin@catrinityuniversity.edu

www.catrinityuniversity.edu



California Trinity University is located on Beverly Blvd. and Park View St. Nearby Freeway Include the 101, 2, 10, 5 and the 110

Classrooms and Clinic

Classes are held six days a week, Monday through Saturday. The University's Medical Clinic is located on the 4th floor. It serves as the primary internship training facility and is equipped with laboratory and herbal dispensary/preparation facilities. The treatment rooms are equipped with both Western and Oriental Medicine diagnostic tools.

California Trinity University's clinic primary objective is to provide students with clinical training in traditional Oriental medical skills within the clinic. The clinic exists for three purposes: First, to provide the Los Angeles community with high quality, low-cost access to traditional Oriental medical care; second, to train students of traditional Oriental medicine in the necessary skills to practice; and third, to advance the field of traditional Oriental medicine in the United States through patient interaction.

California Trinity University has a community-oriented teaching clinic. Our mission is to provide effective, affordable treatment for a wide variety of conditions and diseases using acupuncture, herbs and other healing modalities of Traditional Oriental Medicine. Our clinical faculty consists of extensively-trained practitioners who have been selected for their expertise, working in integrative medicine, and thorough knowledge of today's health conditions. The clinic features its own full-service herbal pharmacy that carries an extensive selection of high-quality raw herbs, powdered herbs and patent medicines. In addition to CTU's on-site clinic, CTU's clinical faculty and interns work in collaboration with high quality patient-care and education. We provide our interns with the opportunity to do clinical rotations in diverse settings.

Clinical interns in our program are taught by experts in Traditional Oriental Medicine and healing techniques. Initially, students enter the Clinic as observers and gradually work their way up to pre-intern and intern levels. Our Clinic enables students to integrate their classroom knowledge and refine their skills under the supervision of experienced practitioners to ensure that patients get the best medical care. Interns will treat patients under the direct supervision of clinical faculty who are California licensed Acupuncturists. They will typically treat and see diverse health complaints including pain, women's issues, smoking cessation, depression, anxiety, stress, injury, and more. At this location, interns have full access to multiple treatment methods including acupuncture, moxabustion, electrostimulation, cupping, Tui-Na/Shiatsu massage, and herbal prescriptions.

Non-Discrimination Policy

It is the policy of CTU that applicants for admission shall not be discriminated against the basis of race, color, ethnicity, national origin, religion, gender, age and physical handicap. CTU's admission policy, therefore, is in compliance with the following federal statutes prohibiting such discrimination: Title IV of the Civil Rights Act of 1964 (as amended); Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; and the Americans with Disabilities Act

Statement of Academic Freedom

Our Academic Freedom is based on the premise that citizens in a free society must cherish and protect the traditions of academic freedom and responsibility. The University promotes creative thinking and unfettered exchange of ideas on the part of students and faculty. However, students are expected to respect and uphold the reputation, dignity and integrity of the institution, its faculty, staff and their fellow students.

General Admission

Admission Policy

CTU applicants must submit complete, official academic transcripts, or records of all previous education at higher educational institutions(s) they attended. Failure to comply may result in admission being denied, may delay enrollment at the University or may create a loss of academic credit. The University recruits and admits domestic and international students who have demonstrated the potential to complete CTU's academic programs successfully. Motivation and interest to succeed are considered in addition to the applicants' academic qualifications.

Admission Procedures

1. Non-refundable application fee of \$100.
2. 1 color passport size photograph
3. 2 letters of recommendation.
4. Submit a completed admission application form.
5. Have official transcripts from all colleges (or universities) previously attended forwarded directly to CTU's Office of Admission.
6. After all application materials have been submitted and all official transcripts of previous college/university work has been received by the University, the applicant's application will be evaluated by the Academic Dean. If the applicant is accepted for admission, a letter of acceptance is forwarded to the applicant.

Application forms, current school catalog and any other information concerning enrollment may be obtained from the Registrar at 2333 Beverly Blvd, Los Angeles, California 90057 Tel: 213-484-4440 or 213-484-4446.

Continuing Students

Continuing students should automatically enroll in each consecutive quarter. Students must notify the Registrar if they do not intend to register in a given quarter. Students are allowed to apply for a Leave of Absence (non-medical) for three consecutive quarters without penalty. Any student who does not register for the next quarter after the expiration of a Leave of Absence must apply for readmission and is subject to all current academic and administrative policies and procedures, including any new degree requirements in effect at the time of readmission.

All matriculated students are required to register for the following quarter by the scheduled registration deadline which is usually one to two weeks before the start of the new quarter, these deadlines are posted on the official bulletin board. Continuing registration fees are \$50.00 per quarter, and a late fee of \$35.00 is assessed on students who do not register within the deadline.

Admission of International Students

Nonimmigrant students may apply to CTU with the issuance of an I-20 form as certification of eligibility for admission by Immigration and Naturalization Services of the United States Department of Justice. Until SEVIS permission is obtained, the university will hold the student's application. All international students must have the following:

1. Financial ability to pay tuition and living expenses while in the United States, with documents properly attested and certified.
2. Bank or Financial Statements showing liquid funds to support their studies for one year academic term.
3. Official Transcript of Records (TOR) from all colleges (or universities) previously attended forwarded directly to CTU's Office of Admission.
4. English language proficiency through submission of an official report of TOEFL.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Trinity 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 CTU educational program 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 contracting an institution to which you may seek to transfer after attending California Trinity University to determine if your credits or degree, diploma or certificate will transfer.

Transfer Agreements with Other Education Institutions

CTU has agreements with the following education institutions that accept transfer of credits earned in CTU programs:

Master of Science in Oriental Medicine

Dongguk University

Associate of Art in Accounting

California University of Management and Sciences

Master of Business Administration

Grace Mission University

General Academic

Academic Policy

Registration and Enrollment

Students are required to register classes for each quarter during the four (4) weeks of the registration period and to pay a Registration Fee, tuition and related fees. Students must register for the required minimum number of quarter units, as applicable to their course. The academic unit awarded at CTU is the standard quarter unit. Each didactic quarter unit will represent 10 hours of classroom study for 10 weeks and one week of final exams. For internship, one quarter unit is equal to 20 hours of clinical activity for 10 weeks.

Disclosure: Enrollment Agreement

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.

Satisfactory Academic Progress (SAP)

Continuing students are expected to meet the academic standards required by the Bureau for Private Postsecondary Education, California Acupuncture Board and the Accreditation Commission for Colleges of Acupuncture and Asian Medicine. CTU adheres to a program for tracking the Satisfactory Academic Progress (SAP) of all students.

For the purpose of determining Satisfactory Academic Progress, students must maintain satisfactory quantitative as well as qualitative academic progress. The Satisfactory Academic Progress Requirements of CTU are:

1. Students entering into the first quarter of CTU's Master of Science in Acupuncture and Oriental Medicine degree program are expected to complete the graduation requirements no more than 36 quarters, averaging satisfactory completion of at least 12 units per quarter in a 9-month academic year (as a full-time student).
2. Minimum cumulative grade point average (GPA) is 2.7 on a 4.0 scale ("B-") for courses attempted at CTU with no single grade lower than 2.0 ("C") on a 4.0 scale.

Under special mitigating circumstances, the Academic Dean may rule that a student who does not meet the above standards is nonetheless considered to be making satisfactory academic progress to stay eligible for financial assistance.

CTU continually evaluates the student's educational progress through examination of the student's knowledge (written and oral), classroom participation, clinical skills and attitudes necessary to achieve expected performance as an independent Licensed Acupuncture and Herbology physician/practitioner. The clinical supervisors evaluate internship and the practicum training, taking into account the student's knowledge, skills, classroom presentations (describing treatment observed and performed), attitudes, personal and professional conduct, and patient relationships.

Add and Drop Policy

To add or drop a course during the first ten days of instruction, students must obtain a signature of approval from his/her instructor on a "Drop/Add" form and submit it to the Registrar's Office no later than the tenth day of the quarter.

Courses may be added or dropped through the tenth day of the quarter without penalty. (No entry will be made on the student's permanent record until after the tenth day of the quarter.)

Dropping a course will not be permitted during the last three weeks of instruction except under the following conditions:

1. Serious illness or accident resulting in considerable loss of class time
2. Serious financial difficulty or other personal problems of grave nature which require withdrawal from an overburdening academic load
3. Verified emotional disturbances requiring professional attention
4. Other pertinent reasons and mitigating circumstances that were clearly beyond the control of the student, such as a natural disaster or major misfortune in the family.

Attendance Policy (Classroom)

Students are required to attend at least 80% of the scheduled class meetings to be eligible to take the final examination, unless an acceptable reason is given and approved by the faculty in charge of the course. If a student misses a final examination due to an unforeseen circumstance, a make-up examination may be arranged, subject to the prepayment of make-up examination fee.

Excusable Absences

Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations. Students should call the Student Services as soon as possible on the first day of absence and give an estimate of the duration of the absence.

Tardiness

Two incidences of tardiness (over 30 minutes) are the equivalent of one absence.

Excessive Absence

Excessive absence is defined as absence in excess of 30% of scheduled classroom hours in academic courses, or absence in excess of 15% of scheduled clinic training course hours.

To receive credit for the course, all work missed due to absence or tardiness must be made up to the satisfaction of the instructor. Instructors will normally arrange for make-up examinations in case of excused absences. Instructors are not required to provide make-ups for exams missed due to unexcused absence or lateness, unless the reason for absence or lateness is acceptable; otherwise, a failing grade may be assigned.

Attendance Policy (Clinic)

All students with unexcused clinic absence or 10 minutes late shall be required to meet with the Clinic Director before returning to clinic duty.

For an intern to be acceptable for an "excused absence," he/she must be due to the following:

1. The clinic office should be notified as soon as possible when a student realizes that he/she will not be at the clinic at the scheduled time.
2. For any time missed, no credit shall be awarded toward the hours of clinical courses.
3. The Clinic Director may reschedule time missed due to excused absence at the convenience of the clinic.
No tuition penalty shall be applied.
4. Time missed due to unexcused absence up to 15% of the hours assigned to that course may be rescheduled at the discretion of the Clinic Director.
5. Arriving 15 minutes late at the clinic after break, shall be considered an unexcused absence.
6. All make-up time must be completed before the first day of the following quarter, unless the Clinic Director has set another date. Make-ups may be scheduled during the weeks of final exams and break.

Grading Policy

Grades are based on the completion of courses and final exam. Grades are reported at the end of the quarter within two weeks by instructors. Passing grades are A, B, and C or D unless otherwise specified in the course descriptions. The grading system adopted by CTU is as follows:

Grade	Evaluation	Percent	Grade Point
A	Excellent	95-100	A = 4.0
A-	Superior	90-94	A- = 3.7
B+	Very Good	87-89	B+ = 3.3
B	Good	83-86	B = 3.0
B-	Satisfactory	80-82	B- = 2.7
C+	Satisfactory	77-79	C+ = 2.3
C	Average	73-76	C = 2.0
C-	Below Average	70-72	C- = 1.7
D+	Below Average	67-69	D+ = 1.3
D	Below Average	63-66	D = 1.0
D-	Minimal	60-62	D- = 0.7
F	Failure	0-59	F = 0.0
P	Pass		0.0*
I	Incomplete		0.0**
TC	Transfer Credit		0.0 "P"
W	Withdrawal		0.0
AU	Audit		0.0
R	Repeated Course		0.0

Audit Courses (AUD)

Students who wish to audit a class may do so if they have previously taken and passed a course at CTU. Audited and other non-credit courses are not included in fulfilling the requirements for SAP.

Incomplete Grades (I)

A student receiving an "I" grade must contact the course instructor or Academic Dean and make up the necessary requirements within two quarters or it will be converted into "F" grade.

Repetition of Course (R)

A student, in order to raise his/her grade point average, may repeat only those courses in which a grade of B-, C, C-, D+, D, D-, or F was given. Students who repeat a course more than once must obtain the prior approval of the Academic Dean. Lower grades, therefore, will be removed from the student's permanent record.

Student's Right to Cancel: The student has a right to cancel the enrollment agreement or withdraw from the institution and obtain a refund. Such cancellation should be in writing to the President at CTU 2333 Beverly Blvd, Los Angeles, CA 90057. A Full Refund may be obtained by withdrawing within 10 days of the beginning of an enrollment agreement, or before the student's first meeting with a CTU faculty person to plan and begin their studies for their educational program, whichever is later.

Withdrawal (W)

Students may withdraw from courses after the third week of the quarter without affecting their grade point average. After this period, courses may be dropped only for compelling reasons. If the request for dropping course/s is/are approved, a "W" grade will be awarded. Students who do not officially withdraw from a course will automatically receive a grade of an "F".

Make-up and Exam Policies

Make-up assignments for missed classes, quizzes, exams, re-tests, or other special arrangements are made only by the instructor and only at the instructor's discretion. Only the original or specified substitute instructor may administer a makeup exam or re-test. If makeup exams or re-tests are approved, special fees will have been assigned.

If a student takes a final exam and fails the exam, the student's instructor may recommend that a re-test be given. The instructor must indicate in writing (on an Examination Request Form) to the Academic Dean. The re-test, if approved by the Academic Dean, shall be scheduled in agreement with, and at the convenience of the instructor. The exam must be completed before the end of the fourth week of the next quarter.

Leave of Absence

If a student anticipates being unable to enroll for the next quarter, he or she should apply to the Registrar for a Leave of Absence. Three consecutive quarters (one calendar year) will be the maximum non-medical Leave of Absence granted.

Medical disability or military service Leaves of Absence may justifiably extend the time limit for completion of degree requirements. Students who fail to re-register after an approved Leave of Absence expires will be regarded as withdrawn from CTU and subject to current admission policy requirements.

Violation of Academic Honesty

All students at CTU are expected to adhere to the highest standards of academic honesty in the performance of all academic work. Students will be subject to disciplinary action for committing any form of academic dishonesty, including but not limited to, cheating, plagiarism and the use of materials prepared by another.

Violators will be subject to severe disciplinary action, subject to academic probation, suspension, or dismissal. The use of commercially prepared term or research papers, in whole or in part, for completion of any course requirements, will be considered the most serious offense, and will include criminal penalties by the State of California for the sale or distribution of such materials.

Academic Probation Policy

Any student whose cumulative grade point average falls below 2.7 (B-) on a 4.0 scale will be placed on academic probation. No record of this status will be placed on the student's permanent record. Probation begins with the quarter following notification. A student on academic probation may not be allowed to take a full course load. A student who receives a Notice of Academic Probation is required to schedule monthly conferences with the Academic Dean and submit a plan for improving his/her grade point average. During this period, the Academic Dean will closely monitor the probationer's academic activities to determine the cause of unsatisfactory academic performance and recommend remedial measures. Academic probation may be removed when a student improves his/her grade point average to 2.7 or higher.

Retention of Student Records

CTU student records of enrollments, grades and units earned, degree studied and/or obtained, and graduation dates are permanently retained in CTU's secured data system. CTU also confidentially retains the physical files of the records containing the admission applications, executed enrollment agreements, financial records, course registrations, and visa-related documents.

Student Services

Orientation

Students are oriented to the University and its Program by the Academic Dean during the student's application interview. This is when program costs, probable length of time to acquire the degree, school policies and other matters are discussed before matriculation.

A school wide orientation is likewise being held at the start of every quarter to ensure that students and faculty are updated and in tune with school events.

Academic Advising and Counseling

One of the advantages of attending a small institution, such as CTU is that the administrators, faculty members and counselors are not only easily accessible but are willing to spend a considerable amount of time in providing all types of counseling to students. Counseling hours (by appointment) are from 10:00 A.M.-6:00 P.M., Monday through Friday. Counseling on overall academic planning, course selection and other types of academic counseling in needs of students can be obtained from the head of the respective academic departments, Academic Dean.

On Campus Employment

On Campus employment is available to qualified students who would like to share their knowledge and expertise to CTU and its students. Students may apply for part-time jobs as an assistant to student services and admission. Internship is available to Oriental Medicine students in our outpatient clinics for assisting attending acupuncturists and/or the preparation of herbs for an herbal dispensary.

CTU also offers assistance in resume writing, letter writing, and answering interview questions.

English Tutorial

CTU offers English tutorial to all incoming freshmen to ensure that students whose mother tongue is not English learn the language timely so as to maximize their learning abilities.

Cultural Activities and Field Trips

Majority of CTU students are international students mostly from Asia. To enhance their stay in California and to learn more about Los Angeles, CTU offers cultural activities and field trips in and around Los Angeles area such as, but not limited to: boat tours in coordination with the Port of Los Angeles, participation in LA Area Chamber events, and participation in business events, among others.



Community Involvement

CTU is located in the Central Los Angeles area, one of the most diverse cities in the world. CTU believes that participation in community events such as: the Miss Philippines USA Beauty pageant, and voluntary services in nonprofit organizations, such as the Midnight Mission, among others, are part of its outreach to communities and services to its students. MSOM students also participate in voluntary missions to provide alternative medical services to the community.

Health Services

Acupuncture treatments are available to students and their immediate family. These treatments are provided by the faculty members of the University, who are licensed MDs or Licensed Acupuncturists with Doctor of Oriental Medicine degrees. Students receive free consultation and treatment, while their immediate family may purchase herbs at cost and receive treatments at discounted rates.

Library and Student Lounge

The student lounge is located inside the library where the student would have a relaxed atmosphere in a quiet setting. The student lounge and all classrooms are Wi-Fi enabled to ensure that students can access the internet for their research and/or classroom projects and activities.

The University's library is located on the 3rd floor. It has a sizable collection of books and periodicals on Acupuncture, Asian Medicine, Herbology, Oriental Philosophy and Western Medicine which are available in three different languages, such as Chinese, Korean and English. In fact, the library has many references on Acupuncture and Oriental medicine that are currently available in English. Users have access to major health science databases as the school is networked and fast-linked to the Internet. Some of books are not allowed to be checked out. Students are allowed to check out some books from the librarian with the student IDs. Students may extend the due date by verbally permission from the librarian.

Parking

There is a student parking lot available within the CTU facility. Additional parking is available on the street adjacent to the University.

Cafeteria

There is a cafeteria for students on the 5th floor. The lounge area has tables and chairs for students to eat, study, and relax. The Cafeteria has access to the rooftop where students can enjoy fresh air and a relaxing view of the Hollywood sign. Students are encouraged to use this place for relaxing or studying in an atmosphere where conversation and discussion is encouraged.

Housing

CTU does not provide dormitory housing for students. Within the immediate vicinity of CTU, there are ample housing opportunities, ranging from studio apartments to one and two bedroom apartments, and to rental of a private room in a family home. Monthly rental costs range from approximately \$1,300 to \$1,500 per month, depending on the actual unit. We assist and guide the student in establishing appropriate living arrangements, the student alone is responsible for all agreements entered into with the landlord. CTU takes no responsibility for the student's conduct and dealings on rental property or for any financial transactions between the student and his/her landlord. The student is solely liable for his/her conduct and transactions.

CTU is a "non-residential" institution".

Student's Rights and Responsibilities

Student Records Policy

Students' academic records are kept by the Registrar's Office. Students should check their academic records periodically and immediately inform the Student Services of any discrepancies. Students may obtain copies of their unofficial transcripts from the Registrar. Official transcripts are only sent directly to other schools/ agencies. The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose any information from a student's academic records without written consent of the student.

Student Code of Conduct

CTU students are expected to follow the University's Student Code of Conduct.

This includes the following:

- (a) Cheating is the unauthorized use of study aids: examination files, other related materials, and receiving unauthorized assistance during any academic exercise;
- (b) Fabrication is the falsification or invention of any information in an academic exercise;
- (c) Facilitating academic dishonesty is intentionally helping or attempting to help another student to commit an act of academic dishonesty;
- (d) Plagiarism is intentionally or knowingly representing the words, ideas, or work of another as the one's own in any academic exercise.

Disciplinary Policies

Students are obligated to comply with the course requirements as set by the instructor. If an instructor discovers an act of academic dishonesty committed by a student, the instructor must notify the Academic Dean in writing. The student will be required to see the Academic Dean for counseling. In case the student continues his/her dishonest conduct, a hearing will be convened with the student, the instructor will report the incident to the Academic Dean and President. A recommendation in writing with the reasons supporting the action will be provided to the student. A decision to expel, suspend, or give a less severe disciplinary action to the student will be made by the Academic Dean, and students have the right to appeal.

Drug and Alcohol Policies

It is the policy of CTU that the learning environment be free of prohibited or controlled substances including drugs and alcohol. Violation of this policy could lead to suspension, expulsion and termination.

Sexual Harassment Policy

CTU declares that it will not tolerate any sexual harassment by any instructor or student on another person. Alleged victims may file a written complaint to the Administrative office. Within two weeks of receipt of the complaint, CTU shall give a written response to the complainant as the progress of the case. If any instructor or student is formally accused by an alleged victim CTU may hold an administrative hearing after giving notice due to the accused. CTU may take a range of actions to deal with the offender above and beyond the civil/criminal penalties the offender is liable for:

1. Verbal or written reprimand
2. Suspension for a period from the University
3. Dismissal from the University

Grievance Resolution and Appeal Procedure

Students who are disciplined have the right to appeal to the Academic Dean. CTU aims to resolve all complaints, such as grade disputes and other problems in a manner that is fair and just to all parties involved. When submitting a formal appeal to the Academic Dean, students are advised to assemble the following supportive evidence:

- (a) Documentation of the nature of the problem or dispute;
- (b) Evidence of the date that the alleged problem or dispute occurred;
- (c) The name of the individuals involved in the dispute;
- (d) A brief statement concerning the ruling sought and copies of all supportive documents.

However, the student may appeal to the appropriate state regulatory agency in the event a complaint or dispute that cannot be resolved to the complainant's satisfaction.

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Physical Address (as of November 20, 2010):

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

General Financial

This School has not had any pending petition in bankruptcy and has not filed a petition within the preceding five years nor has it had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

Financial Assistance

CTU does not receive federal financial aid assistance such as the Pell Grant and Stafford Student Loan programs.

However, CTU provides a limited number of financial assistance awards (scholarships) on the basis of high scholastic achievement and financial needs. Scholarships are awarded on the condition that the student finishes his/her degree at CTU. Transferring to another school means forfeiture of all scholarship and the student is obligated to reimburse the school the full cost of tuition and fees. Students are urged to inquire about the availability of such awards to the university's administration.

Tuition Payment Plan

CTU provides a personalized deferred payment plan for the convenience of students who are unable to pay the total amount due at registration. The standard tuition payment plan is as follows:

1. The total amount due for a given quarter is divided equally into two payments. The first payment is due at registration, and the balance is due over the following two months.
2. Financial agreements must be honored on time, or there will be a late payment charge of \$35 if payment commitments are missed.
3. All accounts must be current before a student can register for the following quarter.

Tuition Refund Policy

In order to ensure that students are fully informed on their rights and procedures for recovering tuition refunds, a copy of the University's Cancellation/Withdrawal Policy is provided to each student upon registration. A "Notice of Cancellation/Withdrawal" form must be used when canceling or withdrawing from enrollment. In compliance with the applicable California Education Code, CTU's cancellation/withdrawal and refund policy is fully disclosed in the reverse side of the enrollment agreement.

REFUND POLICY and PROCEDURES

Students have a right to a full refund of all charges, other than the non-refundable fee, if the student cancels the enrollment agreement prior to on the first week of instruction. The amount retained by the School will not exceed the registration fee.

In order for students to receive a refund of the tuition, the student must drop his/her classes through administration office and will remit a pro-rata refund for the unused portion of the tuition and other refundable charges if student reaches 60% completion or less of the period of attendance..

Student Tuition Recovery Fund (STRF) Statement

By law, all educational institutions authorized to operate in the State of California must participate in the Student Tuition Recovery Fund. Because of its importance, the full text of the Student Tuition Recovery Fund is reproduced as below:

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition to all institutions authorized to operate in the State of California. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid but unused money. Institutional participation is mandatory.

It is important that students keep a copy of any enrollment agreement, contract or application to document enrollment as well as tuition receipts or canceled checks to document the total amount of tuition paid; these records will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, to be considered, which must be filed within sixty (60) days of the school's closure.

Loan

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

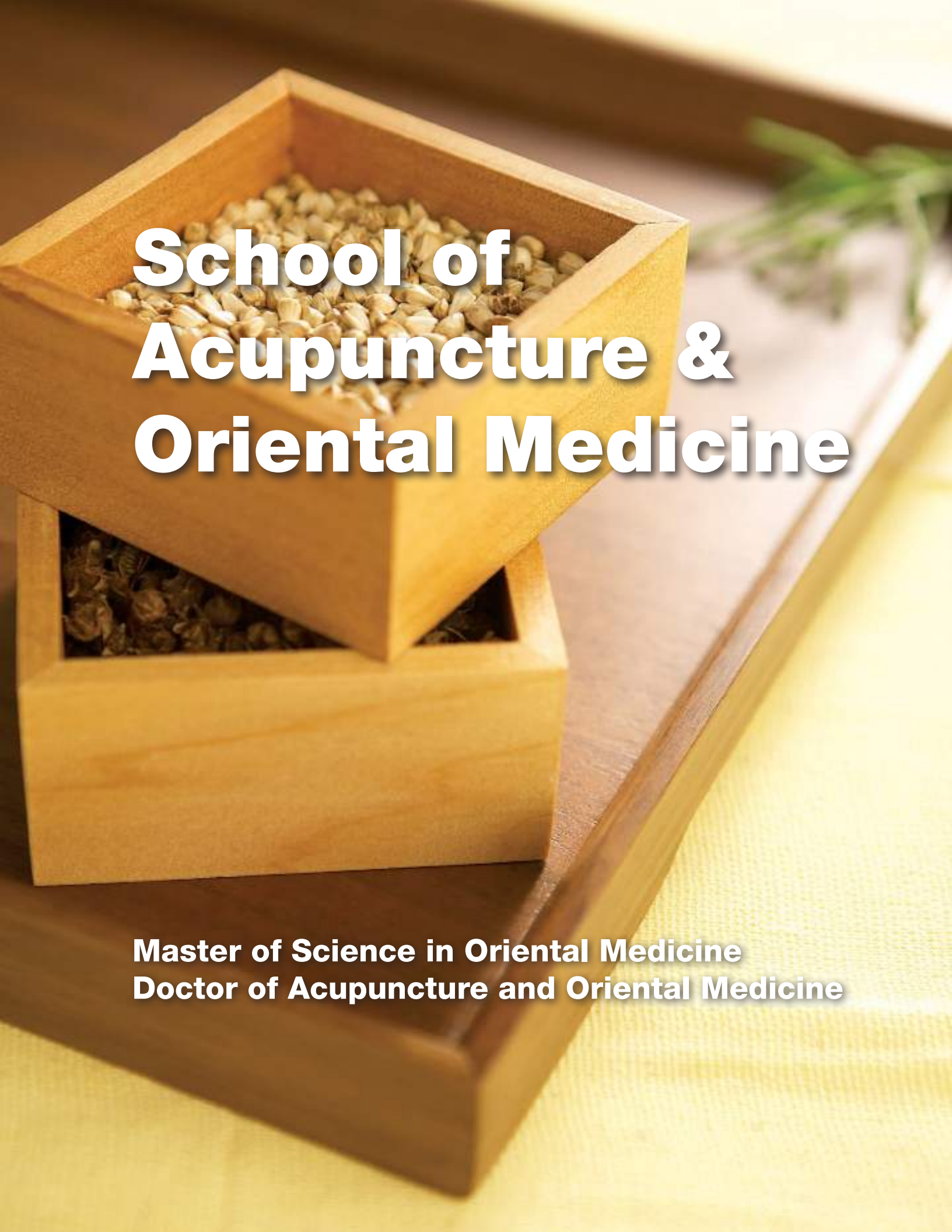
Bureau for Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897
Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by call (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.



School of Acupuncture & Oriental Medicine

**Master of Science in Oriental Medicine
Doctor of Acupuncture and Oriental Medicine**

Master of Science in Oriental Medicine

Mission / Purpose / Objectives

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. By combining the traditional with the contemporary of the study of oriental medicine, partnering academic with non-academic, CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency with oriental medicine.

Purpose

CTU's primary purpose is to provide professional training in acupuncture and traditional Oriental Medicine, encompassing all the required courses for the state and national licensure examination, leading to the award of Master of Science degree in Oriental Medicine. Its rigorous and well-structured curricula and internship programs will prepare graduates to sit for and pass the state and national examinations as a licensed acupuncturist and practitioner of traditional Oriental medicine.

Objectives

CTU's educational objectives for its graduates are to be able to achieve the following:

1. To acquire professional competency in acupuncture and other treatments of modality in traditional Oriental Medicine, and to pass the licensing examination administered by the California Acupuncture Board;
2. To equip graduates with competent diagnostic and treatment skills in traditional Acupuncture and Oriental Medicine;
3. To be able to communicate, cooperate and initiate referrals with other healthcare professionals;
4. To acquire practical experience and knowledge essential for setting up and managing an acupuncture and Oriental Medicine practice;
5. To provide educational experiences that will stress the importance of ethical behavior and responsibility toward the standards and ideals of medical profession;
6. To serve the local communities and nations by providing affordable healthcare to the public through the University's Oriental Medicine Clinic, thereby attracting a large number of patients essential for internship program.

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Admission

Admission Requirements

Students may apply at any time to the University and may start at the beginning of any quarter. However, all required documents listed below must be submitted to the Admissions Office at least 10 days prior to the beginning of the first day of class. Applicants who are judged to be fully qualified to successfully complete the University's educational programs will be notified in writing for a personal interview with the Director of Admissions, Academic Dean or President. For those who live far from the campus and find it impractical to make a special trip, the required pre-admission interview may be made by telephone, at the discretion of the Registrar. All applicants are required to submit the following:

1. Has completed two academic years (60 semester/90 quarter units) of education at the college, or the equivalent, from an institution accredited by an agency recognized by the U.S. Secretary of Education;
2. Demonstrate a Cumulative GPA (Grade-Point Average) of 2.0 or higher on a 4.0 scale, for all postsecondary course work;
3. Demonstrate ability to read and write English at the college entrance level. Those who wish to study in English must pass the TOEFL with a **IBT** score of **80** or more and must be achieved prior to entering the clinical training;
4. Show evidence of maturity and understanding of the roles and responsibilities of a primary healthcare professional;
5. Proof of age showing at least 18 years of age at the time of enrollment;
6. Proof of social security number for future applicants to California License Board Examination;
7. Go through a formal evaluation and credentialing process of their academic records and transcripts (foreign country educated students only)
8. All applicants should not have any severe criminal record under the law of the administrative procedures Act of the California Acupuncture Board.

English Language Requirements

Students who are non-native speakers of English must pass the Test of English as a Foreign Language (TOEFL) iBT score of **45** before entering into the clinical portion of the training program. Non-native speakers of English who want to take classes in the English language program must have a minimum TOEFL iBT score of 80 at the time of admission.

Transfer Credit Policy

The following guidelines apply to accepting transfer credits from other institutions:

1. Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college which is approved by the California Acupuncture Board.
2. Up to 100% of credits earned at a nationally/regionally accredited college or university for Western medicine courses, clinical sciences, case management, practice management, public health, and professional development comparable to those offered by CTU will be accepted.
3. Transfer credits earned at a California Acupuncture Board non-approved institution can be used to fulfill requirements for only up to 50% of the course hours in individual subjects which include courses in acupuncture and Asian Medicine classes.
4. At least 75% of internship shall be in CTU's clinic and must still complete 200 internship hours at CTU.
5. The final 54 credits must be taken at CTU in order to earn a degree for CTU.

Academic

Graduation Requirements 263 Q/U 3,180 Hrs



Students must meet the following requirements for graduation:

- (a) Complete 263 quarter units, including 2,180 hours of coursework and 1,000 hours of clinical experience including Acupuncture, Herbology, Oriental Medicine, Western Medical Science, ethics/practice management, clinical internship, research methodology and a thesis (these include prior general education courses); The California Acupuncture Board will not allow a student to sit for the licensing examination unless he/she completes an academic program of at least 36 months duration;
- (b) Of the total units of credit presented for the degree, 90 quarter units must be in courses classified as general education;
- (c) Passing grades (2.0 or "C" on a 4.0 scale) must be earned in all academic and clinical courses required by the appropriate state licensing agencies;
- (d) Pass Graduation Assessment Test with a minimum score of 70%;
- (e) Be approved by CTU's Academic Dean who attests to the candidate's satisfactory completion of all coursework, internship and thesis requirements;
- (f) Satisfy all administrative and financial obligations to the University.

Minimum Residence Requirement

The minimum residence requirement for the master's degree may be met by completing one academic year at CTU as a full-time student, or 54 quarter units of didactic instruction.

Clinical Curriculum Requirements

Students are required to fulfill a minimum of 1,000 hours in clinical internship, including 75% of that total at CTU. All internship candidates are required to take and pass the Pre-clinic Diagnostic Assessment Test (PDAT) before beginning internship training. Internship training is provided at the University's own clinic. The 1,000 hours of clinical internship are divided into six components:

- (a) Observation 200 hours observing interns and clinicians with constant supervision;
- (b) Phase IA & IB 160 hours of beginning treatment with constant supervision;
- (c) Phase IIA & IIB 160 hours of patient care under close supervision with a physically present;
- (d) Phase IIIA & IIIB 160 hours of patient care under moderate supervision;
- (e) Phase IVA & IVB 160 hours of patient care under progressively less supervision (Includes 16 hours of case study);
- (f) Phase VA & VB 160 hours of patient care under supervised advanced diagnostic measurements using Western and Oriental Medical techniques.

Students who have completed abroad all the internship requirements at a foreign school recognized by the California Acupuncture Board must still complete 200 hours of clinical internship at a CTU clinic. Students may begin Clinic Observation I after the 5th quarter of the full-time study schedule, or after the 11th quarter of the part-time study schedule. It is the student's responsibility to seek counseling from the Clinic Director to plan entry into clinic observation classes and to learn what is required. The Pre-clinic Diagnostic Assessment Test (PDAT) must be completed with a grade of 70% before beginning internship. Students must proceed through the clinic by phase, which can be completed in six quarters (two quarters of observation and a minimum of four quarters of Phases I through V). However, if a student wishes to complete all courses before entering the clinic, special permission must be obtained from the Clinic Director. Two quarters of internship observation courses will be required before Phases I through V may be completed in two or more quarters. This schedule cannot be shortened and all clinic requirements will be strictly enforced. Further information may be found in CTU's Clinic Handbook.

Courses Required by the California Acupuncture Board

California Acupuncture Board requires that all courses be identified with their units of credit, classroom hours and course descriptions. The required courses all meet or exceed California Acupuncture Board's requirements for education leading to professional certification.

Department of Biomedicine

The University offers 36 quarter units in Biomedicine courses to prepare students for clinical sciences subjects.

Course No	Course Title	Units	Hours
BS201	General Biology	3	30
BS202	Physics & Biophysics	3	30
BS203	Basic Chemistry	3	30
BS204	General Psychology	3	30
BS205	Organic & Biochemistry	3	30
BS206	Nutrition & Vitamins	3	30
BS207	Anatomy Survey	3	30
BS301	Neurochemistry	3	30
BS302	Neurophysiology	3	30
BS303	Endocrinology	3	30
BS304	Basic Physiology	3	30
BS402	Pathology & Path physiology	3	30
Total		36units	360hours

Department of Oriental Medicine Principle

The University offers 52 quarter units in Oriental Medicine courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
OM211	History of A.M	2	20
OM212	Fundamental Theory of A.M	3	30
OM213	Diagnostics	3	30
OM214	Terminology	2	20
OM215	Essentials of T.A.M 1	3	30
OM216	Essentials of T.A.M 2	3	30
OM217	Essentials of T.A.M 3	3	30
OM218	Essentials of T.A.M 4	3	30
OM311	Oriental Internal Medicine 1	3	30
OM312	Oriental Internal Medicine 2	3	30
OM313	Oriental Internal Medicine 3	3	30
OM314	Oriental Internal Medicine 4	3	30
OM411	Treasured Reference	3	30
OM412	Chinese Philosophy Qi Gong	3	30
OM413/OM417	Tai — Chi & Tui Na	1.5/1.5	30
OM414	Oriental & Western Food Therapy & Nutrition	3	30
OM415	Wen Bing / Shang Han	3	30
OM416	Jin Gui / Nei Jing	3	30
Total		52units	520hrs

Department of Herbology

The University offers 41 quarter units in Herbology courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
HM221	Botany & Herbology	3	30
HM222	Herbology 1	3	30
HM223	Herbology 2	3	30
HM224	Herbology 3	3	30
HM225	Herbology 4	3	30
HM226	Herbology 5	3	30
HM227	Herbology 6	3	30
HM228	Herbology 7	3	30
HM321	Herb Prescription 1	3	30
HM322	Herb Prescription 2	3	30
HM323	Herb Prescription 3	3	30
HM324	Herb Prescription 4	3	30
HM421	Herb Pharmacy 1	2	40
HM422	Herb Pharmacy 2	3	60
Total		41units	460hrs

Department of Acupuncture

The University offers 38 quarter units in Acupuncture courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
AC231	Introduction to Acupuncture	3	30
AC232	Point Location 1	3	30
AC233	Point Location 2	3	30
AC234	Point Location 3	3	30
AC235	Point Location 4	3	30
AC236	Point Location 5	3	30
AC331	Acupuncture Tech 1	3	30
AC332	Acupuncture Tech 2	3	30
AC333	Acupuncture Tech 3	3	30
AC433	Dermatology & Ophthalmology	2	20
AC434	Geriatrics & Family Medicine	2	20
AC431	Acupressure	3	30
AC432	Auricular Acu. / Scalp Acu.	3	30
AC435	Clean Needle Technique	1	10
Total		38units	380hrs

Department of Clinical Medicine

The University offers 48 quarter units in Clinical Medicine courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
CM241	Western Med. Terminology	2	20
CM242	Clinical Aspect of Western Med. 1	3	30
CM243	Clinical Aspect of Western Med. 2	3	30
CM244	Clinical Aspect of Western Med. 3	3	30
CM245	Clinical Neurology	3	30
CM246	Orthopedic	3	30
CM247	Clinical Aspect of Western Med 4	3	30
CM341	Pharmacology	3	30
CM342	Survey of Health Care System	2	20
CM343	Ethics & Pro Issues	2	20
CM344	Clinic Management	3	30
CM345	Public Health	3	30
CM346	Cardio -Pulmonary Resuscitation	1	10
CM347	Primary Care	3	30
CM441	Research Methods	3	30
CM442	Clinical Outcomes	3	30
CM443	Case Management	3	30
Total		46units	460hrs

Clinical Training

The University offers 50 quarter units and 1000 instructional hours dedicated for patient care and management.

Course No	Course Title	Units	Hours
COB1	Observation 1	4	80
COB1	Observation 2	6	120
CSP1	Supervisor Practice 1	8	160
CSP1	Supervisor Practice 2	8	160
CSP1	Supervisor Practice 3	8	160
QIP1	Independent Practice 1	8	160
QIP1	Independent Practice 2	8	160
Total		50units	1000hrs

Elective

The University offers 48 quarter units in Elective courses.

Course No	Course Title	Units	Hours
CH-151	Conversational Chinese I	2	20
CH-152	Conversational Chinese II	2	20
KR-153	Conversational Korean	2	20
KR-154	Conversational Korean II	2	20
BS-501	Psychology of Patient Care	3	30
BS-502	Principles of Nutrition	3	30
AC-531	Acupressure II	3	30
HM-521	Herbal formula Construction	2	20
OM-511	Tuina I	3	30
OM-512	Tuina II	3	30
AC-532	Acupuncture Points Review	1	10
AC-533	Korean Constitutional Acupuncture	3	30
HM-522	Principles of Homeopathy	3	30
HM-523	Principles of HomeopathyII	3	30
OM-513	O.M.T 1: Traditional Pathology	3	30
OM-514	OMT 2: Advanced Pediatric	3	30
OM-515	OMT 3: Pulmonary Disorders	3	30
OM-516	OMT 4: Cardiovascular Disorders	3	30
OM-517	OMT 5: Gastrointestinal Disorders	3	30
OM-518	OMT 6: Advanced Gynecology	3	30
OM-519	OMT 7: Immune and Related Condition	3	30
OM-611	OMT 8: Yellow Emperor's Classics COM 1: Chinese Medicine Classics 1:	3	30
OM-612	Survey	3	30
OM-613	COM 4: Studies on Themic Disease COM 5: Great Compendium of Acu-	3	30
OM-614	moxotherapy	3	30
OM-615	Four Aspects of Asian Medicine	3	30
CM-541	Seminar	variable	variable
CM-542	Special Topics	variable	variable
CM-543	Advanced Clinical Internship	5	50
CM-544	Clinical Residency	variable	variable
CM-545	Fundamentals of X -ray	3	30
OM-616	Current Diagnostics in Asian Medicine	3	30
Total		82units	820hrs



Courses Descriptions

California Trinity University's program, a four-year Master of Science in Acupuncture Oriental Medicine degree, encompasses leading-edge medical practices in Oriental Medicine, in Korea, China, Japan, and other parts of the world, including but not limited to Acupuncture, Herbology, Acupressure (Shiatsu), Tui Na Therapeutic Massage, Therapeutic Diet, Qi Gong system of energy control and Therapeutic Exercises (Tai-Chi) in order to provide a broad diagnostic and treatment base.

The core curriculum of the Master of Science in Acupuncture and Oriental Medicine degree program is fully complied with the California Acupuncture Board requirements for licensure as a Licensed Acupuncturist (L.Ac.). CTU's educational programs also underlines a sound foundation. Knowledgeable in Western medical science, to enable its graduates to interface with healthcare providers trained in Western Medicine. The clinical internship program includes rigorous training in patient care and herbal treatment preparation and application.

BS-201 GENERAL BIOLOGY (3.0/30)

An introductory course on human biology.

BS-202 PHYSICS & BIOPHYSICS (3.0/30)

A study of the physical laws relevant to the study of acupuncture including electromagnetism, heat and light. The electronic equipment used in acupuncture is reviewed and theories of electro acupuncture are emphasized.

BS-203 BASIC CHEMISTRY (3.0/30)

The fundamentals of inorganic chemistry, with an introduction to organic chemistry. Emphasis is on theory rather than mathematical formulations.

BS-204 GENERAL PSYCHOLOGY (3.0/30)

A survey of the basic human behavioral patterns including cognitive, social and emotional responses as well as concepts useful to health care practitioners for patient care.

BS-205 ORGANIC CHEMISTRY AND BIOCHEMISTRY (3.0/30)

An introduction to physiological chemistry including basic cellular biology, metabolism, the structure and function of carbohydrates, lipids, proteins and nucleic acids basic to the study of nutrition.

BS-206 NUTRITION & VITAMINS (3.0/30)

A study of the biochemical aspects of nutrition, including micro- and macronutrients and the diseases resulting from their deficiency.

BS-207 ANATOMY SURVEY (3.0/30)

A study of human surface anatomy, including those landmarks important to the location of acupuncture meridians and points.

BS-301 NEUROCHEMISTRY (3.0/30)

A study of the chemistry of the nervous system.

BS-302 NEUROPHYSIOLOGY (3.0/30)

A study of the structure & functions of the nervous system.

BS-303 ENDOCRINOLOGY (3.0/30)

A study of the glands and hormones of the body and related disorders.

BS-304 BASIC PHYSIOLOGY (3.0/30)

A study of human anatomy and physiology, including the organization of the body and the skeletal and muscular systems.

BS-402 PATHOLOGY & PATHOPHYSIOLOGY(3.0/30)

An introduction to pathology. With a survey of the disease process including the circulatory, nervous neuropathology, endocrine pathology and diseases of the breast & musculoskeletal pathologies.

OM-211 HISTORY OF MEDICINE AND ACUPUNCTURE (2.0/20)

A survey of the history and development of healing systems, with emphasis on contrasting Oriental medical models to Western medical approaches.

OM-212 FUNDAMENTAL THEORIES OF ORIENTAL MEDICINE (3.0/30)

An orientation to Oriental medicine and introduction to the concepts of yin and yang, the five elements, basic substances, organ physiology, etiologic factors and the eight principles.

OM-213 DIAGNOSTIC METHODS OF ORIENTAL MEDICINE (3.0/30)

A study of the four traditional methods of Oriental diagnosis including observation, auscultation/olfaction, inquiry and palpation. Studies will include examining their signs, symptoms, tongue analysis and pulse analysis.

OM-214 ORIENTAL MEDICAL TERMINOLOGY (2.0/20)

An introduction to basic Oriental medical terminology and Chinese characters useful in understanding acupuncture, herbology and Oriental Medical theory.

OM-215 ESSENTIALS OF ORIENTAL MEDICINE I (3.0/30)

In depth discussions of signs, symptoms and syndromes relating to factors of exogenous pathogenic nature of Qi, factor of Blood and appropriate herbal and acupuncture treatments.

OM-216 ESSENTIALS OF ORIENTAL MEDICINE II (3.0/30)

In-depth discussions of signs, symptoms and syndromes relating to the differentiation of disease according to Qi and blood, Zang-Fu organs and combination of organ syndromes. Etiology and treatment principles are also discussed.

OM-217 ESSENTIALS OF ORIENTAL MEDICINE III (3.0/30)

In-depth study of signs, symptoms and syndromes according to Shang Hun Lun (Six Channel Differentiation) and Wei-Qi-Ying-Xue Differentiation (Four Level Differentiation) with appropriate herbal and acupuncture treatment modalities.

OM-218 ESSENTIALS OF ORIENTAL MEDICINE IV (3.0/30)

In-depth study of signs, symptoms and syndromes according to Qi and blood, Zang-Fu organs and combination organ syndromes with special emphasis on appropriate herbal and acupuncture treatments.

OM-311 ORIENTAL MEDICINE: INTERNAL MEDICINE I (3.0/30)

Studies in disorders of the respiratory system, various types of pain and urinary disorders.

OM-312 ORIENTAL MEDICINE: INTERNAL MEDICINE II (3.0/30)

Studies in disorders of the gastrointestinal system, neuromuscular system, genital system and hemorrhaging.

OM-313 ORIENTAL MEDICINE: INTERNAL MEDICINE III (3.0/30)

Studies in disorders of the head, cardiovascular system, blood stagnation, tumors, sleep and psychology.

OM-314 ORIENTAL MEDICINE: OB/GYN & Pediatrics (3.0/30)

Studies in disorders of the female reproductive system obstetrics according to Western and Oriental medicine. Studies of clinical aspects and treatment for the common pediatric diseases are examined as well.

OM-411 ORIENTAL DOCTOR'S TREASURED REFERENCE (3.0/30)

Review of the Oriental Medical Version of the Physician's Desk Reference, which provides capsule descriptions of all AM theory and practice including acupuncture, detoxification, herbology/pharmacology, internal medicine, moxibustion, philosophies and practices.

OM-412 CHINESE PHILOSOPHY: Qi GONG I (3.0/30)

An introduction to Chinese philosophy and theories of Qi as expressed in the exercises and breathing techniques of Qi Gong.

OM-413 TUI NA (1.5/15)

Studies the Chinese method of Acupressure and therapeutic massage.

OM-414 ORIENTAL & WESTERN FOOD THERAPY & NUTRITION (3.0/30)

A study of nutrition from the perspectives of Traditional Oriental Medicine.

OM-415 WEN BING/SHANG HAN (3.0/30)

Advanced study of warm pathogenic & cold pathogenic factors and treatment. Prerequisite: OM-314, HM-324, and AC-333

OM-416 JIN GUI/NEI JING (3.0/30)

Jin Gui is the advanced study of Herbs & Theory for disease treatment and problem solving. The study in the Yellow Emperor Classics will guide basic learning for O.M. Theory & Philosophy. Prerequisite: OM-314, HM-324, and AC-333

OM-417 TAI-CHI (1.5/15)

An introduction to the Asian philosophy and theories of Chi as expressed in the patterns of movement of Tai Chi.

HM-221 BOTANY AND INTRODUCTION HERBOLOGY (3.0/30)

A basic study of plant life including plant morphology, plant classification and basic properties of Oriental herbs.

HM-222 ORIENTAL MEDICINE: HERBOLOGY I (3.0/30)

A detailed study of approximately 60 Asian herbs including: their classification, name, taste, properties, entering meridians, actions, uses, contraindications and preparation which includes a brief introduction to commonly used formulas for each category of herbs. Prerequisite: HM-221

HM-223 ORIENTAL MEDICINE: HERBOLOGY II (3.0/30)

Continuation of Herbolology I (HM-222), introducing an additional 70 herbs. Prerequisite: HM-222

HM-224 ORIENTAL MEDICINE: HERBOLOGY III (3.0/30)

Continuation of Oriental Medicine, Herbolology II (HM-223) introducing an additional 70 herbs. Prerequisite: HM-223

HM-225 ORIENTAL MEDICINE: HERBOLOGY IV (3.0/30)

Continuation of Herbolology III(HM-224), introducing an additional 70 herbs which includes a review of the categories of Herbs covered in the previous Herbolology courses. Prerequisite: HM-224

HM-226 ORIENTAL MEDICINE: HERBOLOGY V (3.0/30)

Continuation of Herbolology IV(HM-225). Prerequisite: HM-225

HM-227 ORIENTAL MEDICINE: HERBOLOGY VI (3.0/30)

Continuation of Herbolology(HM-226). Prerequisite: HM-226

HM-228 ORIENTAL MEDICINE: HERBOLOGY VII (3.0/30)

Continuation of Herbolology (HM-227). Prerequisite: HM-227

HM-321 HERBAL PRESCRIPTIONS I (3.0/30)

Building on the knowledge of individual herbs, this course introduces the concept of herbal formulation. It presents the 65 classical formulae (as required by AC) used in traditional and modern practice which including discussions of how to adjust the formulae to individual conditions. Prerequisite: HM-225 and OM-217

HM-322 HERBAL PRESCRIPTIONS II (3.0/30)

Discussion of additional formulae. Prerequisite: HM-321

HM-323 HERBAL PRESCRIPTIONS II (3.0/30)

Discussion of additional formulae, with emphasis on patent remedies. Prerequisite: HM-227, HM-332

HM-324 HERBAL PRESCRIPTIONS IV (3.0/30)

Discussion of additional formulae with special emphasis on the formulae required for the California licensing examinations.

HM-421 HERBAL PHARMACY (in Clinic) (2.0/40)

Practical experience in herbal pharmacy, selecting, weighing and compounding herbal formulas. Prerequisite: HM-324

HM-422 ADVANCED HERBAL FORMULAE (3.0/60)

Progressive learning of more than 400 herbal formulae. Prerequisite: HM-421

AC-231 INTRODUCTION TO ACUPUNCTURE (3.0/30)

A study of the art and science of acupuncture including channel pathways, major types of points, types of needles and care, sterilization techniques, related modalities (cupping, moxa, cutaneous needles, etc.) and the basic state regulatory guidelines for acupuncture. Students will make a detailed study of channel pathways and acupuncture point location of the Ren (conception), Du (governing), lung, large intestine, stomach, spleen, heart and small intestine meridians according to the text, Chinese Acupuncture and Moxibustion.

AC-232 POINT LOCATION AND THEORY I (3.0/30)

Continuation of Introduction to Acupuncture (AC-231). A detailed study of channel pathways and acupuncture point locations of the urinary bladder, kidney, pericardium, triple burner, gall bladder, liver and extra points.

AC-233 POINT LOCATION AND THEORY II (3.0/30)

Continuation of Points Location and Theory I(AC-232). A detailed study of acupuncture point locations and their usage by anatomical region, covering the head, neck, chest, abdomen and back as well as a detailed study of scalp acupuncture. The course follows the textbook of the Shanghai College of Traditional Medicine, "ACUPUNCTURE: A Comprehensive Text".

AC-234 POINT LOCATION AND THEORY III (3.0/30)

Continuation of Points Location and Theory II(AC-233). A detailed study of acupuncture point locations and their usage by anatomical regions, covering the upper and lower limbs. The course is also a detailed study of the "Eight Extra Meridians," the internal pathways of the channels and collaterals. Prerequisite: AC-232 or AC-233

AC-235 POINT LOCATION AND THEORY IV (3.0/30)

A study of acupuncture points studied in the previous courses with emphasis on channel and collateral theory and their treatments. Prerequisite: AC-234

AC-236 POINT LOCATION AND THEORY (3.0/30)

Continuation of Points Location and Theory IV. A study of the acupuncture points covered in the previous courses with emphasis on treatment. Prerequisite: AC-235

AC-331 ACUPUNCTURE TECHNIQUES I (3.0/30)

Lectures and demonstrations with practice sessions of the techniques of acupuncture including sterilization techniques (Clean Needle Technique), use of disposable needles, insertion, sedation, tonification and removal of needles. Also, it discusses emergency situation, moxibustion, cupping, electro-acupuncture, scalp and auricular techniques; and self-needling. Prerequisite: AC-234 or 235

AC-332 ACUPUNCTURE TECHNIQUES II (3.0/30)

Continuation of Acupuncture Techniques I (AC-331).

AC-333 ACUPUNCTURE TECHNIQUES III (3.0/30)

Continuation of Acupuncture Techniques II (AC-332).

AC-433 DERMATOLOGY & OPHTHALMOLOGY (2.0/20)

This course focuses on the clinical aspects and treatment for common disease including dermatology and ophthalmology.

AC-434 GERIATRICS & FAMILY MEDICINE (2.0/20)

This course focuses on elderly and family care and awareness of at risk populations including gender, age, indigent, and disease-specific patients.

AC-431 ACUPRESSURE (3.0/30)

Basic principles and techniques of the application of pressure to acupuncture. It points to elicit a therapeutic reaction.

AC-432 AURICULAR & SCALP ACUPUNCTURE (3.0/30)

Advanced techniques in auricular and scalp acupuncture.

AC-435 CLEAN NEEDLE TECHNIQUE (1.0/10)

Uses the Colleges of Council Acupuncture and Oriental Medicine CNT text book.

CM- 241 WESTERN MEDICAL TERMINOLOGY (3.0/30)

A study of Western medical terminology and nomenclature, including major prefixes, roots and suffixes.

CM-242 CLINICAL ASPECTS OF WESTERN MEDICINE I (3.0/30)

Examination and interview of a patient's heart and respiratory system, including their history, vital signs and problems for those systems. Prerequisites: BS-304

CM-243 CLINICAL ASPECTS OF WESTERN MEDICINE II (3.0/30)

Examining clinical problem of the abdomen and nervous system. Prerequisite: CM-242

CM-244 CLINICAL ASPECTS OF WESTERN MEDICINE III (3.0/30)

Examining normal and complicated pregnancy and labor, the psychiatric patient, dermatology, and sexually transmitted diseases.



CM-245 CLINICAL NEUROLOGY (3.0/30)

A study of the science in Western neurology, including pathways, motor deficits with signs of lower motor neuron lesions, cerebellar dysfunction, neuromuscular junction disorders, clinical aspects of movement disorders and related diseases and cerebrovascular diseases. Focus will be on pathology, evaluation, and treatment.

CM-246 ORTHOPEDICS & RADIOLOGY (3.0/30)

Orthopedics: Clinical aspects and treatment for acute and chronic traumas and emergency care for the spine, bones, and ligament injuries, and inflammatory diseases of the skeleton. The students will use clinical evaluation and physical therapy for treatment. Radiology: Introduction to medical imaging procedures including X-ray, CT, MRI, Ultrasound, and Nuclear Medicine.

CM-247 CLINICAL ASPECTS OF WESTERN MEDICINE IV (3.0/30)

Examination in clinical aspects and treatment including urology, ear, nose, throat examinations, and functional analysis.

CM-341 PHARMACOLOGY (3.0/30)

A survey of Western pharmacology with emphasis on classification, major actions and side effects of commonly prescribed medications. Also reviews the effects of Western pharmaceuticals on Asian diagnosis.

CM-342 SURVEY OF HEALTH CARE SYSTEM (2.0/20)

Survey and visitation of Western health care systems in order to promote effective communication with Western practitioners, make effective referrals and better understand a patient's prior treatment.

CM-343 ETHICAL AND PROFESSIONAL ISSUES (2.0/20)

Lectures, readings, discussions of ethics, jurisprudence and current issues that confronts the modern health practitioner.

CM-344 CLINIC MANAGEMENT (3.0/30)

Discussions of basic organization for the medical practice of the licensed acupuncturist, emphasis in office and clinic management, patient record keeping, billing procedures, legal responsibilities and other related topics.

CM-345 PUBLIC HEALTH (3.0/30)

Includes Community Health & disease prevention, treatment of chemical dependency, communicable diseases, public health alerts, and epidemiology.

CM-346 CARDIO PULMONARY RESUSCITATION (3.0/30)

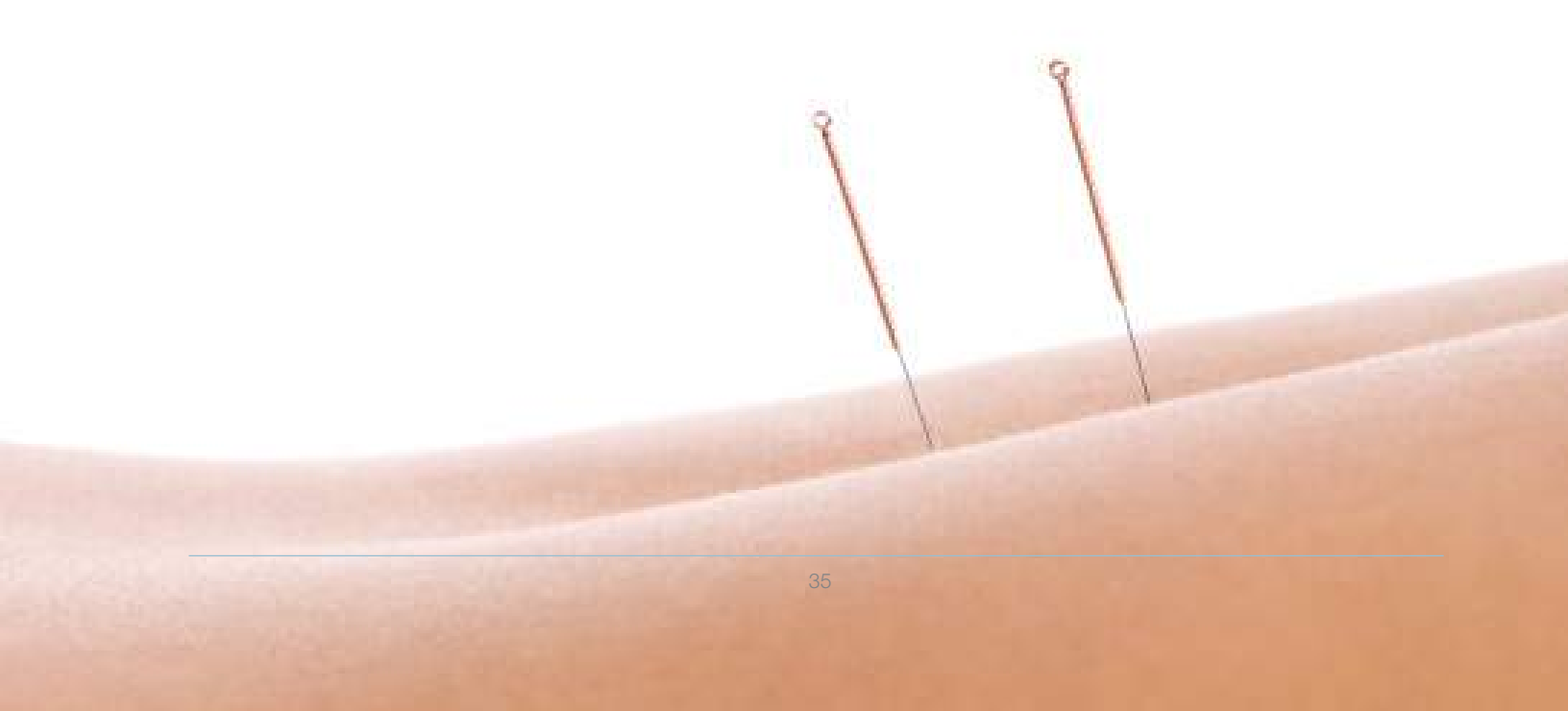
Certification course in cardiopulmonary resuscitation (CPR) (Note: All students who do not hold a current CPR card must take Cardiopulmonary Resuscitation A(CM-246) before beginning Clinical Observation.

CM-347 PRIMARY CARE (3.0/30)

Examines Primary Care responsibilities such as, history taking & charting, nature of biomedical clinical process, diagnosis, treatment & follow-up and emergency procedures.

CM-443 CLINICAL OUTCOMES (3.0/30)

Examines the psychosocial assessment in managing psychological reactions for procedural codes of both CPT & ICD-9. Introduces medical-legal/report writing, expert testimony, IME's, follow-up care, and final review of functional outcome measurements.



Elective Courses (Not Required for Graduation)

BS-502 PRINCIPLES OF NUTRITION (3.0/30)

Methods of nutritional assessment, discussions of clinical cases, formulation of nutritional programs for patients with health problems and nutritional counseling. Prerequisite: BS-206.

OM-511 TUINA I (3.0/30)

Studies of the Chinese method of acupressure and therapeutic massage. Prerequisite: (OM-216 and AC-234. Note: No credit is given without satisfactory completion of OM-512 Tuina II.)

OM-512 TUINA II (3.0/30)

A continuation of Tuina I. Prerequisite: OM-511.

AC-532 ACUPUNCTURE POINTS REVIEW (1.0/10)

A review of point locations and channel pathways in preparation for the State of California Comprehensive Examination and Licensure Examination.

HM-522 PRINCIPLES OF HOMEOPATHY(3.0/30)

A survey of the theories of disease, diagnostics and treatment methods of homeopathy.

HM-523 PRINCIPLES OF HOMEOPATHY II (3.0/30)

Continuation in the survey of homeopathy. Prerequisite: 555.

OM-513/8 ORIENTAL MEDICAL THERAPEUTICS (3.0/30)

Advanced courses in specialized subjects in Oriental Medicine. Admission with instructor's consent only.



Financial



Tuition and Fees

The University reserves the right to amend the schedule of tuition and fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each quarter)	\$ 50
Late Registration Fee	\$ 35

Tuition (Per Quarter Unit):

Academic Courses	\$140
Clinic Courses	\$170
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Examination (per exam)	\$100
Late/Make-up Examination	\$100
Removal of Incomplete Grade	\$ 50
Transcript (normal period=1 week)	\$ 20
Transcript (2-day service))	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing*	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation. Fee	\$ 50
Diploma	\$100

Special Examinations

Pre-Clinical Examination	\$200
Course Make-up Examination (Re-tests, per exam)	\$ 75
Graduation Assessment Test (GAT)	\$100



Total Cost of Master Program (16 Quarters)

Tuition	\$38,040
Field Study	\$280
Registration Fee	\$800
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$40,220

* Includes a diploma, transcript and initial licensure/certification paperwork processing for submission to the California Acupuncture Board.

Doctor of Acupuncture and Oriental Medicine

Mission / Purpose / Objectives

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. By combining the traditional with the contemporary of the study of oriental medicine, partnering academic with non-academic, CTU encourages students to advance knowledge, promote understanding,

and serve our diverse humanity with the knowledge and competency with oriental medicine.

Purpose

The Doctor of Acupuncture and Oriental Medicine (DAOM) program at California Trinity University (CTU) is designed to develop the candidate for exceptional clinical expertise via in-depth study for the advanced knowledge of Oriental medicine and its practical intensive training under the supervision of highly experienced faculty. Emphasis is placed on the development of strong scientific methods needed for the integrative collaboration between Western medicine and Oriental medicine in the field of contemporary health care.

Objectives

1. To understand how to care for patients suffering from illness including musculoskeletal, pulmonary, urological, neurological, and endocrine disorders.
2. To understand the structural, biological and behavioral factors underlying the 5-area-specialized illness to be an expert in patient care.
3. To review and understand the clinical and scientific literature relating to five areas focus in internal integrative medicine specialty across a variety of academic disciplines.
4. To Perform research relating to five areas focus in internal integrative medicine specialty.
5. To deliberately participate in the development of advanced therapeutic methods including the discussion of patient cases: All new and ongoing patients seen in the clinic are presented in an open discussion manner with the faculty.

Admission Requirements

Applicants to the CTU's DAOM program must meet the following prerequisites:

1. A Master's degree or equivalent in Acupuncture and/or Oriental medicine from a BPPE-approved institution, or equivalent;
2. A current California acupuncture license or, if from out-of-state, a current license valid in that state before entering the doctoral clinical training;
3. Have a minimum grade point average (GPA) of 2.7 on a 4.0 scale;
4. Applicants whose primary language is not English are required to provide evidence of a TOEFL exam with a minimum IBT score of 80, or proof of completion of 2 years course work from an accredited college in the United States.

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Admission Procedures

Admission applications are reviewed and accepted on an ongoing basis with preference given to early applications. Once all required documents listed below are received an interview will be scheduled with the Doctoral Admission Committee. All applicants are required to submit the following:

1. A completed CTU Application Form for admission (with 1 color passport size photo);
2. A non-refundable application fee of \$100 (sent with the application form);
3. Official transcripts from all colleges or universities previously attended (forwarded directly to CTU's Office of Admission);
4. Two letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors in medical science;
5. A 500-word statement of educational objectives that includes specific focus of research program and career goals;
6. An updated resume that includes education, work or/and teaching experience, research participation, publications or formal conference presentations, and anything else of significance.

Additional documents for international applicants who earned their prerequisite educational requirements at foreign institutions are required as following:

1. Course work must be evaluated by an education evaluation service agency which is a charter member of the National Association of Credential Evaluation Services (NACES) for equivalency to CTU master's program;
2. Proof of all required immigration procedures: photocopies of I-94, I-20, US visa page on passport and first page of passport;
3. A completed Transfer Release Form;
4. Bank statements;
5. Affidavit of support from the sponsor (if the bank account is not under the applicant name).

Standard Admission

Applicants who have a Master's degree (or Master's level diploma) in Oriental Medicine from a BPPE-approved institution or equivalent, with at least 2,800 hours, will be considered for admissions to the DAOM program, after submitting the application form and accompanying documents.

Special Admission

Applicants with a Master's degree (or Master's level diploma) in Acupuncture and/or Oriental medicine of less than 2,800 hours must demonstrate experience equivalency. A deficiency in education hours may be remedied by documented clinical experience. Such applicants will be reviewed by the Doctoral Admissions Committee who will consider formal education hours, clinical experience (e.g. a minimum of 5-year-full time clinical practice) and contributions to the field. The review will determine the level of knowledge and skills in biomedicine, which may require passing a challenge examination or taking the introductory biomedicine course to complete educational requirements for the DAOM program. All such courses or challenge examinations must be completed within the first 6 months from the start of the program.

Non-Matriculating Students

The admission procedure and entrance requirements for non-matriculating applicants are the same as for degree-seeking applicants. Non-matriculating students may request a change of status to become degree-seeking students at any time during the program.

Transfer Credit Policy

Course work taken at other institutions before admission to CTU, but equivalent to CTU doctoral program, may be presented for evaluation for transfer credit. Transfer credit for courses with a grade of 'B' or better completed at other institution or through the challenge exam may be given to applicants enrolled in the Doctoral program. No transfer or challenged credit is allowed for Field Study Modules. Transfer credit cannot exceed thirty six (36) quarter units.

Academic

Structure of Program

The DAOM program at California Trinity University consists of 1,240 total hours – 680 hours of didactic instruction and 560 hours of clinical practice – must be completed over the course of eight academic quarters. It is composed of 25 required modules; 14 foundation modules (modules 1-14), 8 clinical medicine modules (modules 15-22), and 3 field study modules (modules 23-25).

Classes and clinical hours meet biweekly, Monday through Friday, for 3-4 hours each day, and Saturday for 8 hours, so candidate can continue his/her clinical practice while pursuing his/her doctorate.

Foundation Modules

These core modules 1-14 (490 Hours) enable doctoral candidates to broaden and deepen the knowledge of Oriental medicine. Doctoral candidates understand the basic features and treatment modalities of Traditional Korean Medicine (TKM) based on medical classics of high renown as well.

Clinical Medicine Modules

Five areas of focus in Internal Integrative Medicine are taught with a multi-specialty approach through modules 15-19 (200 Hours). Doctoral candidates receive didactic instruction combined with clinical training in all areas of the Internal Integrative Medicine specialty. Discussion for the actual cases of chronic diseases is emphasized.

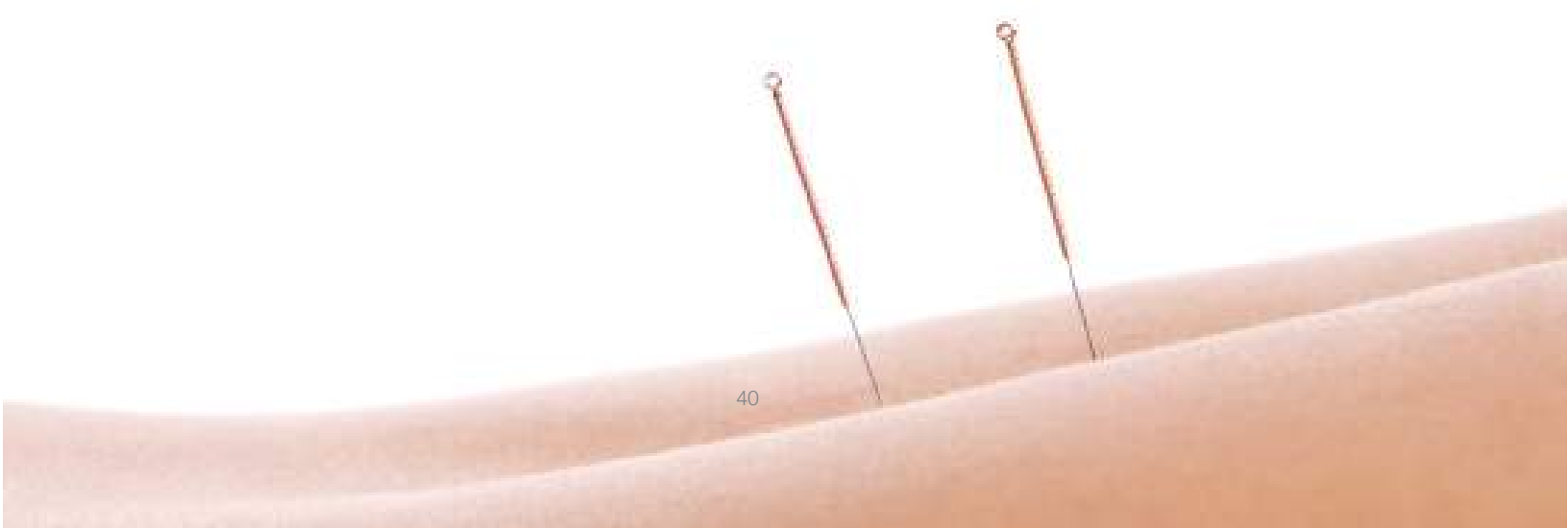
1. Integrative Medicine: Musculoskeletal Disorders
2. Integrative Medicine: Pulmonary Disorders
3. Integrative Medicine: Urological Disorders
4. Integrative Medicine: Neurological Disorders
5. Integrative Medicine: Endocrine Disorders

Modules 20-22 (70 Hours) are introduction to evidence-based medicine for clinical research, including data analysis, review of contemporary research, design of clinical trials and project, presentation and oral defense.

Field Study Modules

Modules 23-25 (480 Hours) are designed to develop doctoral candidates' skills used in the clinical practice field. Field Study is composed of three components; Clinical Residency, Mentorship, and Preceptorship.

1. Clinical Residency (200 Hours): Doctoral candidates will participate in the assessment and treatment of patients, and be allowed for discussion of actual cases from patient's care.
2. Mentorship (160 Hours): Doctoral candidates will have the opportunity to have a deep knowledge and experience of clinical practice, research or teaching from senior mentor practitioners in Oriental medicine or in Western medicine.
3. Preceptorship (120 Hours): Doctoral candidates will progress clinical practice as supervisors or assistant supervisors to develop their leadership and teaching skills through providing educational support to CTU master's degree interns. Candidates are also required to participate in 32-hour community services as a part of their preceptorship hours.



Graduation Requirements 100 Q/U 1,240 Hrs



The Degree of DAOM is conferred upon the completion of the following requirements:

1. Complete all required Foundation Modules and Clinical Medicine Modules of 76 quarter units with a minimum cumulative grade point average of 3.0 on a 4.0 scale;
2. Complete all Field Study Modules of 24 quarter units with the grade of "P"(Pass);
3. Complete a doctoral research project with a research dissertation approved by the Doctoral Academic Committee;
4. Meet all administrative and financial obligations to CTU prior to graduation.

Course Descriptions

Program Descriptions : The Doctor of Acupuncture and Oriental Medicine (DAOM) program at California Trinity University (CTU) is 1,240 hours in length, composed of 680 didactic hours and 560 clinical hours. Students who earned a Master's degree or Master's level equivalent with less biomedicine content than required by the California Board of Acupuncture will be required to take the 40-hour introductory biomedicine or western medicine module to fulfill any missing prerequisite. This module must be completed within 6 months from the start of the program.

Curriculum

	Code	Course Title	Credit Units	Didactic Hours	Clinic Hours
1	DOM700	Five Elements' Motion and Six Energies	3	30	0
2	DOM710	Meridians and Zang-Fu Organs	3	30	0
3	DOM720	Theory of the Pericardium-Triple Energizer	3	30	0
4	DOM750	Advanced Herbal Administration and Prescription	3	20	10
5	DOM760	Natural Cures: Nutrition and Diet	3	30	0
6	DOM800	Dongeuil Bogam (The Treasures of Eastern Medicine)	3	30	0
7	DSM700	Sa-Sang Medical Typology	4	40	0
8	DSM810	Sa-Sang Constitutional Medicine and Herbs	4	40	0
9	DSM820	Sa-Sang Constitutional Medicine and Formulas	4	40	0
10	DST700	Sa-Am Acupuncture Theory	4	40	0
11	DST710	Sa-Am Acupuncture Therapy 1	4	30	10
12	DST720	Sa-Am Acupuncture Therapy 2	4	30	10
13	DST800	Interdisciplinary Application of Sa-Sang Typology and Sa-Am Acupuncture	4	40	0
14	DST810	Contemporary Chinese and Japanese Acupuncture	3	30	0
FOUNDATION MODULES			49	460	30
15	IOM810	Integrative Medicine: Musculoskeletal Disorders	4	30	10
16	IOM820	Integrative Medicine: Pulmonary Disorders	4	30	10
17	IOM830	Integrative Medicine: Urological Disorders	4	30	10
18	IOM840	Integrative Medicine: Neurological Disorders	4	30	10
19	IOM850	Integrative Medicine: Endocrine Disorders	4	30	10
20	EBM700	Evidence-Based Medicine: Clinical Research Methodology	3	30	0
21	EBM800	Evidence-Based Medicine: Clinical Research Proposal	2	20	0
22	EBM810	Evidence-Based Medicine: Clinical Research Project	2	20	0
CLINICAL MEDICINE MODULES			27	220	50
23	DFS800	Clinical Residency	10	0	200
24	DFS810	Mentorship	8	0	160
25	DFS820	Preceptorship	6	0	120
FIELD STUDY MODULES			24	0	480
TOTAL			100	680	560

Total Hours 1,240

Didactic / Clinic units (Hours)**DOM 700 Five Elements' Motion and Six Energies****3/0 Units (30/0 Hours)****Prerequisite: None**

This course helps students understand I-ching and expand their knowledge of metaphysics and its application in the clinical practice.

DOM 710 Meridians and Zang-Fu Organs**3/0 Units (30/0 Hours)****Prerequisite: None**

This course is an in-depth study of meridian theory with a schematic diagram, including more precise analysis of the pathways and functions of the Twelve Regular Meridians and the Eight Extra Meridians and the relationship with Zang-Fu (hollow and solid) organs in the human body.

DOM 720 Theory of the Pericardium-Triple Energizer**3/0 Units (30/0 Hours)****Prerequisite: None**

This course is an in-depth study of the non-substantial organs, the Pericardium and the Triple Energizer (San-Jiao). It covers the close relationship between the Pericardium and the Triple Energizer and their significant functions in Zang-Fu (Hollow and Solid) organs with the characteristics of Jueyin (Decline yang) and Shaoyang (Lesser yang) of six types of energies. It emphasizes on the clinical application of the theory.

DOM 750 Advanced Herbal Administration and Prescription**2/1 Units (20/10 Hours)****Prerequisite: None**

This course presents a detailed review of the traditional processing methods of herbs to enhance or modify the properties of herbs in accordance with the indications of herbal formulas. Laboratory practice is included.

DOM 760 Natural Cures: Nutrition and Diet**3/0 Units (30/0 Hours)****Prerequisite: DSM 700**

This course reviews the nutritional nature of medicinal herbs and commonly used nutritional supplements. Upon completion of this course, students will be skilled in applying diet to patients as medicinal food according to their constitutional types of bodies.

DOM 800 Dongeui Bogam (The Treasures of Eastern Medicine)**3/0 Units (30/0 Hours)****Prerequisite: None**

This course introduces Korean medical classic, Dongeui Bogam (The Treasures of Eastern Medicine) and its clinical applications. This course also reviews the main Chinese medical classics, Shang Han Lun and Jin Gui Yao Lue (The Essential Prescriptions of the Golden Cabinet) which covers the classic theories of diseases caused by exogenous pathogenic factors.

DSM 700 Sa-Sang Medical Typology**4/0 Units (40/0 Hours)****Prerequisite: None**

This course provides students with a detailed study of Korean Sa-Sang Constitutional medicine based on the original text "Dongeui Suse Bowon (The Principal of Life Preservation in Oriental Medicine)", including basic theory, constitutional characteristics and susceptible types of disorders for each constitutional type of body. It is emphasized on herbal prescriptions and their clinical applications.

DSM 810 Sa-Sang Constitutional Medicine and Herbs**4/0 Units (40/0 Hours)****Prerequisite: DSM 700**

This course is a detailed study of DSM 700 "Sa-Sang Medical Typology." This course helps students practice an analysis of the property of each individual herb and classification of each herb according to the constitutional types of bodies.

DSM 820 Sa-Sang Constitutional Medicine and Formulas**4/0 Units (40/0 Hours)****Prerequisite: DSM 700**

This course helps students understand the principles of prescriptions for the typical herbal formulas and their clinical modifications according to the constitutional types of bodies. It also helps students expand their knowledge of "Same disease, Different formulas", which shows another aspect of "Same disease, Different treatment" in Oriental medicine.

DST 700 Sa-Am Acupuncture Theory**4/0 Units (40/0 Hours)****Prerequisite: None**

This course based on the original text "Master Sa-Am's Essence of Acumoxotherapy" introduces the basic principles and history of Sa-Am Acupuncture, which is known in the name of "Korean Four Needle Technique" in the United States.

DST 710 Sa-Am Acupuncture Therapy-I**3/1 Units (30/10 Hours)****Prerequisite: DST 700**

This course is the first part of a two-quarter serial study of Sa-Am Acupuncture Therapy. It presents a detailed analysis of differentiation of syndrome and acupuncture prescriptions for the pathological manifestations of Taiyang, Yangming, and Shaoyang meridians with emphasis on the relationship between pathways of meridians and Zang-Fu organs.

DST 720 Sa-Am Acupuncture Therapy-II**3/1 Units (30/10 Hours)****Prerequisite: DST 700**

This course is a continuation of DST 710 "Sa-Am Acupuncture Therapeutics 1." It presents a detailed analysis of differentiation of syndrome and acupuncture prescriptions for the pathological manifestations of Taiyin, Shaoyin, and Jueyin meridians with emphasis on the relationship between pathways of meridians and Zang-Fu organs.

DST800 Interdisciplinary Application of Sa-Sang Typology and Sa-Am Acupuncture**4/0 Units (40/0 Hour)**

This course addresses the collaborative applications of Sa-Sang constitutional medicine and Sa-Am Acupuncture to practice. Upon completion of this course, students will be familiarized with the clinical trial of both Sa-Sang constitutional medicine and Sa-Am Acupuncture.

DST 810 Contemporary Chinese and Japanese Acupuncture**3/0 Units (30/0 Hours)****Prerequisite: None**

This course introduces advanced acupuncture treatments with emphasis on Master Tong's acupuncture theory and needling techniques. This course also introduces an overview and developmental change of acupuncture treatment in Japan. It focuses on clinical applications for common or specific diseases.

IOM 810 Integrative Medicine: Musculoskeletal Disorders**3/1 Units (30/10 Hours)****Prerequisite: None**

This course presents an advanced differential diagnosis and treatment of various diseases of the musculoskeletal system with emphasis on pain management. Instructors will share their personal clinical experience in treating physical injuries and pain management.

IOM 820 Integrative Medicine: Pulmonary Disorders**3/1 Units (30/10 Hours)****Prerequisite: None**

This course presents an advanced differential diagnosis and treatment of various diseases involving the human respiratory system. Integrative approaches for asthma, allergy, and infections involving the lungs such as skin rashes, psoriasis will be emphasized.

IOM 830 Integrative Medicine: Urological Disorders**3/1 Units (30/10 Hours)****Prerequisite: None**

This course presents an identification of the pathophysiologic, physiologic and genetic aspects of the major diseases of the Kidney. It also presents the diagnostic criteria and clinical feature and treatment of the most common disorders in this field. Integrative approaches for Lin syndrome, nephritis, edema, and hypertension will be emphasized.

IOM 840 Integrative Medicine: Neurological Disorders**3/1 Units (30/10 Hours)****Prerequisite: None**

This course presents an advanced differential diagnosis and treatment of various diseases involving the human nervous system. This course is designed to provide further understanding of the relationship between nervous system and the pathways of meridians and 'Muscle Regions.' Integrative approaches for facial paralysis, wind stroke, trigeminal neuralgia, Parkinson's disease will be emphasized.

IOM 850 Integrative Medicine: Endocrine Disorders**3/1 Units (30/10 Hours)****Prerequisite: None**

This course presents an advanced differential diagnosis and treatment of endocrine and metabolic disorders. This course reviews the body's control mechanisms for hormonal production and how hormones act to maintain metabolic homeostasis. Integrative approaches for diabetes mellitus, menopausal syndrome of both man and woman will be emphasized.

EBM 700 Evidence-Based Medicine: Clinical Research Methodology**3/0 Units (30/0 Hours)****Prerequisite: None**

This course is an introduction to evidence-based medicine for clinical research. This course covers a practical training on how to organize and analyze data and resources. This statistical analysis of biomedical data includes random variation and probability, data management, exploratory data analysis (EDA), descriptive statistics, hypothesis development.

EBM 800 Evidence-Based Medicine: Clinical Research Proposal**2/0 Units (20/0 Hours)****Prerequisite: Completion of 26 units of didactic courses with EBM 700**

This course guides students on how to propose a proper research, and prepares them on writing a research dissertation of a certain subject with advice from faculty. The proposal for the research project, submitted by the end of the first year, demonstrates student's ability to carry out independent research and analysis at an advanced level in the field of internal integrative medicine specialty. A written proposal outlining his/her research project is submitted to the Doctoral Academic Committee for review.

EBM 810 Evidence-Based Medicine: Clinical Research Project**2/0 Units (20/0 Hours)****Prerequisite: EBM 800**

Each doctoral candidate prepares presentation and oral defense for the research project in the final phase of the doctoral program. Doctoral candidates are expected to demonstrate skill and accumulated experience, and summarize their findings through the clinical practicum in their chosen field of specialization. Every research projects are expected that every effort will be made to submit at least one article for publication in an Oriental medicine or a clinical journal.

DFS 800 Clinical Residency**0/10 Units (0/200 Hours)**

The doctoral program offers 200 hours to allow doctoral candidates to broaden their experience by implementing techniques and treatment protocols through clinical training. Doctoral candidates progress through advanced and professional practice stages including patient intake, diagnosis and treatment with emphasis on discussion of cases. A maximum of 100 hours can be performed in the candidates' own clinics with external supervision and the approval of Doctoral Academic Dean; in this case, they submit written case summaries on their performance to Doctoral Academic Dean for review.

DFS 810 Mentorship**0/8 Units (0/160 Hours)**

The doctoral program offers 160 hours of mentorship. Through the clinical mentorship, doctoral candidates have the opportunity to have a deep knowledge and experience of clinical practice, research or teaching from senior mentor practitioners in Oriental medicine or in Western medicine under the supervision of the approved faculty supervisors. Clinic Rotation of 64 hours will be arranged on an individual basis.

DFS 820 Preceptorship**0/6 Units (0/120 Hours)**

The doctoral program offers 120 hours for doctoral candidates as supervisors or assistant supervisors to develop their leadership and teaching skills through providing educational support to CTU master's degree interns under the supervision of faculty, who submits a written evaluation for the candidate's performance at the end of the preceptorship. As part of their preceptorship hours, doctoral candidates are also required to participate in 32-hour community services on an individual basis.



Financial



Tuition and Fees

The University reserves the right to amend the schedule of tuition and fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

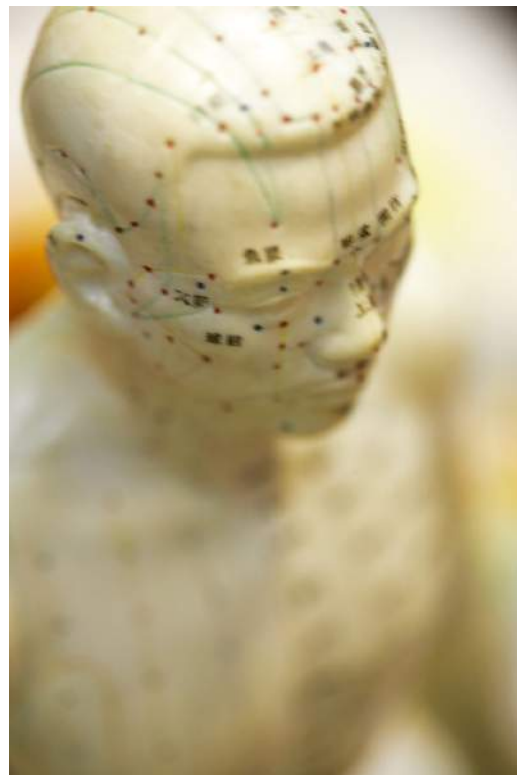
Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each quarter)	\$ 50
Late Registration Fee	\$ 35

Tuition (Per Quarter Unit)

Academic Modules	\$180
Field Study Modules	\$ 20
Audit (Academic Modules)	\$120

Miscellaneous Fees

Change of Course Examination (per exam)	\$100
Late/Make-up Examination	\$100
Removal of Incomplete Grade	\$ 50
Transcript (normal period=1 week)	\$ 20
Transcript (2-day service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Fee	\$400
Transfer Credit Evaluation Fee	\$ 50
Foreign Transcript Evaluation Fee	\$200



Total Cost of Doctorate Program (8 Quarters)

Tuition	\$13,680
Field Study	\$4,800
Registration Fee	\$400
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$19,980

School of Business Administration



Associate of Arts in Accounting
Bachelor of Business Administration
Master of Business Administration
Doctor of Business Administration

Associate of Arts in Accounting

Mission / Purpose / Objectives

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. CTU encourages students to advance knowledge, promote understanding, and serve

our diverse humanity with the knowledge and competency.

Purpose

CTU's Associate of Arts in Accounting program is designed to provide the graduates with the skills necessary to assume bookkeeping, accounting, computerized accounting, word processing, and other related business duties and functions in an organization.

Objectives

The Associate of Arts in Accounting shares the objectives of

- Being skilled individuals of business organization
- Being professional accounting personals in the field of business
- Being effective communicators

Admission

Admission Requirements

The admission requirements below must be met before an application is considered complete.

1. Associate degree application for admission
2. \$100 non-refundable application fee
3. A copy of the applicant's high school diploma or G. E. D. certificate
4. Official high school transcript showing a minimum cumulative GPA of 2.00

*Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the university directed by students or person other than the providing institution are not acceptable.

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Academic

Graduation Requirements 92 Q/U 920 Hrs



To graduate, students must complete a minimum of 92 units of the following coursework with a cumulative grade point average of 2.00 on a 4.00 scale.

- Complete 28 units of general education courses
- Complete 52 units of common core courses.
- Complete 12 units of unrestricted courses.
- Successfully complete the degree requirements within the time limit.

Time Limit

The Associate of Arts in Accounting program must be completed within 2 years (maximum 3 years) from the time the student commenced the course. This time limit may be extended due to special circumstances.

Prerequisite Courses

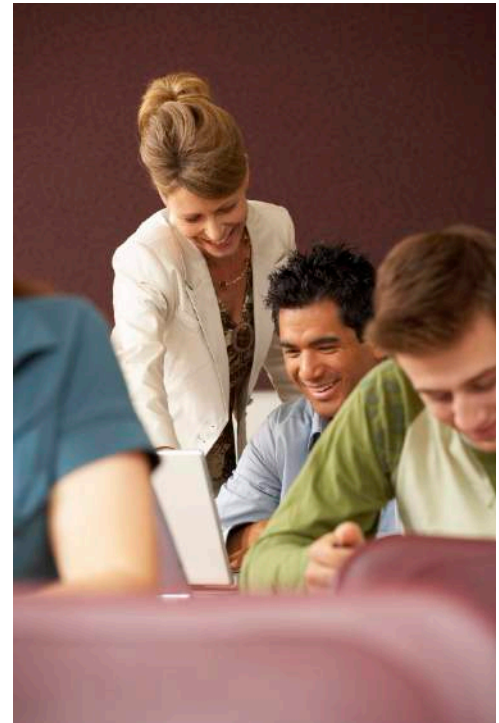
International students must finish appropriate ESL courses provided by an approved ESL school by the time they start the Accounting courses. They need to submit a minimum TOEFL iBT score of **45** taken within the past year or pass the Institutional Language Proficiency Exam. If an applicant does not pass the exam, the student should enroll in our ESL program. Upon completion of the ESL program, the student can start the degree program.

General Education Courses

7 Courses - 28 Units - 280 Academic Hours

- Complete 28 units of general education courses in the following fields:

Course Number	Course Title	Units
GE 100	English	8 units
GE 200	Mathematics	4 units
GE 300	Natural Sciences	4 units
GE 400	Humanities	4 units
GE 500	Social Sciences	4 units
GE 600	Foreign Language	4 units



Common Core Courses

Course Number	Course Title	Units
AC 101	Accounting 1	4
AC 102	Accounting 2	4
AC 103	Accounting 3	4
AC 106	Managerial Accounting	4
AC 108	Payroll Accounting	4
AC 110	Computerized Accounting 1	4
AC 111	Computerized Accounting 2	4
AD 101	Auditing	4
BS 101	Introduction to Business	4
BS 102	Principles of Business Management	4
BS 103	Business Law 1	4
BS 104	Business Law 2	4
BS 110	Business Ethics	4
BS 111	Business Communication	4
BS 112	Business Plan	4
DB 101	Spread Sheet	4
DB 110	Data Base	4
EC 101	Introduction to Economics	4
TX 101	Principle of Taxation	4
WP 101	Word Processing 1	4
WP 102	Word Processing 2	4

*After taking the above classes, you are eligible to get a QuickBooks certificate.

Course Descriptions

Course Number	Course Title	Units
AC 101	Accounting 1	4 quarter units/40 clock hours
This class introduces the fundamentals of accounting and the accounting cycle, including journalizing, posting, and the preparation of work sheets, and all financial statements. Students also learn closing procedures.		
AC 102	Accounting 2	4 quarter units/40 clock hours
This class teaches students about special journals, handling cash receipts, cash payment, banking activities, and payroll concepts and procedures.		
AC 103	Accounting 3	4 quarter units/40 clock hours
This class teaches students combined journals, preparation of worksheets and complete accounting for merchandising businesses. Students are also taught accounting for bad debts, notes receivable and notes payable.		
AC 106	Managerial Accounting	4 quarter units/40 clock hours
This is an introduction to accounting for management planning, control, and decision making.		
AC 108	Payroll Accounting	4 quarter units/40 clock hours
This course explains the methods of calculating wages and salaries. Record keeping, government reports, deductions, and planning are all stressed.		
AC 110	Computerized Accounting 1	4 quarter units/40 clock hours
This class provides students with realistic accounting work to be completed on computers. This segment is designed to teach the student to apply the principles of the accounting cycle.		
AC 111	Computerized Accounting 2	4 quarter units/40 clock hours
This class continues with the automated accounting software, including accounts payable, accounts receivable, and payroll.		
AD 101	Auditing 1	4 quarter units/40 clock hours
This is an introduction to auditing and assurance services. This course covers the decision making process, research auditing standards and procedures with an emphasis upon ethics, legal liability, internal control, audit evidence, and testing. Students will also be given an introduction to statistical sampling and EDP auditing.		

BS 101 Introduction to Business 4 quarter units/40 clock hours

This course will introduce the students to the nature of different forms of business.

BS 102 Principles of Business Management 4 quarter units/40 clock hours

This class teaches students objectives of business, environmental forces affecting business, and social responsibility and ethics of business. In addition, students will learn about different business organizations (forms of ownership) and enterprise management.

BS 103 Business Law 1 4 quarter units/40 clock hours

This course teaches students different rules and laws that govern different forms of business.

BS 104 Business Law 2 4 quarter units/40 clock hours

This course is an analysis of the legal requirements of the formation, operation and financing of partnerships, corporations, and other business organizations.

BS 110 Business Ethics 4 quarter units/40 clock hours

This course is a study of the ethical principles of business management of personal and public life with special emphasis on current issues facing society.

BS 111 Business Communication 4 quarter units/40 clock hours

This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communication program. The various types of business communication media are also covered.

BS 112 Business Plan 4 quarter units/40 clock hours

This course teaches students the principles and techniques for developing a business plan.

DB 101 Spreadsheet 4 quarter units/40 clock hours

This program introduces electronic spreadsheet software. This application of the software package enables the students to apply the analytical process associated with programming solutions to business problems.

DB 110 Database 4 quarter units/40 clock hours

In this course students will familiarize themselves with database concepts and how to create and maintain a database. Students will also learn about different database software that is used.

EC 101 Introductions to Economics 4 quarter units/40 clock hours

This course teaches students a basic understanding of the economic system. The direct and indirect effects of structure, organization, and operation of our economy are covered, as well as the effects of inflation, taxation, jobs, role of money, business fluctuations, and production.

TX 101 Principle of Taxation 4 quarter units/40 clock hours

This course concentrates on the preparation of tax returns for personal and business needs.

WP 101 Word Processing 1 4 quarter units/40 clock hours

This course segment acquaints students with up-to-date word processing software, creating and saving a document, bold text, cutting and pasting, and other basic word processing procedures.

WP 102 Word Processing 2 4 quarter units/40 clock hours

This course segment continues with word processing software and emphasizes more advanced editing procedures.



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each Quarter)	\$ 50
Late Registration Fee	\$ 50

Tuition (Per Quarter Unit)

Academic Courses	\$150
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Exam (Per Exam)	\$100
Late/Make-up Exam	\$100
Removal of Incomplete Grade	\$ 50
Transcript (One Week Required)	\$ 20
Transcript (Two-day Service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100



Total Cost of Associate of Arts in Accounting Program (8 Quarters)

Tuition	\$13,800
Registration Fee	\$400
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$15,300



Bachelor of Business Administration

Mission / Purpose / Objectives

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency.

Purpose

CTU's Bachelor of Business Administration (B.B.A) program emphasizes study of business administration and quality sports concentration education with business management such as golf, martial arts, beauty and hair, real estate, and art. Completion of the B.B.A requirements ensures students will comprehend the relationships among marketing, qualitative theory, accountancy, economic principles and financial, human and organizational management. This course gives students the fundamental education for career opportunities and advancement in business.

Objectives

The Bachelor of Business Administration shares the objectives of

- Graduates will have an intimate knowledge and practical skills in modern techniques of management practice that can be implemented in organizations so that those graduates may step into positions of responsibility in any organization setting.
- Graduates will have a clear understanding of ethical and behavioral concern that managers face in the workplace to encourage respect for the individual and the environment.
- Graduates will acquire hands-on experience in using a computer as an analytical and management tool.

Admission Requirements

The admission requirements below must be met before an application is considered complete.

1. Bachelor application for admission
2. \$100 non-refundable application fee
3. A copy of the applicant's high school diploma or G. E. D. certificate
4. Two letters of recommendation
5. Official high school transcript showing a minimum cumulative GPA of 2.00

*Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the university directed by students or person other than the providing institution are not acceptable.

6. Applicants whose primary language is not English need to submit a minimum TOEFL iBT score of 70 taken within the past year or pass the Institutional Language Proficiency Exam.

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Academic

Graduation Requirements 180 Q/U 1,800 Hrs



The Bachelor of Business Administration (B.B.A.) degree is conferred upon completion of a minimum of 180 quarter units. The 180 quarter units shall be composed of 45 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirement can be summarized as follows:

- Complete 60 units of general education courses.
- Complete 72 units of common core courses.
- Complete 48 units of concentration courses.
- Successfully complete the degree requirements within the time limit.

Time Limit

The B.B.A. program must be completed within 4 years from the time the student commenced the first course. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

General Education Courses

15 Courses – 60 Academic Units – 600 Academic Hours

Complete 60 units of general education courses in the following fields:

Course Number	Course Title	Units
GE 100	English	12 units
GE 200	Mathematics	12 units
GE 300	Natural Sciences	12 units
GE 400	Humanities	8 units
GE 500	Social Sciences	8 units
GE 600	Foreign Language	8 units



Common Core Courses

18 Courses – 72 Academic Units – 720 Academic Hours

Course Number	Course Title	Units
AC 101	Accounting 1	4
AC 102	Accounting 2	4
BS 101	Introduction to Business	4
BS 102	Principles of Business Management	4
BS 103	Business Law 1	4
BS 120	Introductions to Sales and Marketing	4
BS 225	Business Systems and Procedures	4
BS 210	Human Resource Management	4
BS 240	International Business	4
BS 310	Internet Business Models and Strategies	4
BS 325	Entrepreneurial Leadership	4
BS 335	Internet Sales and Marketing	4
BS 375	New Venture Creation	4
BS 415	Organizational Theory and Development	4
CS 300	Managing Information System	4
TX 101	Principle of Taxation	4
BS 455	E- Business Systems Development	4
BS 440	Business Forecasting and Simulation	4
BS 470	Investment and Practice	4
CS 315	E- Commerce Management	4
BS 465	Small Business Management	4
BS 110	Business Ethics	4
BS 112	Business Plans	4
BS 375	New Venture Creation	4
BS 227	Business, Government and Society	4
BS 340	Financial Management	4

Concentration in Business and Management

CTU's B.B.A. Concentration in Business and Management prepares students in the field of business and management.

12 courses, 48 units

Course Number	Course Title	Units
BA 345	Labor Relations	4
BA430	Competitive Strategies	4
BA210	Human Resource Management	4
BA470	Investment and Practice	4
BA325	Entrepreneurial Leadership	4
BA 343	Operations Management	4
BA 340	Financial Management	4
BA 400	Advanced Financial Management	4
BA 230	Business Statistics	4
BA 450	Advertising Management	4
BA 463	Research in Management	4
BA 125	Global Marketing	4

Concentration in Golf Management

CTU's B.B.A. Concentration in Golf Management prepares students to manage business in the sport of golfing.

12 Courses, 48 units

Course Number	Course Title	Units
GF 101	Introduction to golfing	4
GF 110	History of Golfing	4
GF112	Golf Rules and Etiquette	4
GF 115	Golf Coaching	4
GF 118	Golf Tournament Management	4
GF 120	Golf Motion Analysis	4
GF 125	Techniques of Golfing 1	4
GF 130	Special Issues in Golfing 1	4
GF 131	Special Issues in Golfing 2	4
GF 132	Special Issues in Golfing 3	4
GF 140	Research in Golfing	4
GF 150	Internship	4

Concentration in Martial Arts

Tae Kwon do, Hapkido, Kung Fu, HRD, MA Dance

CTU's B.B.A. Concentration in Martial Arts prepares students to manage business in the sport of Martial Arts.

12 Courses, 48 Units

Course Number	Course Title	Units
MR 101	Introduction to Martial Arts	4
MR 110	History of Martial Arts	4
MR 112	Martial Rules and Etiquette	4
MR 115	Martial Arts Coaching	4
MR 118	Martial Arts Tournament Management	4
MA120	Martial Arts Motion Analysis	4
MA 125	Techniques of Martial Arts 1	4
MA 130	Special Issues in Martial Arts 1	4
MA 131	Special Issues in Martial Arts 2	4
MA 132	Special Issues in Martial Arts 3	4
MA 140	Research in Martial Arts	4
MA 150	Internship	4

Concentration in Real Estate

CTU's B.B.A. Concentration in Real Estate prepares students to expand their planning and analytical skills required for real estate development.

12 Courses, 48 units

Course Number	Course Title	Units
RE 350	Real Estate Law	4
RE 355	International Financial Management	4
RE 360	Real Estate Finance	4
RE 365	Real Estate Investment	4
RE 370	Land Use Management	4
RE 375	Land Use Planning and Controls	4
RE 380	Financial Reporting 1	4
RE 385	Real Estate Law 2	4
RE 390	Construction Law	4
RE 395	Principles of Statistics	4
RE 400	Urban and Regional Economics	4
RE 405	Geographic Information Systems	4

Concentration in Art

CTU's B.B.A. Concentration in Art prepares students to develop professional skills in art and broaden expectations of the specific area of art profession or art field.

12 Courses, 48 units

Course Number	Course Title	Units
FA 300	Art Fundamentals	4
FA 305	Foundation Drawing	4
FA 310	Sketching for Design	4
FA 315	Rendering	4
FA 320	Painting	4
FA 325	Two Dimensional Design	4
FA 330	Three Dimensional Design	4
FA 335	Special Issues in Art	4
FA 340	Special Issues in Art	4
FA 345	Special Issues in Art	4
FA 350	Computer Assisted Drawing and Painting	4
FA 355	Art History Since 1945	4



Common Core Course Descriptions

Course Number	Course Title	Units
AC 101	Accounting 1	4 quarter units/40 clock hours
This class introduces the fundamentals of accounting and the accounting cycle, including journalizing, posting, and the preparation of work-sheets, and all financial statements. Students also learn closing procedures.		
AC 102	Accounting 2	4 quarter units/40 clock hours
This class teaches students about special journals, handling cash receipts, cash payment, banking activities and payroll concepts and procedures.		
BS 101	Introduction to Business	4 quarter units/40 clock hours
This course introduces the students to the nature of different forms of business.		
BS 102	Principles of Business Management	4 quarter units/40 clock hours
This class teaches students objectives of business, environmental forces affecting business, and social responsibility and ethics of business. In addition, students learn about different business organizations (forms of ownership) and enterprise management.		
BS 103	Business Law 1	4 quarter units/40 clock hours
This course teaches students different rules and laws that govern different forms of business.		
BS 120	Introduction to Sales and Marketing	4 quarter units/40 clock hours
This course is a study on effective methods for marketing products and services. Advertising techniques and Direct Mail are discussed. Consumer profile, organizational principles and demographics are presented as components of market research and analysis.		
BS 225	Business Systems and Procedures	4 quarter units/40 clock hours
This course discusses the importance of planning, organizational duties and responsibilities, the importance of office policies and procedures, and time management.		
BS 210	Human Resource Management	4 quarter units/40 clock hours
This course introduces students to personnel law, administration, and selection, productivity reviews, incentives, etc.		
BS 240	International Business	4 quarter units/40 clock hours
This course focuses on how the global economic, political, and cultural environment affects domestic and international business, international operations and dependency, and public policy decisions.		
BS 310	Internet Business Models and Strategies	4 quarter units/40 clock hours
This course addresses the impact of the internet on business performance through theory and case studies. Included will be information on internet start-ups, the challenges faced by bricks-and-mortar firms, and the worth of start-ups.		
BS 325	Entrepreneurial Leadership	4 quarter units/40 clock hours
The study of successful leaders and their companies are covered in this course. Topics of goal setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities are also included.		
BS 335	Internet Sales and Marketing	4 quarter units/40 clock hours
This course emphasizes the importance of ecommerce, technology, social issues, and legal issues as applied to sales and marketing. Additional topics include security, encryption, payment systems, marketing communications, web retailing, online service industries, supply chain management, and collaborative commerce.		
BS 375	New Venture Creation	4 quarter units/40 clock hours
This course provides research and information concerning the entrepreneurial process. The topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plans will be covered.		
BS 415	Organizational Theory and Development	4 quarter units/40 clock hours
This course examines the field of organizational development and provides background in theory and application. It also includes the topics of the history of the organizational development theory, models for organizational structure and change, and advances in organizational development theory.		
CS 300	Managing Information System	4 quarter units/40 clock hours
This course focuses on the information system which supports business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategy role, and the organizational and management changes driving electronic commerce, electronic business and emerging digital firms.		
TX 101	Principles of Taxation	4 quarter units/40 clock hours
This course concentrates on the preparation of tax returns for personal and business needs.		

BS 455	E-Business Systems Development	4 quarter units/40 clock hours
This course examines the application of economic theories and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, and interactions between firms and the marketplace.		
BS 440	Business Forecasting and Simulation	4 quarter units/40 clock hours
This course examines the application of economic theories and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, and interactions between firms and the marketplace.		
BS 470	Investment and Practice	4 quarter units/40 clock hours
This class utilizes theory in the broadest sense and shows where it succeeds and fails in practice.		
CS 315	E-Commerce Management	4 quarter units/40 clock hours
This course provides the theory and practice of conducting business over the internet and the worldwide web. It integrates concepts from economics, organizational strategy, and entrepreneurship to web design.		
BS 465	Small Business Management	4 quarter units/40 clock hours
This course provides students with the education and tools necessary to start and operate a self managed business. The focus is placed on how to research and develop a selected business opportunity.		
BS 110	Business Ethics	4 quarter units/40 clock hours
This course is a study of the ethical principles of business, managing personal and public life with special emphasis on current issues facing society.		
BS 112	Business Plans	4 quarter units/40 clock hour
Principles and techniques for developing a business plan are covered.		
BS 375	New Venture Creation	4 quarter units/40 clock hours
This course provides research and information concerning the entrepreneurial process. The topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plans are included.		
BS 227	Business, Government, and Society	4 quarter units/40 clock hours
This course educates students about the relationship between government and the business system, the impact of foreign investment and free trade, consumerism and environmental protection.		
BS 340	Financial Management	4 quarter units/40 clock hours
This is an introduction to finance and its importance and relevance. Financial environment and financial objectives, financial statements, cash flow, taxes, risk, rates of return, time value of money, bonds, stocks, and capital will be discussed.		

Concentration in Business and Administration

Course Number	Course Title	Units
BS 125	Global Marketing	4 quarter units/40 clock hours
This course provides an overview of various issues involved in global marketing. It introduces an analytical approach to strategic marketing problems facing a business competing in the global market.		
BS 210	Human Resource Management	4 quarter units/40 clock hours
This course introduces students to personnel law, benefit administration and selection, productivity reviews and incentives, etc.		
BS 230	Business Statistics	4 quarter units/40 clock hours
This is an introductory course to the relationship of business and statistics. Statistical methods and hypothesis will be discussed. Major topics include mean, median, mode, random variable, binomial probabilities and confidence limits.		
BS 325	Entrepreneurial Leadership	4 quarter units/40 clock hours
The study of successful leaders and their companies will be covered to teach students the techniques to move a company from mediocrity to greatness. Also, goal setting, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.		
BS 340	Financial Management	4 quarter units/40 clock hours
This is an introduction to finance and its importance and relevance. Financial environments, financial objectives, financial statement, cash flow, taxes, risk, bonds, stocks, etc. are covered.		
BS 343	Operations Management	4 quarter units/40 clock hours
This course addresses the management of operations in manufacturing and service organizations. Diverse activities, such as determining the size and type of production process, purchasing the appropriate raw materials, planning and scheduling the flow of materials, and the nature and content of inventories, and deciding on production hardware are discussed.		

BS 345	Labor Relations	4 quarter units/40 clock hours
This course introduces the basic concepts of employee relations and satisfaction based upon company policy and legal regulations. Topics include compensation, benefits, OSHA requirements, unionization and collective bargaining, and ethical issues.		
BS 400	Advanced Financial Management	4 quarter units/40 clock hours
This is a continuation course of finance management and includes topics such as capital budgeting, capital structure and leverage, distributions, dividends, current asset management and financing, hybrid financing, mergers, LBOs, and holding companies.		
BS 430	Competitive Strategies	4 quarter units/40 clock hours
This course addresses the complex future faced by existing businesses. Topics of strategic and organizational issues, restructuring, mergers and acquisitions, technological changes, strategic alliances, and the challenges of creating and serving markets around the world are covered.		
BS 450	Advertising Management	4 quarter units/40 clock hours
This course aims at skill as well as perspective building for students in the field of advertising management. It seeks to deliver skills for managing advertising businesses by combining theoretical learning in the field of communications with the right blend of management education.		
BS 463	Research in Management	4 quarter units/40 clock hours
This course provides students with a structured introduction to the theory and practice of main focus of the course is on generic management, organizational and business research skills.		
BS 470	Investment and Practice	4 quarter units/40 clock hours
This class utilizes theory in the broadest sense and shows where it succeeds and fails in practice.		

Concentration in Golf Management

Course Number	Course Title	Units
GF 101	Introduction to Golf	4 quarter units/40 clock hours
This course provides students with the fundamental understanding of golf. It also covers the various aspects of golf, such as principles, theories, philosophies, rounding talks, rules and regulations, tournament hosting and management.		
GF 110	History of Golf	4 quarter units/40 clock hours
This course discussed in detail the history of golf: the origins and how it became popular sports in the world.		
GF 112	Golf Rules and Etiquette	4 quarter units/40 clock hours
This course introduces students to the overall rules and etiquettes of golf that are applies to the game in order to make it safer and minimize possible injury.		
GF 115	Golf Coaching	4 quarter units/40 clock hours
This course offers fundamental and effective techniques of teaching. This course concentrates in swing, short game like pitching, chipping, putting, sand play and mental preparation.		
GF 118	Golf Tournament Management	4 quarter units/40 clock hours
This course provides students with the knowledge of managing golf tournaments.		
GF 120	Golf Motion Analysis	4 quarter units/40 clock hours
This is a tendency for golfers to develop motor patterns around physical limitations. In this course diagnostic cures for these issues are covered.		
GF 125	Techniques of Golfing 1	4 quarter units/40 clock hours
This class is an extension of GF 115 and offers further fundamental, effective, and sophisticated techniques of golf.		
GF 130	Special Issues in Golfing 1	4 quarter units/40 clock hours
This course addresses selected current issues in golfing. Important topics in the area of golf management and golfing techniques are covered.		
GF 131	Special Issues in Golfing 2	4 quarter units/40 clock hours
This course discusses further selected current issues in golfing.		
GF 132	Special Issues in Golfing 3	4 quarter units/40 clock hours
This course addresses the most selected current issues in golfing.		

GF 140**Research in Golfing****4 quarter units/40 clock hours**

This course pursues special areas of interest and competency, opportunities for independent study, field research, or other special assignments.

GF 150**Internship****4 quarter units/40 clock hours**

This course provides students with an opportunity to gain practical experience in the specific areas of golf management. It may be arranged at the initiative of the student or the faculty member. Seminars, participation, and reports are required.

Concentration in Martial Arts

Course Number	Course Title	Units
MR 101	Introduction to Martial Arts	4 quarter units/40 clock hours
This course introduces students to the basic understanding of Martial Arts. It concentrates on the principles, theories, and philosophies related to Martial Arts.		
MR 110	History of Martial Arts	4 quarter units/40 clock hours
This course explores the origin and history of various Martial Arts.		
MR 112	Martial Rules and Etiquette	4 quarter units/40 clock hours
This course introduces students to the overall rules and etiquette of martial arts with concentration on issues of safety and managing injuries from participation in Martial Arts.		
MR 115	Martial Arts Coaching	4 quarter units/40 clock hours
This course introduces students to the profession of athletic coaching in Martial Arts. This course focuses on major sophisticated coaching theories, methods, practices, martial arts strategies and approaches that apply to many martial arts disciplines.		
MR 118	Martial Arts Tournament Management	4 quarter units/40 clock hours
This course deals with the fundamental principles of effectively organizing and running a martial arts tournament. This course covers overall knowledge and skills required in martial arts tournaments.		
MR 120	Martial Arts Motion Analysis	4 quarter units/40 clock hours
This course provides students with the opportunity to learn the skills and methods needed to analyze and evaluate specific motions in Martial Arts.		
MR 125	Techniques of Martial Arts 1	4 quarter units/40 clock hours
This course provides students with various techniques of Martial arts, such as Hand technique, basic stance, basic kicks, high kicks, combination kicks, self defense, sparring, and wood breaking.		
MR 130	Special Issues in Martial Arts 1	4 quarter units/40 clock hours
This course addresses selected current issues in martial arts.		
MR 131	Special Issues in Martial Arts 2	4 quarter units/40 clock hours
This course addresses further selected current issues in martial arts.		
MR 132	Special Issues in Martial Arts 3	4 quarter units/40 clock hours
This course addresses selected sophisticated issues in martial arts. The topics of coaching, rules and etiquette, tournament management, and techniques of martial arts are included.		
MR 140	Research in Martial Arts	4 quarter units/40 clock hours
This course pursues special areas of interest and competency, opportunity for independent study, field research or other special assignments.		
MR 150	Internship	4 quarter units/40 clock hours
This course provides students with an opportunity to gain practical experience in specific areas of martial arts. It may be arranged at the initiative of the student or the faculty member.		

Concentration in Real Estate

Course Number	Course Title	Units
RE 350	Real Estate Law 1	4 quarter units/40 clock hours
This course introduces students to law of real property transfers, deeds, leases, title insurance, escrows, land contracts, foreclosures, recordings, etc. Students learn a law as it affects brokers and salesmen.		
RE 355	International Financial Management	4 quarter units/40 clock hours
This course studies the management of the financial resources of the multinational firm. It also discusses the basic differences of an international operation from domestic financial management. Topics include international financial markets, evaluating foreign investment opportunities, theories, and practices of financing multinational operations.		
RE 360	Real Estate Finance	4 quarter units/40 clock hours
This class addresses the sources of funds, procedures for making and servicing loans, economic aspects of real estate financing, laws relating to ownership, zoning and transfer of real property.		
RE 365	Real Estate Investment	4 quarter units/40 clock hours
This class introduces process and techniques of analyzing real property as an investment medium. Effects of market conditions and government policies upon real estate investment also will be covered.		
RE 370	Land Use Management	4 quarter units/40 clock hours
This is an introduction to planning implementation and evaluation of land use in both urban and non-urban contexts. Emphasis will be put on sustainable use with a constraints related to individual resources as well as energy. Constraints related to individual property rights and distribution of wealth will be treated.		
RE 375	Land Use Planning and Controls	4 quarter units/40 clock hours
This course addresses the theories and methods of urban land use, planning, and controls, including the rational planning process, comprehensive, functional and neighborhood plans.		
RE 380	Financial Reporting 1	4 quarter units/40 clock hours
This course studies the current accounting objectives, principles, theories, and practice in the preparation, interpretation, and analysis of general purpose financial statements for external users, as established by the Financial Accounting Standards Board and predecessor organizations.		
RE 385	Real Estate Law 2	4 quarter units/40 clock hours
This is a continuation course of real estate law and includes topics such as legal environment of real estate, land use regulation, eminent domain, growth controls, impact fees, and other regulation of the use of real estate.		
RE 390	Construction Law	4 quarter units/40 clock hours
This course focuses on the legal and ethical environment of basic construction law concepts in the U.S.A. Topics include the legal aspects of engineering and construction contracts and specifications, contract formation, interpretation, rights and duties, and changes, legal liabilities and professional ethics of architects, engineers, and contractors, etc.		
RE 395	Principles of Statistics	4 quarter units/40 clock hours
This course addresses advanced statistical techniques, including multiple regression, the cross-sectional time series model, analysis of variance, and non-parametric statistics.		
RE 400	Urban and Regional Economics	4 quarter units/40 clock hours
This course provides students with analysis of the structure and functioning of economic activities in urban and non-urban areas, including location and growth of cities and regions, inter and intra-metropolitan distribution of firms and residences, operation of land markets, planning local public services, and urban fiscal problems.		
RE 405	Geographic Information Systems	4 quarter units/40 clock hours
This class utilizes survey of computer-based techniques in the storage, retrieval, analysis, and representation of spatially referenced data. It concentrates on the application of GIS technology to geologic problems such as natural hazard mapping, surface runoff and erosion, and environmental impact assessment.		

Concentration in Art

Course Number	Course Title	Units
FA 300	Art Fundamentals	4 quarter units/40 clock hours
This course provides students with a general art appreciation survey that offers a broad introduction to works of art through the study of theory, terminology, themes, design principles, media and the history of the visual arts across time and diverse cultures.		
FA 305	Foundation Drawing	4 quarter units/40 clock hours
This course addresses theories of and techniques in drawing with pencil, pen, brush, charcoal, pastel and experimental drawing media leading to acute observation of form and to its expressive representation through line, tone and shape organization.		
FA 310	Sketching for Design	4 quarter units/40 clock hours
This course introduces students to quick sketching techniques for beginning design and illustration students utilizing a variety of media including pencil, pen, markers and a variety of papers. Developing visual communication skills for advertising, graphics, illustration, jewelry, product and interior design are emphasized.		
FA 315	Rendering	4 quarter units/40 clock hours
This course offers graphic visualization for convincing representation emphasizing contemporary presentation techniques with markers, chalk and pencil.		
FA 320	Painting	4 quarter units/40 clock hours
This course provides students with fundamental application of principles, theories and techniques of painting to problems of imaginative and representational expression.		
FA 325	Two Dimensional Design	4 quarter units/40 clock hours
This is a beginning foundation course in design theory. It addresses applications to problems involving study and interpretation of natural and human-made objects.		
FA 330	Three Dimensional Design	4 quarter units/40 clock hours
This class applies the design principles to three dimensional forms. Students experiment and create studies in spatial construction using variety of materials.		
FA 335	Special Issues in Art	4 quarter units/40 clock hours
This course introduces students to the specific issues depending on their specific concentration.		
FA 340	Special Issues in Art	4 quarter units/40 clock hours
This course discusses further selected issues in art.		
FA 345	Special Issues in Art	4 quarter units/40 clock hours
This course addresses the most selected current issues in art.		
FA 350	Computer Assisted Drawing and Painting	4 quarter units/40 clock hours
This course introduces students to drawing and painting concepts, skills and techniques using the computer. Investigation of a vector and object – oriented drawing program and a bit mapped painting program simulating traditional artist's tools and media.		
FA 355	Art History Since 1945	4 quarter units/40 clock hours
This course provides students with a survey of major developments in 20th century European and American art since the Second World War.		



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each Quarter)	\$ 50
Late Registration Fee	\$ 50

Tuition (Per Quarter Unit)

Academic Courses	\$150
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Exam (Per Exam)	\$100
Late/Make-up Exam	\$100
Removal of Incomplete Grade	\$ 50
Transcript (One Week Required)	\$ 20
Transcript (Two-day Service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100



Total Coast of Bachelor Program (16 Quarters)

Tuition	\$27, 000
Registration Fee	\$400
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$28, 500



Master of Business Administration

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency.

Purpose

CTU's Master of business Administration (M.B.A.) program provides opportunities for the students to develop the knowledge, skills, and dispositions necessary to meet their personal and professional goals in the field of Business Administration. Graduates will receive an education that will reflect knowledge bases for professional preparation, collaboration with appropriate stakeholders, and alignment with national standards.

Objectives

The Master of Business Administration (M.B.A.) program provides students with a business core that offers a broad knowledge of business functions while emphasizing the global business environment.

- To develop an executive level perspective on economic systems and on the relationship between business and society.
- To develop a global perspective on business operations.
- To provide a foundation in concepts and applications of quantitative methods and information technology, golf, martial arts in the business setting.
- To simulate the students intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles.

Admission Requirements

The admission requirements below must be met before an application is considered complete.

1. Graduate application for admission
2. \$100 non-refundable application fee
3. A bachelor's degree from an accredited four-year college or university which demonstrate a Cumulative GPA of 2.00 or higher on a 4.00 scale
4. Two letters of recommendation
5. Official university transcript showing a minimum cumulative GPA of 2.00

*Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the university directed by students or person other than the providing institution are not acceptable.

6. Applicants whose primary language is not English need to submit a minimum TOEFL iBT score of 80 taken within the past year or pass the Institutional Language Proficiency Exam. I

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Academic

Graduation Requirements 68 Q/U 680 Hrs



To graduate, students must complete a minimum of 68 quarter units of the following coursework with a cumulative GPA average of 2.00 on a 4.0 scale:

- Complete 40 units of common core courses.
- Complete 28 units of concentration courses.
- Successfully complete the degree requirements within the time limit.

Time Limit

The M.B.A. program must be completed within 3 years from the time the student commenced the first course. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

Common Core Courses

10 Courses – 40 Academic Units – 400 Academic Hours

Course Number	Course Title	Units
MA 625	Financial Accounting	4
MA 630	Managerial Accounting	4
MA 635	Statistics for Managerial Decision Making	4
MA 640	Applied Managerial Economics	4
MA 642	Organizational Behaviors	4
MA 647	Marketing Management and Strategies	4
MA 650	Managerial Communication Strategies	4
MA 651	Global Marketing	4
MA 655	Strategic Human Resources Management	4
MA 660	Executive Leadership	4
MA 664	Business Law	4
MA 665	Financial Analysis and Management	4
MA 668	Financial Risk Management	4
MA 670	Financial Investment and Practice	4
MA 672	International Financial Management	4
MA 675	International Business and Decision Making	4
MA 680	Operations Management	4
MA 682	Management Information System	4
MA 685	Business Entrepreneurship and New Venture Information	4
MA 703	Management of Innovation	4
MA 710	Business Cycles and Forecasting	4
MA 717	Research Methods in Business	4
MA 720	Business Plan	4
MA 730	Advanced E-commerce	4
MA 740	Small Business Management	4

MBA Concentration in Business and Management

CTU's MBA Concentration in Business and Management prepares students in the field of business and management. Students learn how to make more effective business decisions.

7 Courses – 28 Units – 280 Academic Hours

Course Number	Course Title	Units
MA 625	Financial Accounting	4
MA 630	Managerial Accounting	4
MA 635	Statistics for Managerial Decision Making	4
MA 640	Applied Managerial Economics	4
MA 642	Organizational Behavior	4
MA 647	Market Management and Strategies	4
MA 680	Operations Management	4
MA 682	Management Information System	4

*After taking the above classes, you are eligible to apply for an EA exam or get a financial analysis certificate.



MBA Concentration in Golf Management

CTU's MBA Concentration in Gold Management prepares students to manage business in the sport of golfing. Students learn how to manage and evaluate the business management of golfing.

7 Courses – 28 Units – 280 Academic Hours

Course Number	Course Title	Units
GF 601	Advanced Golf	4
GF 605	Advanced Golf Coaching	4
GF 608	Advanced Golf Tournament Management	4
GF 612	Advanced Golf Motion Analysis	4
GF 615	Advanced Techniques of Golfing	4
GF 645	Advanced Research in Golfing	4
GF 660	Master Internship	4



MBA Concentration in Management Information System

CTU's MBA Concentration in Management Information System prepares students to manage business in information systems. Students learn how manage and evaluate technology investment, to be more effective and inform business decisions.

7 Courses – 28 Units – 280 Academic Hours

Course Number	Course Title	Units
MS 710	Software Concepts	4
MS 715	Information Systems Planning and Strategies	4
MS 716	Information Systems Project Management	4
MS 720	Data Communication and Networking	4
MS 722	Analysis, Modeling, and Design	4
MS 724	Web Development and Electronic Commerce	4
MS 726	Data Management	4
MS 730	Web Technologies and Innovations	4
MS 740	Control and Auditing Information Systems	4
MS 750	Research Seminar in Information Systems (Thesis)	4



MBA Concentration in International Trade and Commerce

CTU's MBA Concentration in International Trade and Commerce Concentration prepares students to manage business in the International Trade and Commerce Concentration. Students learn how to manage and evaluate the business management of International Trade and Commerce Concentration.

7 Courses – 28 Units – 280 Academic Hours

Course Number	Course Title	Units
TA 600	International Business Venture	4
TA 605	International Finance	4
TA 610	Law on International Business	4
TA 615	Global Business Management Skill	4
TA 620	International Business Ethics	4
TA 625	Import/Export Operation (Seminar/Workshop Series)	8



MBA Concentration in Hotel Management

CTU's MBA Concentration in Hotel Management prepares students to be a successful administrator in the hospitality industry.

7 Courses – 28 Units – 280 Academic Hours

Course Number	Course Title	Units
HA 600	Hotel Law	4
HA 605	Hotel Administration Seminar	4
HA 610	Employee Development	4
HA 615	Facilities Management	4
HA 620	Financial Analysis for the Service Industries	4
HA 625	Psychology of Hospitality Marketing	4
HA 630	Hospitality Service Management	4
HA 635	Internship	4



Course Descriptions for MBA Core Courses

Course Number	Course Title	Units
MA 625	Financial Accounting	4 quarter units/40 clock hours
Understanding of accounting procedures and judgments underlying corporate financial statements as well as the ability to read and analyze these statements, making inferences about financial health, and other important attributes of various business entities are included.		
MA 630	Managerial Accounting	4 quarter units/40 clock hours
This course provides instructions in accounting for management planning, control, decision making, cost-profit-volume relationships, cost and revenue information for routine and non-routine decisions, budgeting and profit planning.		
MA 635	Statistics for Managerial Decision Making	4 quarter units/40 clock hours
This course introduces students to the applied statistics' role in business decision making. Topics of analysis of data generation, evaluation techniques, survey design, survey sampling, dirty data, etc.		
MA 640	Applied Managerial Accounting	4 quarter units/40 clock hours
This course provides instructions in the application of microeconomic and macroeconomic theories to managerial decisions and planning. Topics of a firm's resources, product markets, production functions, cost and output decisions, pricing strategies under various market constraints, investment in fixed assets, risk and demand analysis and business forecasting are included.		
MA 642	Organizational Behavior	4 quarter units/40 clock hours
This course puts emphasis on the contingency view for understanding the reasons of behavior and the how's of increasing effectiveness.		

MA 647	Marketing Management and Strategies	4 quarter units/40 clock hours
This course provides instructions in the management of marketing decisions particular to private, commercial, institutional, and governmental customers in both domestic and global markets.		
MA 650	Managerial Communication Strategies	4 quarter units/40 clock hours
Organizational theory and the role communication plays in modern business as well as development of advanced written oral and interpersonal communication are included.		
MA 651	Global Marketing	4 quarter units/40 clock hours
This course provides an overview of various issues involved in global marketing. It introduces the analytical approach to strategic marketing problems facing a business competing in a global market.		
MA 655	Strategic Human Resources	4 quarter units/40 clock hours
Estimating demand and supply of labor, designing staffing systems for attaining strategic objectives and developing human resources are involved.		
MA 668	Financial Risk Management	4 quarter units/40 clock hours
Measurement and management of foreign exchange, interest rates, equity and commodity risk, risk assessment models, implementation strategies, risk management, and capital allocation will be covered.		
MA 670	Financial Investment and Practice	4 quarter units/40 clock hours
This course provides an overview of various issues in the field of financial investment. It provides an in depth perspective to various investment techniques and practices.		
MA 672	International Financial Management	4 quarter units/40 clock hours
Topics include international trade and balance of payments, international monetary agreements, currency arrangements, international short-term borrowing and investment, and international taxation.		
MA 675	International Business and Decision Making	4 quarter units/40 clock hours
This course covers the nature, dimensions, motives of international business, evolution of multinational corporations, management of organizations in the global environment and marketing.		
MA 680	Operations Management	4 quarter units/40 clock hours
This course provides instructions in decision making techniques for operations management, management of the production of goods and services. Topics include resources allocation, facility location and design, operations scheduling, capacity planning, inventory management, and quality control.		
MA 682	Management Information System	4 quarter units/40 clock hours
This course addresses information as an organizational resource, decision making frameworks, transaction processing systems, office automation, competitive information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design and implementation.		
MA 685	Business Entrepreneurship and New Venture	4 quarter units/40 clock hours
The entrepreneurship philosophies, attitudes, characteristics, identifying and evaluating entrepreneurial opportunities, developing a new venture business plan and successfully managing it are covered.		
MA 703	Management of Innovation	4 quarter units/40 clock hours
This course focuses on analysis of the issues and options which must be faced in developing a new technological or service venture.		
MA 710	Business Cycles and Forecasting	4 quarter units/40 clock hours
This course examines the business cycle and techniques for forecasting fluctuations. The emphasis of this course is to gain hands-on exposure to specific business forecasting techniques and to learn to apply them to limit the range of uncertainty in management decision making.		
MA 720	Business Plan	4 quarter units/40 clock hours
This course introduces students to the principles and techniques for developing a business plan.		
MA 730	Advanced E-commerce	4 quarter units/40 clock hours
This course examines critical how new information technologies and networks affect the exchange of goods and services between buyers and sellers in the twenty first century. It also provides a basis for electronic commerce and their application to a variety of sectors and industries.		
MA 740	Small Business Management	4 quarter units/40 clock hours
This course introduces students to the world of entrepreneurship and small business management. Major components include self assessment of entrepreneurial capabilities and the completion of a comprehensive business plan that provides the student with a step-by-step process to actually create a business.		

Concentration in Business and Management

Course Number	Course Title	Units
MA 625	Financial Accounting	4 quarter units/40 clock hours
This course addresses understanding of accounting procedures and judgments underlying corporate financial statements, the ability to read and analyze these statements, make inferences about financial health, likelihood of success, and other important attributes of various business entities are included.		
MA 630	Managerial Accounting	4 quarter units/40 clock hours
This course provides instructions in cost-profit-volume relationships, cost and revenue information for routine and non-routine decisions, budgeting and profit planning, standard costing, responsibility accounting, decentralization and transfer pricing in the context of management control of operations.		
MA 635	Statistics for Managerial Decision Making	4 quarter units/40 clock hours
This course discusses applied statistics' role in business decision making, analysis of data and evaluation techniques, including survey design, survey sampling and dirty data.		
MA 640	Applied Managerial Accounting	4 quarter units/40 clock hours
This course introduces students to application of microeconomic and macroeconomic theories to managerial decision making, analysis of a firm's resources and product markets, production functions, cost and output decisions, pricing strategies under various market constraints.		
MA 642	Organizational Behavior	4 quarter units/40 clock hours
This class focuses on the contingency view for understanding the why's of behavior and the how's of increasing effectiveness.		
MA 647	Marketing Management and Strategies	4 quarter units/40 clock hours
Management of marketing decisions particular to private, commercial, institutional and governmental customers in both domestic and global markets, development, implementation and evaluation of marketing strategies, role of marketing planning in the overall corporate strategic planning process are covered.		
MA 680	Operations Management	4 quarter units/40 clock hours
The topics of resource allocation, facility location and design, operations scheduling, capacity planning, inventory management, and quality control are covered.		
MA 682	Management Information System	4 quarter units/40 clock hours
This class addresses information as an organizational resource, decision making frameworks, transaction processing systems, office automation, competitive information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design and implementation, and organizational impacts are discussed.		

MBA Concentration in Golf Management

Course Number	Course Title	Units
GF 601	Advanced Golf	4 quarter units/40 clock hours
This course addresses various advanced aspects of golf including principles, theories, philosophies, rounding talks, rules and regulations, and tournament hosting and management.		
GF 605	Advanced Golf Coaching	4 quarter units/40 clock hours
This class offers advanced techniques of teaching golf to achieve maximum effects. This course covers swing, sand play, mental preparation, and short game like pitching, chipping, putting.		
GF 608	Advanced Golf Tournament Management	4 quarter units/40 clock hours
This course provides students with advanced knowledge of managing golf tournaments.		
GF 612	Advanced Golf Motion Analysis	4 quarter units/40 clock hours
This course covers advanced techniques to diagnose and analyze physical limitations.		
GF 615	Advanced Techniques of Golfing	4 quarter units/40 clock hours
This class offers all the advanced techniques of golf.		
GF 645	Advanced Research in Golfing	4 quarter units/40 clock hours
This class pursues advanced research in special areas of interest and competency, opportunity for independent study, field research, or other special assignments.		
GF 660	Master Internship	4 quarter units/40 clock hours
This course provides students with an opportunity to gain practical experience in advanced areas of golf management. It may be arranged at the initiative of the student or the faculty member. Seminars and reports are required.		

MBA Concentration in Management Information System

Course Number	Course Title	Units
MS 710	Software Concepts	4 quarter units/40 clock hours
This class provides students with knowledge and exposure to software development metrics and project management concepts.		
MS 715	Information Systems Planning and Strategies	4 quarter units/40 clock hours
This class offers details about planning and management of information systems and their function in business organizations.		
MS 716	Information Systems Project Management	4 quarter units/40 clock hours
Project management terms, concepts, techniques, and tools are explored through this class. The topics of integration, scope, time, cost, quality, human resources, communication, risk, and procurement management are discussed.		
MS 720	Data Communication and Networking	4 quarter units/40 clock hours
This course provides students with a practical understanding of relevant terminology, concepts, and other information in data communications.		
MS 722	Analysis Modeling and Design	4 quarter units/40 clock hours
This course focuses on the concept of data modeling and interactive design which provides a language and process respectively.		
MS 724	Web Development and Electronic Commerce	4 quarter units/40 clock hours
This course provides students with various web development tools like e-commerce concepts and its software.		
MS 726	Data Management	4 quarter units/40 clock hours
This course introduces students to various practices for implementing data management as well as creating data management models.		
MS 730	Web Technologies and Innovation	4 quarter units/40 clock hours
This class provides students with current web technologies and innovations in the field of web development and management.		
MS 740	Control and Auditing Systems	4 quarter units/40 clock hours
This class provides students with accounting and technology required to properly inform and execute management decisions in areas of IT assurance, information security, IT governance, and IT risk management.		
MS 750	Research Seminar in Information Systems (Thesis)	4 quarter units/40 clock hours
This course pursues advanced research in special area of interest and competency with opportunities for independent study, field research, or other special assignments.		



MBA Concentration in Martial Arts

Course Number	Course Title	Units
MR 601	Advanced Martial Arts	4 quarter units/40 clock hours
This course introduces students to the most sophisticated and difficult principles, theories and philosophies of various subject areas related to martial arts.		
MR 615	Advanced Martial Arts Coaching	4 quarter units/40 clock hours
This course focuses on major advanced coaching theories, methods, practices and strategies, and approaches that apply across a number of martial arts disciplines.		
MR 618	Advanced Martial Arts Tournament	4 quarter units/40 clock hours
This course deals with advanced principles of effectively organizing and running a martial arts tournament. It also covers the overall knowledge and skills essential in tournament operations from planning to evaluation.		
MR 620	Advanced Martial Arts Motion Analysis	4 quarter units/40 clock hours
This course provides students with advanced skills and methods needed to analyze and evaluate advanced motions of martial arts.		
MR 625	Advanced Techniques of Martial Arts	4 quarter units/40 clock hours
This course concentrates on advanced techniques such as hand technique, basic stance, basic kick, high kick, combination kick, self defense, sparring, and wood breaking.		
MR 632	Advanced Special Issues in Martial Arts 2	4 quarter units/40 clock hours
This course covers all advanced fields of martial arts management, tournament management, rules and terms, and techniques of martial arts.		
MR 640	Advanced Research in Martial Arts	4 quarter units/40 clock hours
This course pursues advanced research in special areas of interest and competency, and it gives an opportunity for students to study independently, do field research, etc.		
MR 650	Internship	4 quarter units/40 clock hours
This course provides students with an opportunity to gain practical experience in advanced areas of martial arts management. It may be arranged at the initiative of the student or the faculty member.		



MBA Concentration in Hotel Management

Course Number	Course Title	Units
HA 600	Hotel Law	4 quarter units/40 clock hours
This course addresses legal aspects of the owner and customer relationship and employment relationships found in hospitality business and studies effective methods of managing hospitality employees in compliance with applicable employment laws.		
HA 605	Hotel Administration Seminar	4 quarter units/40 clock hours
This course studies and discusses current problems in the hospitality industry using case studies, individual research, and guest speakers.		
HA 610	Employee Development	4 quarter units/40 clock hours
This course stresses the techniques in planning, developing, and conducting training programs in food service and lodging firms.		
HA 615	Facilities Management	4 quarter units/40 clock hours
This course introduces students to the engineering and maintenance requirements peculiar to the hospitality industry. Special emphasis will put on environment issues, modernization, building operating systems, and resource management.		
HA 620	Financial Analysis for the Service Industries	4 quarter units/40 clock hours
This class focuses on problems and cases in applying accounting and financial information to executive decision making in the hospitality industry.		
MA 625	Psychology of Hospitality Marketing	4 quarter units/40 clock hours
This class introduces students to new ways of viewing cognition and to help them apply these new views as they develop their own research programs. Students will research in neurology, biology, and cognitive science and discuss about how people think and behave.		
MA 630	Hospitality Service Management	4 quarter units/40 clock hours
This class examines service marketing and management concepts relevant to the hospitality industry and explores how these concepts can be applied to service delivery systems in the hospitality industry.		
MA 635	Internship	4 quarter units/40 clock hours
This class introduces students to field experience in a variety of hospitality related industries that concentrate on management or application of specific skills within a discipline. It must be consistent with the student's area of specialization and conducted under the guidance of a graduate faculty member.		



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each Quarter)	\$ 50
Late Registration Fee	\$ 50

Tuition (Per Quarter Unit)

Academic Courses	\$200
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Exam (Per Exam)	\$100
Late/Make-up Exam	\$100
Removal of Incomplete Grade	\$ 50
Transcript (One Week Required)	\$ 20
Transcript (Two-day Service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100

Total Coast of Master Program (8 Quarters)

Tuition	\$13, 600
Registration Fee	\$400
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$15, 100



Doctor of Business Administration

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency.

Purpose

CTU's Doctor of Business Administration (D.B.A) program has been designed for the advanced practitioners in the international business community interested in expanding their knowledge base, professional contacts, and options for the future. The global perspective is at the core of the California Trinity University curriculum, which uses both the theoretical and practical approaches to solve complex problems. Students will study international finance, management, and marketing in the Core and Concentration Courses preliminary to deciding upon an area of interest for dissertation research. After admission to the program, students must pass the Qualifying Examination at the completion of the Core Courses before proceeding to the Concentration Courses. Students must pass the Comprehensive Examination before enrolling in the Dissertation Course sequence.

Objectives

The Doctor of Business Administration (D.B.A) program prepares forward-looking business leaders to take front line positions in the dynamic and complex world of business and e-commerce. Graduates will be prepared to take high profile roles as corporate executives, entrepreneurs, or practitioners/consultants.

The curriculum views the world of business and commerce through the prism of internationalism. Class work emphasizes higher order thinking skills and critical analysis. Theory and practice are linked through learning opportunities provided by the experience of faculty members in seminars, research projects, case studies, mentoring by leaders in the business community, and field-based assignments.

Admission Requirement

The admission requirements below must be met before an application is considered complete

1. Doctoral program application for admission
2. \$100 non-refundable application fee
3. A master's degree from a U.S. Department of Education recognized educational institution or its equivalent
4. Official transcripts of all degrees. All documentation must be translated into English
*Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the university directed by students or person other than the providing institution are not acceptable.
5. A graduate GPA of at least 3.00
6. An interview with the D.B.A. Admissions Committee either in person, by telephone, or through tele-conferencing
7. Three letters of recommendation from previous professors or employers commenting on the applicant's ability to do doctoral level work
8. A 750 word Statement of Purpose indicating the applicant's interest in pursuing the advanced degree and future goals
9. Curriculum Vitae
10. Proof of English language proficiency. A score of 80 on TOEFL iBT, or 6.5 on the International English Language Testing System (IELTS)
11. Completed application with two recent passport size photos
12. Certificate of Financial Support with supporting documents
13. Copy of valid passport

Notice to Prospective Degree Program Students

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
 - Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017 and full accreditation by July 1, 2020. If this institution stops pursuing accreditation, it must:
 - Stop all enrollment in its degree programs, and
 - Provide a teach-out to finish the educational program or provide a refund.
- An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Academic

Graduation Requirements 64 Q/U 640 Hrs



To graduate, students must complete a minimum of 64 quarter units of the following coursework with a cumulative GPA average of 3.00 on a 4.0 scale:

- Complete 24 units of core courses.
- Complete 20 units of concentration courses.
- Complete 20 units of research/dissertation courses.
- Successfully complete the degree requirements within the time limit.

Time Limit

The D.B.A. program must be completed within 2 years from the time the student commenced the first course. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

Course Numbering System

600-649

Core Courses

650-699

Concentration Courses

700-740

Dissertation Courses

Qualifying Examination

Students must pass the Qualifying Examination at the completion of the Core Courses before proceeding to the Concentration Courses.

Comprehensive Examination

Students may not proceed to dissertation courses until they have passed the Comprehensive Exam composed of questions from the Core and Concentration courses. These questions test a student's command of the theoretical underpinnings and breadth of knowledge.

Dissertation

The entire D.B.A. program has its foundation in theoretical and practical applications as worked through the prism of research. All instructors have terminal degrees and are experts in their fields; therefore, work in the Core, Concentration, and Dissertation courses are of high quality; Directions for dissertation writing emphasize the importance of theory and research:

The following are requirements for the dissertation:

1. Dissertation topics must be within the context of one of the D.B.A. Concentrations, International Finance, International Management and International Marketing.
2. Dissertation topics must satisfy three additional requirements:
 - 1) Be original research
 - 2) Add new knowledge to the field;
 - 3) Focus on current business issues.

Specific topics can be selected from business problems that appear in the current business media, suggestions for additional research from journal articles in the appropriate concentrations. Research that merely repeats someone else's work using a different population is not appropriate for a doctoral dissertation. Studies that are focused on the application of existing knowledge to solve problems in a business, or in a country are valid business research, but are not appropriate for a doctoral dissertation. Dissertation topics in an area of interest that is not within the context of one of the D.B.A. concentrations at AIU may be appropriate for a doctoral dissertation, but not at this university.

The D.B.A. Director and Associate Director have oversight of the D.B.A. Dissertation Committee. A series of steps is in place to establish, monitor, and evaluate the work of these committees before a student has completed all the requirements for this degree. Two bound copies of the dissertation must be submitted to the Registrar before the degree can be awarded.

Course Sequence

Quarter	Course No	Course Title	Unit
CORE COURSES			
FIRST	DBA 600	Quantitative Methods for Management Decision Making	4
	DBA 610	Legal Environment of International Business	4
SECOND	DBA 620	International Business Strategy and Organizational Structure	4
	DBA 625	Technology and Information Systems Management	4
THIRD	DBA 630	Strategic Management	4
	DBA 640	Culture, Values, and Ethics in a Global society	4
		Qualifying Examination (10th Week of the Quarter)	0
CONCENTRATION COURSES			
FOURTH	DBA 660	International Economics and Trade	4
	DBA 670	Seminar in Special Topics: International consulting, International Entrepreneurship, and the Corporate Executive	4
FIFTH		DBA 680	Critical Role and Responsibilities of the Senior Executive
SIXTH	DBA 690	Advanced Seminar: Topics in International Finance, International Management, and International Marketing	4
		Comprehensive Examination (10th Week of Quarter)	0
DISSERTATION COURSES			
SEVENTH	DBA 700	Dissertation Research Design and Proposal: International Finance, International Management, and International Marketing	8
EIGHT	DBA 720	Dissertation Research Implementation	8
NINETH	DBA 740	Dissertation completion and Defense	4
Total Units Required for Awarding of Degree			64 units



Course Descriptions

Course No	Course Title	Units
DBA 600	Quantitative Methods for Management Decision- Making	4 quarter units/40 clock hours
Presents quantitative tools and mathematical models for management decision -making. Activities build upon an advanced knowledge of business statistics, including an intensive application of probability theory to managerial decision-making within uncertain business environments, extensive coverage of Univariate Statistics, Linear Programming, and Pert/CPM. Class activities include a review of hypotheses testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. Major emphasis on the formulation of projects and related data gathering and interpretation: focus groups, sample surveys, data management, statistical analysis, graphics, and communication of results are tools and techniques used.		
DBA 610	Legal Environment of International Business	4 quarter units/40 clock hours
Examines legal problems which arise from conducting business in a global environment, and considers the operation and business law of various legal systems, and of multi-national rule-making bodies. Emphasis upon the identification of potential legal problems in a worldwide context and the exploration of ways various cultures view the function of law and business regulation including corporate security.		
DBA 620	International Business Strategy and Organizational Structure	4 quarter units/40 clock hours
Analyzes contemporary theory of strategic management with emphasis on the role of the global manager and the challenges faced in an inter-cultural context. Topics include: developing and linking marketing and sourcing strategies, the impact of changing exchange rates, the impact of government incentives and controls, global configuration and coordination of value- creating activities, global competitive battles in specific industries, and the interplay of nations' economic strategies and those of multinational companies.		
DBA 625	Technology and Information Systems Management	4 quarter units/40 clock hours
Considers the impact of technology on organizations. Topics include: new product development; invest decisions and capital budgeting; decision support systems; expert systems; information technology; organizational design; e-Commerce; and management of information systems. Field trips to new technology and advanced information systems centers.		
DBA 630	Strategic management	4 quarter units/40 clock hours
A study of the strategic management issues that is unique to profit, not for profit, and government organizations. Topics include: defining characteristics of organization; the unique role of management in responding to the convergence of environmental demands; major contributions made by strategic management paradigms; the role of power and leadership in strategic behavior; and the role of culture and organizational inertia.		
DBA 640	Culture, Values, and Ethics in a Global Society	4 quarter units/40 clock hours
Examines the relationship of culture, values, and ethics within the global business environment and the ability of managers to respond effectively to societal, ethical, and cross-cultural managerial issues. Topics include: the dimensions of culture; national and ethic cultures; thinking patterns, value systems and reality models of different cultures; the alignment between environment, manager, and culture; and the development and implementation of strategies that build socially responsive and responsible global organizations.		
DBA 660	International Economics and Trade	4 quarter units/40 clock hours
Prerequisite: Entry is limited to those students who have passed the Qualifying Examination. Examines the theory of international trade and the economic and trade concepts fundamental to managerial decision-making, including an analysis of the global business environment of industrialized and developing countries. Key marketing functions considered: product price, place and promotional activities as a basis for evaluating marketing opportunities and implementing an overall organizational strategy. The application microeconomic and macroeconomic principles support selected strategies.		
DBA 670	Seminar in Special Topics: International Consulting, International Entrepreneurship, and Corporate Executive	4 quarter units/40 clock hours
Prerequisite: Entry is limited to those students who have passed the Qualifying Examination Introduce three aspects of highly differentiated career paths in business management. Those interested in international consulting will study basic consulting theory, the history of management consultation, the worldwide consulting industry, and the development of personal consulting skills. Field research on international consulting issues and practices. Those interested in international entrepreneurship will apply entrepreneurial theory and models to cases of international and global entrepreneurship. Topics include: International corporate development; venture capital and investment markets; differences in culture models of new business formation and related issues. Culminating activity: Venture/Business plan. Those interested in studying the corporate execute model will examine social psychological and group dynamics theory as applied to traditional and contemporary business settings. Topics include: leadership theory from historic research through contemporary applications, including cross-cultural perspectives: motivation in work organizations, group and team dynamics, and organizational climate and culture. Externship opportunity.		
DBA 680	Critical Role and Responsibilities of the Senior Executive	8 quarter units/80 clock hours
Prerequisite: Entry is limited to those students who have passed the Qualifying Examination Analyzes the complex role of the senior executive whose leadership is critical to overall business operations. Focuses on finances, accounting, and marketing issues as cornerstones in the decision- making process. Emphasis on: financial growth strategies: planning and control techniques through accounting data and information; and the acquisition of analytical decision-making tools that apply to managerial aspects of marketing functions and tasks. Other topics include: environmental analysis; the international context; social, legal, and macroeconomic influences; the role of the CEO with boards, media, and other publics, and business ethics.		

DBA 690 Advanced Seminar: Topics in international Finance, International Management, and International Marketing 4 quarter units/40 clock hours

Prerequisite: Entry is limited to those students who have passed the Qualifying Examination

Focuses on current and recent research in International Management, International Finance, and International Marketing preliminary to student selection of possible research questions for the dissertation. Topics include: the identification of major issues, the examination of theoretical and applied models in each management specialization, the application of concepts for further research from case studies, dissertation, journal articles, the Internet, and other sources.

DBA 700 Dissertation Research Design and Proposal: International Finance, International Management, and International Marketing 8 quarter units/80 clock hours

Prerequisite: Entry is limited to those students who have passed the Comprehensive Examination. The class meets eight hours per week for 8 units of credit

This course prepares students for their doctoral dissertation research. It includes identification and analysis of current critical issues as potential topics for the dissertation; the preparation of a dissertation proposal, including research design.

Students will focus on one of three areas: International Finance, International Management, or International Marketing. Special emphasis in completing the Review of the literature (Chapters 2).

DBA 720 Dissertation Research Implementation 8 quarter units/80 clock hours

Prerequisite: DBA 700

Students may receive a maximum of four units of credit, but must continue course registration until prepared for DBA 740. Activities focus on the completion of the dissertation chapters with input and guidance from the student's committee members. Special emphasis in completing of the Research Problem (Chapter 1) and the Methodology (Chapter 3) and the final version of any data- collection instrument or form required for the study. The course is completed when the student has assembled the entire set of findings corresponding to the research questions, and has written and obtained approval for the Findings (Chapter 4).

DBA 740 Dissertation Completion and Defense 4 quarter units/40 clock hours

Prerequisite: DBA 720

Activities consist of : Submission and the gaining of approval for the Conclusions and Recommendations (Chapter 5); Successful completion of the oral defense; and incorporation of any suggestions or directives given during the oral defense concerning modifications, deletions, or additions to the printed material. Approval of the chairperson and committee members is required for the submission of the dissertation for publication. Copies must be made available to the Registrar and the University Librarian before the conferring of the degree.



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each Quarter)	\$ 50
Late Registration Fee	\$ 50

Tuition (Per Quarter Unit)

Academic Courses	\$300
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Exam (Per Exam)	\$100
Late/Make-up Exam	\$100
Removal of Incomplete Grade	\$ 50
Transcript (One Week Required)	\$ 20
Transcript (Two-day Service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100



Total Coast of Doctor of Business Program (8 Quarters)

Tuition	\$19, 200
Registration Fee	\$400
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$20, 700



School Of Education

Associate of Art in Early Childhood Education
Master of Science in Physical Education



Associate of Art in Early Childhood Education

Mission / Purpose / Objectives

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. By combining the traditional with the contemporary of the study of Early Childhood Education, partnering academic with non-academic, CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency in this field.

Purpose

CTU's purpose for Associate degree in Early Childhood Education is to provide the highest standards of educational excellence within the early childhood development program, implemented through the following:

- Assisting early-care educators in applying the principles of child development and age-appropriate education within the context of the program;
- Providing a positive influence with the state legislatures, child care licensing agencies, and other professional child development organizations;
- Offering opportunities for students in the program to build a well-trained staff based on developmentally appropriate concepts;
- Encouraging students to participate in community events which promote the benefits of a developmental approach to early childhood education.

Objectives

The Early Childhood Education Program is designed to meet individual career goals, foster positive parenting skills and increase individuals' general understanding and appreciation of childhood. Students will gain an understanding of cognitive, psychosocial, and physical development of the child from conception through kindergarten and the application of this knowledge to work with children and families. It will prepare students for employment in child development programs including preschools, children's centers, family childcare centers, school age programs, and infant and toddler programs.

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Educational Programs – Early Childhood Education

California Trinity University offers the Associate Degree in Early Childhood Education and will allow students to be able to enjoy both personal and professional benefits of high affordable study. Our program is aligned with the Child Development permit which is required for teachers that work in State-Funded ECE/CD programs. Graduates of the ECE/CD program with the ECE/CD Associate Degree Programs are prepared for positions in the Early Care and Education field as teachers, family child care providers and professionals in elementary school settings.

Early Child Development Permit

The demand for qualified early childhood and child development program professionals continues to grow due to changes in demographic and socioeconomic patterns in society at large. Licensing and teaching permit agencies require child development program teachers and administrators to complete specific academic courses to be eligible for positions in child care settings.

CTU's ECE/CD Certificate Program is aligned with the Child Development Permit regulations. The Permit has been approved by the California Department of Education and the Commission on Teacher Credentialing for child care and development centers operating under Title 5 (publicly subsidized).

The Child Development Permit emphasizes professional development and will eventually impact the entire Early Childhood Education field. The career lattice approach acknowledges the importance of many entry points into the profession. The Child Development Permit has taken the place of the Emergency Children's Center Instructional Permit, the Children's Center Supervision Permit, and the Life Children's Center Supervision Permit.



Admission

Admission Requirements

Students may apply at any time and may start at the beginning of any quarter or month. However, all required documents listed below must be submitted to the Admissions Office at least 10 days prior to the beginning of the first day of class. Applicants who are judged to be fully qualified to successfully complete the University's educational programs will be notified in writing for a personal interview with the Academic Dean. For those who live far from the campus and find it impractical to make a special trip, the required pre-admission interview may be made by telephone, at the discretion of the Registrar. All applicants are required to submit the following:

1. Has completed high school with at least a GPA of 2.0 or higher on a 4.0 scale;
2. Proof of age showing at least 18 years of age at the time of enrollment;
3. Proof of social security number for future applicants to California License Board Examination;
4. Go through a formal evaluation and credential process of their academic records and transcripts (foreign country educated students only);
5. No criminal records.

The Admission Committee will consider all applicants that meet minimum requirements, however this is not a guarantee of acceptance.

Academic

Graduation Requirements 90 Q/U 900 Hrs



An associate degree in Early Childhood is awarded to students who have developed skills necessary to work as teachers with infants, toddlers or preschoolers in early childhood settings. This program enables candidates to be able to work not only as a teacher but also as a child care provider in a day care.

Courses emphasize strong theoretical and practical skills needed to work with children from new born to 5 years of age including children with disabilities. Students need to take a total of 90 quarter units in order to earn the Associate Degree in Early Childhood Education.

Degree Requirements

66 Units -Early Childhood Courses

Early Childhood Growth, Development	(3)
Children in Relation with Home & Community	(3)
Child Creative Experience	(3)
Curriculum in Early Childhood Education	(3)
Organization & Management of Child Care Center	(3)
Organization & Management of Child Care Center II	(3)
Early Childhood Health	(3)
Introduction to Early Childhood Education: Principles and Practices	(3)
Parent-Teacher-Child Interaction	(3)
Observing and Recording Children's behavior	(3)
Fostering Literacy Development in Young Children	(3)
Administration and Supervision of Early Childhood Programs I	(3)
Administration and Supervision of Early Childhood Programs II	(3)
The Child in a Diverse Society	(3)
Programs for Children with Special Needs I	(3)
Programs for Children with Special Needs II	(3)
Positive Guidance in Early Childhood Settings	(3)
Adult Supervision and Early Childhood Mentoring	(3)
Early Childhood Research	(6)
Early Childhood Field Study Experience	(6)

TOTAL QUARTER UNITS: (66)

24 Units -Required Courses for Associate Degree (A.A)

10 quarter units of English, English Literature, ESL or related field	(10)
6 quarter units of Biology, Chemistry, Physics, Math or related field	(6)
4 quarter units of Foreign Language, Dance, Art, or related field	(4)
4 quarter units of History, Anthropology, Geography, Sociology, human development or related field	(4)

TOTAL QUARTER UNITS: (24)



Course Descriptions

EC 101 Early Childhood Growth and Development (3)

Required Text: TBA

A study of the basic principles of development and learning for early childhood development, including children's cognitive, language, social, emotional, and physical development for children. Students will be able to gain knowledge of the nature of children and principle of human development; understand diverse areas of human development according to the theories of child development; develop the sense of observation skills through the field experience for the preparation of teaching practice designing lesson plans and teaching experiences with specific age and areas of child development; be an expert in the area of child development in theory and practice.

EC 102 Children in Relations with Home & Community (3)

Required Text: TBA

This course is designed to bring about understanding, recognition and cooperation between home, school, and community. Students will be able to understand changing family patterns and ways to work with various types of families; recognize the importance of teacher/parent partnerships; develop communication skills with parents; explore helpful community and education resources for children and their families; identify issues related to home, family, school, and community that affect children; develop ways to handle child advocacy for those under particular circumstances.

EC 103 Child Creative Experience (3)

Required Text: TBA

This class is a study of values of creative experiences for children. Dramatic play, art, blocks, and music activities are explored, as well as skills in curriculum planning, class organization, language arts, social studies, mathematics, manipulative, science, and cooking. Students will be able to develop a lesson plan for art, language, science, music, cooking and other extra curricula. They will be able to design any learning activities in developmentally appropriate ways and integrate any theme to there lessons plan.

EC 104 Curriculum in Early Childhood Education (3)

Required Text: TBA

This course is designed to study the historical, philosophical, psychological and spiritual basis of curriculum for early childhood education and to learn how to create, execute, and evaluate the successful curriculum and instruction for young children within child care programs. Students will be able to apply various teaching methods and practices into their curriculum; develop appropriate learning centers for young children to promote their development in different areas; apply successful classroom management skills to promote enjoyable teaching and learning environment.

EC 201 Organization & Management of Child Care Center I (3)

Required Text: TBA

Child Care Center directors are responsible for understanding licensing certification and other regulations pertaining to provisions of services for young children. Each individual regulation has been developed by government bodies. Directors must understand the regulations and apply it to their programs and ensure that all requirements are fulfilled in a timely manner. Through this class, the essential information to do the work of center director will be discussed. The course will help students perform the tasks that are necessary for efficient program maintenance according to government rules and regulations.

EC 202 Organization & Management of Child Care Center II (3)

Required Text: TBA

Continuation of EC201

EC 203 Early Childhood Health (3)

Required Text: TBA

Students will learn the nutritional needs and physical and medical well-being of children from birth to adolescence. This course also includes topic in special needs and/or disabilities. All necessary topics of early childhood health are covered.

EC 204 Introduction to Early Childhood Education: Principles and Practices (3)

Required Text: TBA

Prerequisite: Annual TB test record

This course covers an overview of the field of early childhood education. Students will learn about various career opportunities, the responsibilities of being a teacher and general curriculum development. Students will also learn about the principles and practices of early childhood education.

EC 205 Parent Teacher Child Interaction (3)

Required Text: TBA

This topic teaches the parent-teacher conference techniques. It also includes the learning of role-playing and personal interviews so that students can gain confidence in working with parents and children.

EC 206 Observing and Recording Children's behavior (3)

Required Text: TBA

This course teaches observing, recording and interpreting children's behavior. Students need to use diaries, note voice recording and other forms of written records to analyze students' behavior.

EC 207 Fostering Literary Development in Young Children (3)

Required Text: TBA

Students will study how to promote early literacy for children. Students will do hands on projects related to developmentally appropriate approaches in promoting and reinforcing early literacy. Students will study fostering literacy through appropriate curriculum, assessment, talking, playing, reading and writing.

EC 208 Administration and Supervision of Early Childhood Programs I (3)

Required Text: TBA

This course includes the study of principles and practices of school organization and administration. It includes the study of budgeting, organized structure, personnel policies and practices, records, statistics, reporting and overall relationship with the community guidelines and resources.

EC 209 Administration and Supervision of Early Childhood Programs II (3)

Required Text: TBA

A continuation of EC 208 course. This course studies depth about budget, staffing and the use of software and computer systems. This course also studies the proposal writing, staff relations, in-service training, working with parents, working with agencies or boards, and other related administrative laws.

EC 210 The Child in a Diverse Society (3)

Required Text: TBA

This course studies about young children in a diverse society including race, language, culture, gender, age, social class and children with special needs or disabilities, including appropriate curriculum development and assessment studies.

EC 211 Program for Children with Special Needs I (3)

Required Text: TBA

This course focuses on adapting the curriculum, instructional strategies and physical environment for special needed children. Students will also be exposed to laws and legislations regarding the children and their families. This course also focuses on learning the process and assessment for Individual Family Service Plan.

EC 212 Program for Children with Special Needs II (3)

Required Text: TBA

This course is a continuation of the course EC 211. It contains the political and social implication that affects special education and talks about different categories of disabilities. The Individual Educational Plan (IEP) will be discussed, where students will learn in detail about how to implement materials, goals and objectives for students with special needs. Students will also learn teaching techniques and activities for students with special needs.

EC 213 Positive Guidance in Early Childhood settings (3)

Required Text: TBA

This course will study the appropriate management techniques for children in childhood settings. Emphasis will be on developing culturally sensitive plans for behavior management of traditional and special needs students.

EC 214 Adult Supervision and Early Childhood mentoring (3)

Required Text: TBA

This course focuses on studying modalities and principles for supervising teachers, staff and student teachers in an early childhood program. The roles of the director, teacher, staff and student teacher will be studied. Students will learn different styles of supervision.

EC 215 Early Childhood Research (6)

Required Text: TBA

This course is designed for students who need to take the directed study.

INT 101 Early Childhood Field Experience (6) 60hours

Required Text: TBA

Students will go out into the field and have hands-on training in various Day Care Centers. This course also covers observations and evaluation of children in playground, inside and outside of the classroom.

ESL Course (6)

Please refer to the ESL catalogue for class information (ESL 110~ESL 232)

History, Anthropology, Geography, Sociology, human development or related field, General Biology, Physics & Biophysics, Basic Chemistry, General Psychology courses (6) - Please refer to the MSOM (Master of Science in Oriental Medicine) catalogue for course information

SPN 100 Introduction to Spanish (4)

Required Text: TBA

Basic Introduction to Spanish will be covered. Grammar, syntax and vocabularies will be covered.

KOR 100 Introduction to Korean (4)

Required Text: TBA

Basic Introduction to Korean will be covered. Grammar, syntax and vocabularies will be covered.

MOD 102 Modern Dance (4)

Required Text: TBA

This course is designed for students who like to move, take risks and be expressive. Musical selection includes African beats, blues, and classical and hip hop dance techniques. Through a continuous warm-up, students will get the blood pumping to strengthen and stretch the body.





Required Textbooks

- EC101** Berk, Laura E., (2005). *Child Development*, (7th Edition). Allyn & Bacon, Inc.
- EC102** Barna, George (2007). *Revolutionary Parenting: What the Research Shows Really Works*. Tyndale House Publishers
- EC102 & EC103** Jongsma Jr., Arthur E., McInnis, William P., Peterson, L. Mark (2006). *The Childhood Psychotherapy Treatment Planner*. (Paperback-Revised Edition). Wiley, John & Sons, Inc.
- EC104** Healy, Jane M. (2004). *Your Child's Growing Mind: Brain Development and Learning From Birth to Adolescence*. Broadway Books
- EC104** Rogers, Karen B. (2001). *Re-Forming Gifted Education: How Parents and Teachers Can Match the Program to the Child*. (New Edition). Great Potential Press Inc.
- EC201** Olds, Anita Rui. (2000). *Child Care Design Guide*. The McGraw-Hill Companies
- EC201** Copeland, Tom, Friske, Deloris, Mork, Beth. (2006). *Family Child Care Contracts and Policies: How to Be Businesslike in a Caring Profession* (Redleaf Press Business Series). Consortium Book Sales & Distribution
- EC201** Dorsey, Anne, Sciarra, Dorothy June. (2002). *Developing and Administering an Early Childhood Center*. (Fifth Edition). Cengage Learning.

Other equired Textbooks

New Hampshire. (2006). *Comprehensive plan for early childhood health and development for New Hampshire: A road map to collaboration*. Concord, N.H.: NH Department of Health and Human Services.

Fawcett, M., Selwyn, J., Ebooks Corporation., & Boushel, M. (2008). *Focus on Early Childhood: Principles and Realities*. Chichester: John Wiley & Sons.

Kelly, E. J. (1974). *Parent-teacher interaction: A special educational perspective*. Seattle: Special Child Publications.

Cook, Ruth E. (2007). *Adapting Early Childhood: Curricula for Children With Special Needs*. Prentice Hall.



Financial



Tuition and Fees

The University reserves the right to amend the schedule of tuition and fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each quarter)	\$ 50
Late Registration Fee	\$ 35

Tuition (Per Quarter Unit)

Academic Courses	\$120
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Examination (per exam)	\$100
Late/Make-up Examination	\$100
Removal of Incomplete Grade	\$ 50
Transcript (normal period=1 week)	\$ 20
Transcript (2-day service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Examination	
(Re-tests, per exam)	\$ 75
Graduation Assessment Test (GAT)	\$100

Total Cost of A. A. Program (8 Quarters)

Tuition	\$13,680
Field Study	\$4,800
Registration Fee	\$400
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$19,980



Master of Science in Physical Education

Mission / Purpose / Objectives

Mission

CTU strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. By combining the traditional with the contemporary of the study of Physical Education, partnering academic with non-academic, CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency in this field.

Purpose

The University provides the opportunities for students to develop the knowledge, skills, and dispositions necessary to meet their personal and professional goals in the fields of physical education and other exercise occupations. CTU provides our graduate students the education that will reflect knowledge to their profession and they will be able to do collaboration with colleagues. The Master's Program ensures that it reflects the most current knowledge and practices while enabling students to contribute to ongoing research efforts.

Objectives

- Creating and supporting research and scholarly inquiry;
- Preparing the next generation of educators, scholars, and leaders through exemplary undergraduate and graduate degree programs;
- Collaboratively serving schools and communities through programs that prepare highly competent professionals with an ethic of care;
- Offering challenging learning opportunities in a supportive and diverse environment.

Admission Requirements

Domestic Applicants

The admission requirements below must be met before an application is considered complete.

1. A Graduate Application for Admission
2. \$100 non-refundable application fee
3. Official transcripts from all institutions
4. A bachelor's degree from a regionally accredited institution. Twelve semester units of undergraduate or graduate coursework in education, or a baccalaureate degree or concentration in physical education
5. A minimum baccalaureate grade-point average of 3.0 on a 4.0 scale
6. Two letters of recommendation by professors or employers who have current knowledge of applicant's academic ability and potential
7. Resume or Statement of Experience

International Applicants

Candidates should also meet all standard admission requirements as domestic in addition to the following criteria.

1. Be proficient in English
2. I-20 Request Form
3. Official TOEFL/IELTS score report (if applicable)
4. An affidavit of support and a bank statement proving financial ability to pay for educational costs through personal, family, or sponsor resources
5. Two recent photos
6. A resume showing work experiences

Notice to Prospective

Degree Program Students

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

- Become institutionally accredited by an

accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

- Achieve accreditation candidacy or pre-

accreditation, as defined in regulations, by July 1, 2017 and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs,

and

- Provide a teach-out to finish the educational

program or provide a refund.

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

Academic

Graduation Requirements 62 Q/U 600 Hrs



In the graduate program of Physical Education, students apply multiple perspectives to problems related to exercise, fitness, motor skill and development in the contexts of activities of daily living, sports, and other forms of human physical activity. Graduate students will complete the program with strong theoretical and experience the evaluation of current issues in the field. They are able to apply these skills in a wide variety of careers as well as further graduate studies. The majority of students enrolled in this program are physical education teachers, coaches, athletic directors, sports managers, and even entrepreneurs in the field of sports and fitness training.

Graduates from our program can gain entry into a number of physical and human movement related jobs or seek advanced studies leading to careers in athletic training, cardiac rehabilitation, adapted physical education, coaching, fitness program management, consulting, community-based program development, biomechanical analysis of movement and research in exercise physiology or sports-related endeavors.



Curriculum

The Master's Program in Physical Education consists of 56 units and includes a PE core, Biomechanics Emphasis courses, and Electives (Undergraduate courses equivalent to Electives can be transferred as a part of the Elective courses). Students can select electives that best meet their professional or personal needs. Final approval of the student's program will be evaluated by the graduates faculty, and all of the units must be completed at the University. Our program is designed to prepare the student to achieve his/her stated career objective.

Curriculum (Total 62 Quarter Units)

M.A. Core Requirements (42 Quarter Units, 12 Courses Required)

Physical Education Core

MPE 620 - Management and Administration in Kinesiology
 MPE 621 - Controversial Issues in Health & Society
 MPE 622 - Principles of Coaching & Leadership
 MPE 630 - Sport Psychology
 MPE 560 - First Aid
 MPE 562 - CPR

Biomechanics Emphasis

MPE 623 - Advanced Biomechanics
 MPE 624 - Mechanical Analysis of Human Performance
 MPE 625 - Physiological Basis of Human Performance
 MPE 626 - Neuromuscular Control of Movement
 MPE 627 - Biomechanics of Human Performance
 MPE 628 - Quantitative Biomechanics

M.A. Elective Requirements (20 Quarter Units)

- must choose a minimum of 20 units (7 courses) in electives



Course Descriptions

Core Course

MPE 620 Management and Administration in Kinesiology (4)

This class will prepare students towards the principles and techniques of administration in health, activity and academic settings including budget, personnel supervision, resource acquisition, leadership techniques, and facility management. Analysis and evaluation of published studies in kinesiology

MPE 621 Controversial Issues in Health & Society (4)

Encourages critical thought on important health issues and provides a context for controversy. Explores dimensions and approaches the study of health and society. Examines a variety of opposing viewpoints related to health science and personal health using a debate framework. Topics include euthanasia, sexuality and gender issues, human cloning, stem cell research, organ trafficking, gun control, substance abuse, etc.

MPE 622 Principles of Coaching & Leadership (4)

This class will discuss methods of teaching sport skills and sport management skills. The purpose is to promote athletes' growth, development, and learning, while teaching age-appropriate skills. It includes analysis of National Coaching Standards.

MPE 623 Advanced Biomechanics (4)

Advanced biomedical concepts applied to human movement, examination of research, and biomechanical analyses of movement activities. Students will be introduced to performance, occupational, and clinical settings. Laboratory techniques including analysis, force platform, and electromyography will also be discussed and examined.

MPE 624 Mechanical Analysis of Human Performance (4)

Newtonian mechanics applied to human movement. Analysis of sports techniques.

MPE 625 Physiological Basis of Human Performance (4)

A study of physiological changes that occur with exercise. Emphasis on the cardiorespiratory, muscular, and biochemical adaptations to training, and how these affect human performance. Physiological principles are applied to athletic training, adult fitness, weight regulation, and physical therapy.

MPE 626 Neuromuscular Control of Movement (4)

An overview of neural mechanisms underlying motor control. Include applications of neurophysiological principles to human motor performance.

MPE 627 Biomechanics of Human Performance (4)

Study of the mechanical principles of human motion through detailed analysis and specific movements; general applicability of the principles, forces, moments, stability, and linear and angular momentum.

MPE 628 Quantitative Biomechanics (4)

Solve problems in the kinematics and kinetics of linear and angular motion using the appropriate equations. Demonstrate an understanding of the information to be obtained from the collection and processing of video, force platform, and electromyographical instrumentation.



Elective Courses (Choose 20 or more units for elective courses)

Students should choose at least 5 courses out of 16 courses as below.

MPE 512 Sport Psychology: Counseling (4)

Educates professionals in learning theoretical constructs and implementing related counseling interventions with athletes. Students will investigate the application of sport psychology/counseling strategies across many different fields and domains, such as physical education, counseling, and sport administration.

MPE 513 Sports in Society: Contemporary Issues (4)

This course is a study of organized sport in contemporary society. By increasing understanding of many of the issues and controversies based in the structure of sport, individuals will be able to understand the complex nature of this social institution. Issues such as race, social class, gender, politics, religion, economics, media, physical disabilities, sexual orientation, and ethics as they relate to sports will be studied.

MPE 514 Sports and Fitness Conditioning (4)

This course will introduce students to the bases of sports and fitness conditioning, including aerobic and anaerobic power, strength, flexibility, and analysis of conditioning components for sports and fitness.

MPE 515 Motor Development (4)

Examination of principles of growth and developmental theory with emphasis on factors affecting changes in movement potential of individuals.

MPE 521 Practice of Combined Martial Arts Techniques (4)

Improve the ability of teaching and concept for Martial Arts such as Taekwondo, Judo, Hapkido and so on. Practice comprehensive Martial Arts techniques in general.

MPE 524 Practical Application of Humanity and Social Science of Sport Knowledge (4)

Apply sport knowledge to the real sports field. Practice and discuss the result of this application.

MPE 530 Nutrition/Health Promotion (4)

The course introduces students to the theory and research concerning fitness and wellness programs in nutrition, physical activity, smoking cessation, and stress management.

MPE 531 Fitness Management (4)

Students will examine the development of the fitness/wellness industry. The course also focuses on planning, organizing, promoting, and managing fitness/wellness programs.

MPE 532 Obesity, Exercise and Health (4)

Critically examines scientific and medical evidence concerning obesity, exercise, and health across the life span.

MPE 533 Physical Activity and Aging (4)

Examines and discusses the theoretical and applied health-related research on physical activity and aging.

MPE 534 Current Health Issues (4)

This course is an advanced seminar investigating current health issues. Students will examine factors that influence health status, current and historical trends in health and disease, and the healthcare system in the U.S.

MPE 535 Tests & Measurement in Physical Education (4)

Descriptive statistical methods including central tendencies, dispersion, standard scores, correlation, based on probability theory will be addressed. The elements of test construction: table of specifications, reliability, validity and item analysis will be considered. Students will become familiar with norm referenced, criterion referenced and performance instruments and will study the diagnostic teaching model of instruction. Technology will be used to simulate evaluation and statistical analysis.

MPE 550 Analysis of Curriculum and Teaching in Physical Education (4)

This course reviews the curriculum innovation and materials, teaching styles and behavior analysis in physical education. Students will become familiar with the program development, teacher personality and learning climate and verbal and non-verbal behaviors as related to learning.

MPE 551 Coaching Theory and Techniques (4)

Principles of effective coaching, including the role of the coach, practice planning, leadership theory, sport psychology and teaching motor skills will be the main focus of this class.

MPE 552 Observation and Analysis of Teaching PE and Coaching (4)

Students will focus on the observation and analysis of teaching physical education and coaching sports with special emphasis in pedagogical systems.

MPE 553 Physical Education for the Exceptional Individual (4)

Principles and objectives of programming for exceptional individuals in physical activity will be discussed in this class. The course will focus on the diagnostic techniques, activity modifications, contra-indicated activities and causes of disabilities. (On-line for distance learning)

*** Elective Course 1 Unit : 9 Hrs**



Financial



Tuition and Fees

The University reserves the right to amend the schedule of tuition and fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each quarter)	\$ 50
Late Registration Fee	\$ 35

Tuition (Per Quarter Unit)

Academic Courses	\$210
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Examination (per exam)	\$100
Late/Make-up Examination	\$100
Removal of Incomplete Grade	\$ 50
Transcript (normal period=1 week)	\$ 20
Transcript (2-day service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation. Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Examination	
(Re-tests, per exam)	\$ 75
Graduation Assessment Test (GAT)	\$100

Total Cost of Master Program (8 Quarters)

Tuition	\$11,760
Registration Fee	\$200
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$13,060



Certificate Program

Medical Massage Therapy



Medical Massage Therapy

Purpose / Objectives

Purpose

Students interested in a career or continuing education in bodywork therapy are provided with a strong therapeutic aspect to their training, as well as an inspiring introduction to the profession possibilities offered by massage. Some of the finest and most effective body therapy techniques have been developed to maintain health without using surgery. CTU's massage therapists receive training at advanced levels in various techniques. Our students also learn to apply their massage skills to problems affecting specific parts of the body like lower back pain, neck pain, and stiff shoulders. This type of skills are useful when seeking employment in chiropractic or acupuncture clinics.

Objectives

Our objective is to:

- Provide graduates of the Massage Therapy with the skills necessary to deliver safe and effective bodywork therapy, in order to apply the principles of natural healing and to become an integral part of the modern health care system.
- Continue to advance this tradition by expanding the knowledge and skills of our graduates.
- To further understand the profession of bodywork therapy through dialogue with other members of the health care community and the public.

Graduates of California Trinity University Massage Therapy may be eligible, depending on their course selection, to take the massage exams administered by Certification Massage Therapy Council (CMTCC).

Graduates of California Trinity University Massage Therapy may be eligible, depending on their course selection to take the massage exams administered by California Massage Therapy Council (CAMTC).



Admission

Admission Requirements

People considering a course of study in massage therapy at California Trinity University are invited to visit our school and discuss objectives and study plans with the administrative staff. Students may enroll any time up to the beginning of each term. To be admitted a student must have things below:

- Completed application and submitted application fee;
- Two letters of recommendations;
- Recent photograph/Drivers License/Passport;
- Be at least 18 years of age;
- Official High School transcript, a certified copy of a high school diploma or a certified copy of a GED certificate;
- Be physically capable of performing and receiving massage techniques taught in the program;
- Complete a personal interview with the administrative staff to assess academic and financial capabilities, as well as goals.

Notice to Prospective Degree Program Students

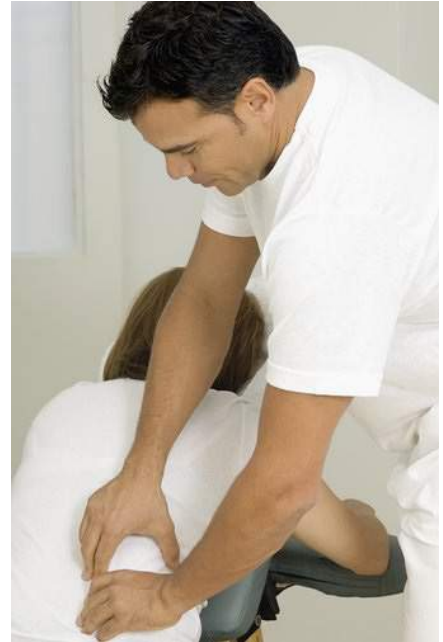
This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

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

If this institution stops pursuing accreditation, it must:

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

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



Academic

Certificate Requirements 63 Q/U 630 Hrs



Course Required for Massage Therapy Certificate : Total 63 units/630 hours

BASIC ASSESSMENT & APPLICATION COURSES:

Required – 40 units/400 hours

Course No.	Course Title	Credits	Hours
MANP-201	Anatomy & Physiology I	4	40
MANP-202	Anatomy & Physiology II	3	30
MKIN-401	Kinesiology I	3	30
MKIN-402	Kinesiology II	3	30
MPATH-301	Pathology	4	40
MBPE-101	Business and Professional Ethics	1	10
MCNM-101	Contraindications of Massage	1	10
MHLH-101	Health & Hygiene	1	10
MMSE-350	Massage Essentials	4	40
MDTM-351	Deep Tissue Massage	4	40
MTPB-352	Theory and Principles of Body Work	4	40
MTMS-353	Therapeutic Massage	4	40
MCMT-354	Assessment of Chinese Medical Theory	4	40
Total : 40 units		400 hours	



ELECTIVE COURSES: Required – 16units/160 hours

Course No.	Course Title	Credits	Hours
MSHIA-710	Shiatsu	3	30
MTUA-711	Tui-Na	3	30
MSMG-712	Sports Massage	3	30
MPNF-713	Proprioceptive Neuromuscular Facilitation	2	20
MRFX-714	Reflexology	2	20
MARO-715	Aromatherapy	1	10
MHYD-716	Hydrotherapy	1	10
MHBM-717	Herbal Medicine	1	10
Total : 16 units		160 hours	



INTERNSHIP PROGRAM: Required – 10 units/100 hours

Course No.	Course Title	Credits	Hours
MINT-551	Internship I	5	50
MINT-552	Internship II (Elective)	5	50
Total : 10 units		100 hours	

CONTINUATION EDUCATION PROGRAM

Course No.	Course Title	Credits	Hours
METH-801	Ethics of Touch and Active Listening	2	20
METH-802	Ethics of Therapeutic Relationships	2	20
METH-803	Ethics of Practice Management	2	20
Total : 6 units		60 hours	



Course Descriptions

Basic Assessment & Application Course

MANP-201: Anatomy & Physiology I

(4)

40hours

4hours/week

Specifically designed for Natural Therapeutics practitioners. It includes a thorough examination of muscles, bones, nerves, and the function of the body systems. All body systems, including cells, tissues, the integumentary, musculoskeletal, and nervous systems are covered.

MANP-202: Anatomy & Physiology II

(3)

30hours

3hours/week

A continuation of Anatomy & Physiology I. Class time includes lecture and hands-on palpation to enable the student to fully integrate the material. Emphasis is placed upon studying and analyzing the human structure and its effect on body functions.

MKIN-401: Kinesiology I

(3)

30hours

3hours/week

The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper and lower body and the postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

MKIN-402: Kinesiology II

(3)

30hours

3hours/week

A continuation of Kinesiology I focuses on detailed skeletal-muscular movement, where students begin to learn symptoms of skeletal muscles of the upper and lower body and the postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

MPATH-301: Pathology

(4)

40hours

4hours/week

Students learn to understand how diseases develop in the body and how to prevent this from happening. Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. We will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help you better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and well being are also covered.

MBPE-101: Business and Professional Ethics

(1)

10hours

1hours/week

In this class you will have an opportunity to find out what your greatest strengths and weaknesses in business are and learn how to work with others to create greater efficiency. It will prepare students for a broad range of employment opportunities. Information on business procedures, including licensing, accounting, insurance reimbursement, and various marketing strategies are presented. Ethical and professional standards for massage therapists are discussed, and situational dilemmas are presented.

MCNM-101: Contraindications of Massage

(1)

10hours

1hours/week

Develops students' knowledge of common contraindications, medical precautions and endangerment sites relating to massage. It will also present information on proper intake forms, formulation of treatment plans, professionalism and informed consent. Students will learn when massage is appropriate and when massage is not appropriate for clients with common medical conditions.

MHLH- 101: Health & Hygiene

(1)

10hours

1hours/week

Hygiene is one of the most important factors when it comes to performing massage therapy. This class will cover different types of cleanses for each of the organs and systems in the body so that you can not only prevent disease but can actually help to heal diseases that are already present. Many of the diseases plaguing our world today originate due to one or more of our organs being toxic.

MMSE- 350: Massage Essentials

(4)

40hours

4hours/week

The Massage Essentials course is a unique program training students in the fundamental, principles of massage therapy as a whole. In this class students will learn all of the basic traditional bodywork techniques that are used in a practice. So rather than focusing on the techniques, they will be trained in the underlying techniques. Students conduct research case studies to explore which style of work clients prefer and correlate these preferences to body-mind-spirit issues. The class includes both theory and hands-on application.

MDTM-351: Deep Tissue Massage

(4)

40hours

4hours/week

This hands-on class introduces deep tissue massage and trigger point muscle therapy. Focus is on reviewing terminology, muscle origins and insertions, trigger point pain patterns, muscle actions and record keeping. Students will have an expanded ability to focus on the musculature that is the source of pain and be able to release the muscles being affected by trigger points.

MTPB-352: Theory and Principles of Body Works

(4)

40hours

4hours/week

The theory, assessment and treatment techniques for Asian Bodyworks are taught. These include learning about Zang-fu (internal organ) signs and the Acupressure Point assessment and treatment. Our treatment techniques include balancing the Five Elements with Acupressure Points to treat specific conditions. The class will be exposed to a wide variety of bodywork approaches, including Swedish massage, Oriental massage theories, energetic techniques, and integrated massage approaches. Students will learn about the philosophy and effects of these and many other approaches. Also, included in this training is the use of Energy Building so that students can learn to build up the stamina and power to interact with clients in all spiritual, emotional and physiological levels.

MTMS-353: Therapeutic Massage

(4)

40hours

4hours/week

The massage portion of our program includes techniques in Swedish Massage and Myofacial Therapy. These massage techniques are employed to relax the muscles and increase blood flow throughout the body. It helps bring nutrition to the cells, as well as removes waste and toxins which have accumulated in the body. Students will learn how to prompt deep relaxation techniques, to facilitate flexibility, proper muscle tone and spinal alignment. In addition to hands-on techniques, professional conduct and draping will be practiced as well.

MCMT-354: Assessment of Chinese Medical Theory

(4)

40hours

4hours/week

In this class students will learn about the philosophy and practice of Chinese medicine, emphasizing health as balance and illness as imbalance. We will concentrate on the assessment methods of traditional Chinese medical theory: palpation, pulse reading, tongue observation, body and facial analysis, listening, smelling, and questioning. Students learn the foundational theory and are provided the opportunity to apply each of the techniques through in-class practice and case studies. Students will also learn about chi, as well as Traditional Chinese Medicine practitioners integrate massage, herbs, and dietetic theory into their approach. Qi Gong and Storing & Extending techniques are practiced.

ELECTIVE COURSES

MSHIA-710: Shiatsu

(3)

30hours

3hours/week

This hands-on class deepens the level of students' competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. This class will work with specific meridian pathways to support a client's overall health by balancing, enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.

MTUA-711: Tui-Na

(3)

30hours

3hours/week

Tui Na is an ancient style of massage from China, providing a major treatment method for soft tissue damage, joint and tendon disease and internal disorders. Students will learn 14 Tui Na hand techniques and their applications, along with acupuncture, moxibustion, herbs and Qi Gong. This course will also cover the fundamentals of traditional Chinese medicine along with locating 20 acupressure points and knowing their functions. This hands-on course will provide students with the skills to utilize Tui Na in sessions. I

MSMG-712: Sports Massage

(3)

30hours

3hours/week

This hands-on class presents techniques that can be applied with various athletes and injury cases. The class instructs in a specific massage technique that uses a system of smooth movements such as gliding, compressing, and stretching. Pre-event and post-event massage techniques as well as maintenance/remedial massage techniques will be covered. Muscle identification and joint movement will also be reviewed. Sports massage focuses mainly on the manipulation, management, and rehabilitation of soft tissues. Athletic and common client injuries will be discussed, and students will learn protocols to address such injuries.

MPNF-713: Proprioceptive Neuromuscular Facilitation (PNF)

(2)

20hours

2hours/week

This class will target therapeutic stretching techniques that are applicable in a multitude of settings. Specific attention will be given to utilizing PNF to improve clients' muscular systems for optimum athletic performance. Students will also learn how to use PNF for rehabilitation. The class also teaches students how to stretch receptors of the muscle spindle to immediately accommodate a greater muscle length.

MRFX-714: Reflexology

(2)

20hours

2hours/week

The class is about improving the functions of organs, connective tissues, bone structure, body systems, and energy pathways. Reflexology is a form of alternative medicine that is based on the massaging, squeezing or pushing precise areas of the feet and the palms. The intention of the massaging is to indirectly benefit other portions of the body and to improve overall health. We will learn how to improve blood circulation and induce relaxation, reduce pain and bring about an improvement in overall health to clients. The instructions in class integrate this system with Polarity Therapy, making this class a more dynamic and effective modality.

MARO-715: Aromatherapy

(1)

10hours

1hours/week

This course teaches students about the physical, emotional, mental and spiritual benefits of the use in oils.

MHYD-716: Hydrotherapy

(1)

10hours

1hours/week

This class focuses on internal and external uses of water, including hot spinal packs, cold packs, cold towel friction, foot baths, enemas, spa baths, colonic hydrotherapy and other types of hydrotherapy techniques to provide complementary healing methods. Water therapies can be beneficial in the recovery of soft tissue injuries. This natural form of alternative healing trains natural healers to use hydrotherapies to treat injuries, illnesses and diseases through immersion, drinking or colonic hydrotherapy.

MHBM-717: Herbal Medicine

(1)

10hours

1hours/week

This course helps students understand and practice the use of medicine using Western, clinical, physiological and biochemical models, along with a traditional herbal approach to differentiate what remedies are most appropriate for different types of people and their symptoms. Student will learn herbal fundamentals starting with growing and storing herbs, making teas, tinctures and salves. Learn how to use herbs in a holistic practice by exploring the therapeutic applications of herbs, the extraction method and the active principles of medicinal plants. They will also learn how to identify local herbs and incorporate this knowledge into real life situations.

Internship Program

MINT-551: Internship I

(5)

50hours

5hours/week

This class lets students practice their skills, and techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work, with the refinement of skills attained in integration.

MINT-552: Internship II

(5)

50hours

5hours/week

Continuation of Internship I.

Continuation Education Program

METH-801: Ethics of Touch and Active Listening

(2)

20hours

2hours/week

This class further explores ethical issues associated with massage and bodywork. Topics include boundaries, transference and counter-transference, sexuality issues, dealing with emotional release, business management, and scope of practice. Students are actively engaged in ethical dilemma case studies and bring their own case studies to class. Active listening skills are addressed to promote client/practitioner interaction and highlight different types of communication.

METH-802: Ethics of Therapeutic Relationship

(2)

20hours

2hours/week

This class teaches ethics within the health care profession where establishment and maintenance of moral relationships between those individuals coming in for treatment. On the one hand, the professional therapists rendering treatment are respected. This class will provide students with a structure for ethical decision-making that will serve clients, themselves, and their profession. The class also ensures students to be aware of established regulations and to implement.

ETH-803: Ethics of Practice Management

(2)

20hours

2hours/week

This class teaches ethics the practice of massage therapists from the legal, educational, competency and self-accountability standpoints. Establishing and managing a professional practice involve knowledge of local, state and federal requirements to business licenses and permits, insurance coverage and legal business relationships. Students will also review successful massage practices with clear policies and procedures.

Financial



Tuition and Fees

The University reserves the right to amend the schedule of tuition and fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each quarter)	\$ 50
Late Registration Fee	\$ 35

Tuition (Per Quarter Unit)

Academic Courses	\$120
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Examination (per exam)	\$100
Late/Make-up Examination	\$100
Removal of Incomplete Grade	\$ 50
Transcript (normal period=1 week)	\$ 20
Transcript (2-day service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Examination (Re-tests, per exam)	\$ 75
Graduation Assessment Test (GAT)	\$100

Total Cost of Certificate Program (2 Quarters)

Tuition	\$7,560
Registration Fee	\$100
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$8,760



Early Childhood Education

Purpose / Objectives

Purpose

CTU's purpose is to provide the highest standards of educational excellence within the early childhood development program, implemented through the following:

- Assisting early-care educators in applying the principles of child development and age-appropriate education within the context of the program;
- Providing a positive influence with the state legislatures, child case licensing agencies, and other professional child development organizations;
- Offering opportunities for students in the program to build a well-trained staff based on developmentally appropriate concepts;
- Encouraging students to participate in community events which promote the benefits of a developmental approach to early childhood education.

Objectives

The Early Childhood Education Program is designed to meet individual career goals, foster positive parenting skills and increase individuals' general understanding and appreciation of childhood. Students will gain an understanding of cognitive, psychosocial, and physical development of the child from conception through kindergarten and the application of this knowledge to work with children and families. It will prepare students for employment in child development programs including preschools, children's center, family childcare center, school age programs, and infant and toddler programs.

Educational Programs - Early Childhood Education

California Trinity University offers the Associate Degree in Early Childhood Education and will allow students to be able to enjoy both personal and professional benefits of high affordable study. Our program is aligned with the Child Development permit which is required for teachers that work in SWtate-Funded ECE/CD programs. Graduates of the ECE/CD program with the ECE/CD Associate Degree Programs are prepared for positions in the Early Care and Education filed as teacher, family child care providers and professional in elementary school settings.

Early Child Development Permit

The demand for qualified early childhood and child development program professionals continues to grow due to changes in demographic and socioeconomic patterns in society at large. Licensing and teaching permit agencies require child development program teachers and administrators to complete specific academic courses to be eligible for positions in child care settings. CTU's ECE/CD Certificate Program is aligned with the Child Development Permit regulations. The Permit has been approved by the California Department of Education and the Commission on Teacher Credentialing for child care and development centers operating under Title 5 (publicly subsidized).

The Child Development Permit emphasizes professional development and will eventually impact the entire Early Childhood Education field. The career lattice approach acknowledges the importance of many entry points into the profession. The Supervision Permit, and the Life Children's Center Supervision Permit.

Admission

Admission Requirements

Students may apply at any time and may start at the beginning of any quarter or month. However, all required documents listed below must be submitted to the Admission Office at least 10 days prior to the beginning of the first day of class. Applicants who are judged to be fully qualified to successfully complete the University's educational programs will be notified in writing for a personal interview with the Academic Dean. For those who live far from the campus and find it impractical to make a special trip, the required pre-admission interview may be made by telephone, at the discretion of the Registrar. All applicants are required to submit the following:

1. Has completed high school with at least a GPA of 2.0 or higher on a 4.0 scale;
2. Proof of age showing at least 18 years of age at the time of enrollment;
3. Proof of social security number for future applicants to California License Board Examination;
4. Go Through a formal evaluation and credential process of their academic records and transcripts (foreign country educated students only);
5. No criminal records.

The Admission Committee will consider all applicants that meet minimum requirements, however this is not a guarantee of acceptance.

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Academic

Certificate Requirements

Intensive Day Care Program - 18 units

EC 101 - Early Childhood Growth and Development (3units)
 EC 102 - Children in Relations with Home & Community (3units)
 EC 103 - Child Creative Experience (3units)
 EC 104 - Curriculum in Early Childhood Education (3units)
 EC 201 - Organization & Management of Child Care Center (3units)
 EC 202 - Organization & Management of Child Care Center II (3units)
 INT 101 - Field Study (48 hours of outside field work needed)

Complete Research Paper - Students may choose a book from the topic of study.

Early Childhood Development Program

This program enables students to work with children from infants to age eight, meet requirements for Early Childhood Licenses, Child Development Permits, and Directors of Child Care Centers to enter early childhood education, or to continue their training in this field. The program offers 18 unit intensive sequence academic courses for early childhood development, leading to completion of academic teaching and administrative requirements, and professional growth opportunities in the field of early childhood education. Students also have to complete one research paper for one of the books they have studied for any given course.



Course Descriptions

EC 101 Early Childhood Growth and Development

Units: 3

Required Text: TBA

A study of the basic principles of development learning for early childhood development, including children's cognitive, language, social, emotional, and physical development for children. Students will be able to gain knowledge of the nature of children and principle of human development; understand diverse areas of human development according to the theories of child development; develop the sense of observation skills through the field experience for the preparation of teaching practice designing lesson plans and teaching experiences with specific age and areas of child development; be an expert in the area of child development in theory and practice.

EC 102 Children in Relations with Home & Community

Units: 3

Required Text: TBA

This course is designed to bring about understanding, recognition and cooperation between home, school, and community. Students will be able to understand changing family patterns and ways to work with various types of families; recognize the importance of teacher/parent partnerships; develop communication skills with parents; explore helpful community and education resources for children and their families; identify issues to home, family, school, and community that affect children; develop ways to handle child advocate for those under particular circumstances.

EC 103 Child Creative Experience

Units: 3

Required Text: TBA

This class is a study of values of creative experiences for children. Dramatic play, art, blocks, and music activities are explored, as well as skills in curriculum planning, class organization, language arts, social studies, mathematics, manipulative, science, and cooking. Students will be able to develop a lesson plan for art, language, science, music, cooking and other extra curricula. They will be able to design any learning activities in developmentally appropriate ways and integrate any theme to there lessons plan.

EC 104 Curriculum in Early Childhood Education

Units: 3

Required Text: TBA

This course is designed to study the historical, philosophical, psychological and spiritual basis of curriculum for early childhood education and to learn how to create, execute, and evaluate the successful curriculum and instruction for young children within child care programs. Students will be able to apply various teaching methods and practices into their curriculum; develop appropriate learning center for young children to promote their development in deferent areas; apply successful classroom management skills to promote enjoyable teaching and learning environment.

EC 201 Organization & Management of Child Care Center I

Units: 3

Required Text: TBA

The essential information to do the work of center director will be discussed. The course will help students perform the tasks that are necessary for efficient program maintenance according to government rules and regulations.

EC 202 Organization & Management of Child Care Center II

Units: 3

Required Text: TBA

Continuation of EC 201

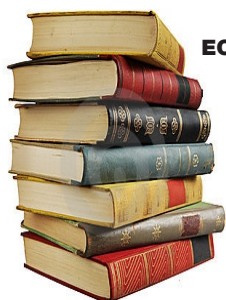
INT 101 Early Childhood Field Experience

Units: N/A 48hours

Required Text: TBA

Students will go out into the field and have hands-on training in various Day care Centers. This course also cover observations and evaluation of children in playground, inside and outside of the classroom.

Required Textbooks



EC101 Berk, Luara E., (2005). Child Development, (7th Edition). Allyn & Bacon, Inc.

EC102 Berna, George (2007). Revolutionary Parenting: What the Research Shows Really Works. Tyndale House Publishers

EC102 & EC103 Jongsma Jr., Arthur E., McInnis, William P., Peterson, L. Mark (2006). The Childhood Psychotherapy Treatment Planner. (Paperback-Revised Edition). Wiley, John & Sons, Inc.

EC104 Healy, Jane M. (2004). Your Child's Growing Mind: Brain Development and Learning From Birth to Adolescence. Broadway Books

EC104 Roger, Karen B. (2001). Re-Forming Gifted Education: How Parents and Teachers Can Match the Program to the Child. (New Edition). Great Potential Press Inc.

EC201 Olds, Anita Rui. (2000). Child Care Design Guide. The McGraw-Hill Companies

EC201 Copeland, Tom Friske, Deloris, Mork, Beth. (2006). Family Child Care Contracts and Policies: How to Be Businesslike in a Caring Profession (Redleaf Press Business Series). Consortium Book Sales & Distribution

Financial



Tuition and Fees

The University reserves the right to amend the schedule of tuition and fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable) I-20	\$100
Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each quarter)	\$ 50
Late Registration Fee	\$ 35

Tuition (Per Quarter Unit)

Academic Courses	\$120
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Examination (per exam)	\$100
Late/Make-up Examination	\$ 50
Removal of Incomplete Grade	\$ 20
Transcript (normal period=1 week)	\$ 40
Transcript (2-day service)	\$ 25
Returned Check Service Fee	\$400
Graduation Processing	\$100
Repeat Licensure Certification Processing	\$ 50
Transfer Credit Evaluation Fee	\$100
Diploma	

Total Cost of Certificate Program (2 Quarters)

Tuition	\$
Registration Fee	\$100
Books and Supplies (Estimate)	\$ 00
Others (Estimate)	\$ 00
Total Cost	\$2,660

Special Examinations Course

Make-up Examination	\$ 75
(Re-tests, per exam)	\$100
Graduation Assessment Test (GAT)	



A stylized, semi-transparent American flag with stars and stripes, positioned in the upper left background.

English as a Second Language



ESL Program Introduction



California Trinity University has successfully established a unique and quality ESL program for International students pursuing an overseas studying. CTU's ESL program will teach students to learn and practice correct English grammar, reading, writing, pronunciations, listening, and speaking. Students will become familiar with basic English skills that are required for higher education and taught in a well organized and structural academic curriculum that in return gives students strong English skills for their academic success.

The ESL Program consists of six sequenced credit courses that stress English grammar, speaking, reading, and writing skills. These language program courses provide specialized instructions and learning opportunities designed for low beginners to high advanced students.

CTU's ESL program has two different courses, ESL Academic Program and ESL Concentrated Program for various students' goals. New students will be expected to take a Placement Test in the areas of speaking, listening, reading, and writing, and they will be placed to the proper course later based on their test result.

Purpose / Objectives

Purpose

To help our students develop their English proficiency in reading, writing, listening, and speaking. To help students construct their communicative competence, so that they will be able to use fluent English, in their academic and daily life situations as a second language learner.

Objectives

1. CTU's academic ESL courses will help you succeed in English to insure your success.
2. Our academic ESL courses will help correct your language errors in order to write and speak fluently and properly in English.
3. The ESL courses will enable you to study with other ESL students from different countries in a safe and friendly atmosphere.
4. The ESL courses are similar to courses you would take at a four year college.



Admission

Admission Requirements

New Student / Transfer Student

New students or current students with an F-1 visa at another SEVIS approved school in the U.S. need the following documents to apply:

1. Have completed high school with at least a GPA of 2.0 or higher on a 4.0 scale
2. Proof of age showing at least 18 years of age at the time of enrollment
3. Passport Copy
4. F-1 Visa Copy
5. I-94 Copy
6. Current / Previous I-20 Copy
7. I-797 Copy (If you have changed your statuses to F-1 visa while in the U.S.)
8. Bank Statement (\$16,500 minimum)
9. Address and phone number in the U.S.
10. Address and phone number in native country

Student Outside The U.S.

International students outside the U.S. need the following documents to apply:

1. Have completed high school with at least a GPA of 2.0 or higher on a 4.0 scale
2. Passport Copy
3. Bank Statement (\$18,500 minimum)
4. Address and Phone number in native country
5. Application fee \$100/ I-20 fee \$100 (all are non-refundable)
6. Pay initiation fee of \$200 to SEVIS (I-901 Fee, must use credit card only)

Individuals Applying for Change of Status

If you are currently in the U.S. on another nonimmigrant visa other than F-1, you may apply for a change of status to a student F-1 visa with the following documents:

1. Passport
2. Visa Copy
3. I-94
4. Resident Registration (Original English Version)
5. Address and Phone number in the U.S
6. Address and Phone number in native country
7. Transcript from the previous institutions you have attended
8. Verification of Employment and Leave of Absences Letter



Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Academic

Certificate Requirements 132 Q/U 1,320 Hrs



This certificate is given to students who have successfully completed the ESL Program with a grade C or better.

ESL Academic Program Overview

Our intensive curriculum is made to help students put their English to use outside of the classroom as quickly as possible. We integrate grammar, speaking, idioms, and cultural learning activities into the lessons, so that our students will learn the material that is used not only in the classroom but in everyday life.

- 72-week program to complete all 6 levels
- The ESL Academic Program levels begin from level 1 to 6 (beginning to advanced)
- Placement for each individual will differ depending on their current English levels
- 20 hours of classroom instructions per week
- Elective courses such as Pronunciation Concentrated Program, Listening Concentrated Program and Writing Concentrated Program are optional

Curriculum

The ESL Academic program consists of six sequenced credit courses that stress English grammar, speaking, reading, and writing skills. This communication and language arts program provides specialized instruction and learning opportunities designed for low beginning to high advanced students. CTU's ESL Program has two different courses, ESL Academic Program and ESL Concentrated Program for various student goals. New students will be expected to take a Placement Test in the areas of speaking, listening, reading, and writing.

ESL Academic Program

Level	Course Name	Class Time
1 & 2	<ul style="list-style-type: none"> - Basic Listening / Speaking - Basic Reading - Basic Grammar - Basic Writing 	20 hours / week Total 10 weeks course
3 & 4	<ul style="list-style-type: none"> - Intermediate Listening / Speaking - Intermediate Reading - Intermediate Grammar - Intermediate Writing 	20 hours / week Total 10 weeks course
5 & 6	<ul style="list-style-type: none"> - Advanced Listening / Speaking - Advanced Reading - Advanced Grammar - Advanced Writing 	20 hours / week Total 10 weeks course

ESL Concentrated Program

Our ESL Concentrated Program is an extension of the ESL Academic Program. Students will take the ESL Concentrated Program including pronunciation, listening and writing classes. It is a clinic for ESL students to be able to master the phonetics, phonology and listening.

Level	Course Name	Class Time
1 & 2	<ul style="list-style-type: none"> - Basic Concentrated Pronunciation - Basic Concentrated Listening - Basic Concentrated Writing 	5 hours / week Total 10 weeks course
3 & 4	<ul style="list-style-type: none"> - Intermediate Concentrated Pronunciation - Intermediate Concentrated Listening - Intermediate Concentrated Writing 	5 hours / week Total 10 weeks course
5 & 6	<ul style="list-style-type: none"> - Advanced Concentrated Pronunciation - Advanced Concentrated Listening - Advanced Concentrated Writing 	5 hours / week Total 10 weeks course

- Minimum 2 units of concentrated program required for each level
- Placement and required units to complete may differ depending on each individual's English level.



ESL Program Course

LEVEL I					
Code	Course Name	Credits	Code	Course Name	Credits
ESL 110	Basic Listening/Speaking- level I	5	ESL 210	Basic Concentrated Pronunciation - Level I	2
ESL 111	Basic Reading - level I	5	ESL 211	Basic Concentrated Listening - Level I	2
ESL 112	Basic Grammar - level I	5	ESL 212	Basic Concentrated Writing - Level I	1
ESL 113	Basic Writing - level I	5			
ESL Academic Program Level I Total 4 Classes / 200 Hours / 20 Units			ESL Concentrated Program Level I Total 3 Classes / 50 Hours / 5 Units		

LEVEL II					
Code	Course Name	Credits	Code	Course Name	Credits
ESL 120	Basic Listening/Speaking- level II	5	ESL 210	Basic Concentrated Pronunciation - Level I	2
ESL 121	Basic Reading - level II	5	ESL 211	Basic Concentrated Listening - Level I	2
ESL 122	Basic Grammar - level II	5	ESL 212	Basic Concentrated Writing - Level I	1
ESL 123	Basic Writing - level II	5			
ESL Academic Program Level II Total 4 Classes / 200 Hours / 20 Units			ESL Concentrated Program Level II Total 3 Classes / 50 Hours / 5 Units		

LEVEL III					
Code	Course Name	Credits	Code	Course Name	Credits
ESL 130	Intermediate Listening/Speaking- level III	5	ESL 220	Intermediate Concentrated Pronunciation - Level II	2
ESL 131	Intermediate Reading - level III	5	ESL 221	Intermediate Concentrated Listening - Level II	2
ESL 132	Intermediate Grammar - level III	5	ESL 222	Intermediate Concentrated Writing - Level II	1
ESL 133	Intermediate Writing - level III	5			
ESL Academic Program Level III Total 4 Classes / 200 Hours / 20 Units			ESL Concentrated Program Level III Total 3 Classes / 50 Hours / 5 Units		

LEVEL IV					
Code	Course Name	Credits	Code	Course Name	Credits
ESL 140	Intermediate Listening/Speaking- level IV	5	ESL 220	Intermediate Concentrated Pronunciation - Level II	2
ESL 141	Intermediate Reading - level IV	5	ESL 221	Intermediate Concentrated Listening - Level II	2
ESL 142	Intermediate Grammar - level IV	5	ESL 222	Intermediate Concentrated Writing - Level II	1
ESL 143	Intermediate Writing - level IV	5			
ESL Academic Program Level IV Total 4 Classes / 200 Hours / 20 Units			ESL Concentrated Program Level IV Total 3 Classes / 50 Hours / 5 Units		

LEVEL V					
Code	Course Name	Credits	Code	Course Name	Credits
ESL 150	Advanced Listening/Speaking- level V	5	ESL 230	Advanced Concentrated Pronunciation - Level III	2
ESL 151	Advanced Reading - level V	5	ESL 231	Advanced Concentrated Listening - Level III	2
ESL 152	Advanced Grammar - level V	5	ESL 232	Advanced Concentrated Writing - Level III	1
ESL 153	Advanced Writing - level V	5			
ESL Academic Program Level V Total 4 Classes / 200 Hours / 20 Units			ESL Concentrated Program Level V Total 3 Classes / 50 Hours / 5 Units		

LEVEL VI					
Code	Course Name	Credits	Code	Course Name	Credits
ESL 160	Advanced Listening/Speaking- level VI	5	ESL 230	Advanced Concentrated Pronunciation - Level III	2
ESL 161	Advanced Reading - level VI	5	ESL 231	Advanced Concentrated Listening - Level III	2
ESL 162	Advanced Grammar - level VI	5	ESL 232	Advanced Concentrated Writing - Level III	1
ESL 163	Advanced Writing - level VI	5			
ESL Academic Program Level VI Total 4 Classes / 200 Hours / 20 Units			ESL Concentrated Program Level VI Total 3 Classes / 50 Hours / 5 Units		

Course Descriptions

Basic Course Descriptions Listening / Speaking / Reading / Grammar / Writing

ESL 110 : Basic Listening/Speaking **Level I** **Prerequisite : None** **Credit : 5**
 This course introduces students to the basic level English listening and speaking and focuses on developing their basic listening and speaking skills. Students will practice simple listening and speaking through pronunciation drills, simple listening dialogues, simple speaking practices, and role-plays. The class incorporates various group exercises, such as pair, small group, and whole class into the lessons. Each lesson provides various language contexts such as, self-introduction, asking direction, apology for mistakes, and daily activities. Midterm and final exams will be given to the students to evaluate their progressive development. After tests, the instructor will give oral responses and written feedback to each student. Students are assessed on their class participation, attendance, homework assignments, quizzes, exams, and they need to have a 70 percent or better in all parts in order to pass this level.

ESL 111: Basic Reading **Level I** **Prerequisite : None** **Credit : 5**
 This course introduces students to the basic level English reading and focuses on developing their fundamental reading skills. This class offers students an exciting panorama of American culture, using informative and entertaining readings about American people, places, and events. Topics include U.S. geography, pop music, the film industry, inventions, famous people, and new technology.

ESL 112 : Basic Grammar **Level I** **Prerequisite : None** **Credit : 5**
 This course is designed for students at the very beginning ESL level and introduces to the fundamental knowledge of basic English grammar. It covers the simple present tense, present continuous, simple future, simple past, yes/no questions, and short answers. Students will learn beginning grammar necessary to communicate verbally with simple responses and to write simple phrases.

ESL 113 : Basic Writing **Level I** **Prerequisite : None** **Credit : 5**
 This course introduces students to the basic level English writing by practicing creating simple phrases and sentences. Instant feedback by the instructor will be given.

ESL 120 : Basic Listening/Speaking **Level II** **Prerequisite : ESL 110** **Credit : 5**
 This course introduces students to the high beginning level of English listening and speaking and focuses on improving their competencies to low intermediate level. This class covers fundamental vocabulary, conversation strategies, grammar, and listening for high beginners. Each lesson provides various language contexts such as, occupations, entertainment events, family, technology, eating out, etc.

ESL 121 : Basic Reading **Level II** **Prerequisite : ESL 111** **Credit : 5**
 The class focuses on improving vocabulary and reading skills. Students practice identifying main ideas and topic sentences with various reading activities, and they will practice skimming, scanning, and guessing by the context.

ESL 122 : Basic Grammar **Level II** **Prerequisite : ESL 112** **Credit : 5**
 This class is designed for high beginners. Topics include simple verb tenses, such as present, future, past, modals, nouns, modifiers, possessives and comparisons.

ESL 123 : Basic Writing **Level II** **Prerequisite : ESL 113** **Credit : 5**
 The course introduces students to the basic aspect of non-academic and academic writing. This class focuses on improving basic to intermediate vocabulary and writing skills. Students practice their writing with simple topics and compose a one paragraph essay at least once a week. Instant feedback by the instructor will be given.

Intermediate ESL Course Descriptions Listening / Speaking / Reading / Grammar / Writing

ESL 130 : Intermediate Listening/Speaking **Level III** **Prerequisite : ESL 120** **Credit : 5**
 This course is designed for low intermediate ESL students and includes fundamental vocabulary, conversation strategies, grammar, and listening for low intermediate level students. Each lesson provides various language contexts such as, greeting, movies, entertainment, staying at hotels, driving, personal care, appearance, eating habits, art, living with computers, and ethics and values.

ESL 131 : Intermediate Reading **Level III** **Prerequisite : ESL 121** **Credit : 5**
 This course introduces students to the low intermediate level English reading and focuses on improving their academic reading skills to prepare for attending North American colleges. This class covers finding jobs, comparing country or city life, subway etiquette, culture shocks, and campus lives. This class promotes small group discussions and cross-cultural exchanges.

ESL 132 : Intermediate Grammar **Level III** **Prerequisite : ESL 122** **Credit : 5**
 This course introduces students to the intermediate knowledge of Fundamental English grammar. Topics include the present tense, present continuous, present perfect progressive, word order, possessive pronouns, and adjectives. Students will learn intermediate grammar necessary to write academically.

ESL 133 : Intermediate Writing**Level III****Prerequisite : ESL 123****Credit : 5**

This course is designed to help low-intermediate level ESL students' academic writing. Students start to write about themselves, and they are expected to write short story paragraphs.

ESL 140 : Intermediate Listening/Speaking**Level IV****Prerequisite : ESL 130****Credit : 5**

This course is designed for students at high intermediate level of English listening and speaking and focuses on improving listening comprehension for college-level materials. Also, this class concentrates on improving preparation for delivery of speeches. Each lesson provides various language contexts such as, cultural literacy, health matters, business, fields for work or study, holidays, disasters, books, inventions, and controversial social issues. This class focuses on more improving academic spoken English.

ESL 141 : Intermediate Reading**Level IV****Prerequisite : ESL 131****Credit : 5**

This course introduces students to high intermediate level of English reading and focuses on improving their academic reading skills to prepare for attending North American colleges. This class covers advertising, fraud, extreme sports, languages, tourism, storytelling, simple life, marriage, climate changing, etc.

ESL 142 : Intermediate Grammar**Level IV****Prerequisite : ESL 132****Credit : 5**

This course introduces students to the high intermediate knowledge of fundamental English grammar. Thematic topics include comparisons, passive forms, adjective clauses, and noun clauses. Students will learn high intermediate English grammar necessary to write and speak academically.

ESL 143 : Intermediate Writing**Level IV****Prerequisite : ESL 133****Credit : 5**

This course introduces students to high intermediate level of English writing and focuses on how to write constructive paragraphs with accuracy and fluency. Students will review other students' compositions and develop their compositions as well by comparing, contrasting, reasoning, persuading, and analyzing.

Advanced ESL Course Descriptions

Listening / Speaking / Reading / Grammar / Writing

ESL 150 : Advanced Listening/Speaking**Level V****Prerequisite : ESL 140****Credit : 5**

This class is designed for students to develop and improve their conversation skills in a variety of social and academic situations. This class covers listening activities to help students understand natural speech and speaking practices through oral presentations.

ESL 151 : Advanced Reading**Level V****Prerequisite : ESL 141****Credit : 5**

This course introduces students to the advanced level of English reading and focuses on refining their academic reading skills to prepare for attending North American colleges. This class offers appropriate reading strategies to complete academic work. Topics include longevity, philanthropy, education, immigration, technology, and etc.

ESL 152 : Advanced Grammar**Level V****Prerequisite : ESL 142****Credit : 5**

This course introduces students to the review of advanced grammar structures, including adverb, adjective, noun clauses, and conditional forms.

ESL 153 : Advanced Writing**Level V****Prerequisite : ESL 143****Credit : 5**

This course introduces students to the advanced level of English composition and focuses on developing well-organized academic essays and a short research paper. Students also practice summarizing, defining, synthesizing, and arguing essays.

ESL 160 : Advanced Listening/Speaking**Level VI****Prerequisite : ESL 150****Credit : 5**

This class is designed to improve advanced students' comprehension and oral communication in English on a broad range of academic subjects and provides students with intensive listening and speaking practice. Short lectures on various academic topics offer students the opportunity to learn and apply note-taking skills. Pronunciation improvement is also covered.

ESL 161 : Advanced Reading**Level VI****Prerequisite : ESL 151****Credit : 5**

This course is an advanced reading class for students who are entering college-level courses and focuses on refining their academic reading skills and development of reading skills, vocabulary, and study techniques. This course covers different types of college-level readings.

ESL 162 : Advanced Grammar**Level VI****Prerequisite : ESL 152****Credit : 5**

This course is designed for students who are entering college level courses and who need to improve their advanced grammar skills. This course covers moods, tenses, voices of verbs, and the various use of conjunctions.

ESL 163 : Advanced Writing**Level VI****Prerequisite : ESL 153****Credit : 5**

This course is designed for students who are taking college-level courses and focuses on developing academic essays in a variety of rhetorical modes. The topics include most life and work related issues.

Basic, Intermediate, Advanced ESL Course Descriptions

Concentrated Pronunciation / Concentrated Listening / Concentrated Writing

ESL 210 : Basic Concentrated Pronunciation	Level I	Prerequisite : None	Credit : 2
This class is a helpful class which concentrates on pronunciation for students who are taking ESL Level 1 or 2 and want to improve their pronunciation skills. This class gives students basic tools, tips, and techniques that are necessary to speak English clearly and accurately. Basic aspects of pronunciation are addressed- sounds, stress, rhythm, and intonation – with a variety of activities and fun games. This course focuses on extensively on vowels and consonants. Clear explanations and diagrams will be given by the instructor. The students will be guided from controlled practice to communicative interaction with different group activities.			
ESL 211 : Basic Concentrated Listening	Level I	Prerequisite : ESL 110 or ESL 120	Credit : 2
This class is a helpful class which concentrates on listening for students who are taking ESL Level 1 or 2 and want to improve their listening skills. This class uses authentic listening materials, such as news, movie, sitcom, and pop songs to attract students' concentration. Students will strengthen their listening competencies by listening, watching, and discussing with their peers.			
ESL 212 : Basic Concentrated Writing	Level I	Prerequisite : ESL 113 or ESL 123	Credit : 1
This course is an extension for Level 1 and 2 Writing. This class introduces how students can apply the basic grammar principles which they have learned from Level 1 or 2 Grammar and Writing classes into their writing. This class offers some essential sample sentences to help students' writing. This class focuses on how to write short sentences with accuracy and fluency. Students' compositions will be revised or corrected by the instructor. Students have to write a one paragraph essay once every three weeks, and they have to work on on-going revising.			
ESL 220 : Intermediate Concentrated Pronunciation	Level II	Prerequisite : ESL 210	Credit : 2
This course is a helpful class which concentrates on pronunciation for students who are taking ESL Level 3 or 4 and want to improve their pronunciation skills. This class gives students intermediate tools, tips, and techniques that are necessary to speak English clearly and accurately. The course covers specific error-prone pronunciations. Each student is given a weekly assignment with recommendations for practice and periodic assessments of progress.			
ESL 221 : Intermediate Concentrated Listening	Level II	Prerequisite : ESL 130 or ESL 140	Credit : 2
This course covers ESL Level 3 and Level 4 students and focuses on the development of intermediate speaking and listening skills to achieve academic goals. Task activities include group discussion, individual presentations, and media broadcasts. Students also build up their college-level listening skills, such as listening to diverse lectures of different subjects.			
ESL 222 : Intermediate Concentrated Writing	Level II	Prerequisite : ESL 133 or ESL 143	Credit : 1
This course covers ESL Level 3 and Level 4 students and helps students prepare the advanced academic writing. This class focuses on being able to accurately and effectively write a three-paragraph essay by the end of session. Students' compositions will be revised and corrected by the instructor.			
ESL 230 : Advanced Concentrated Pronunciation	Level III	Prerequisite : ESL 220	Credit : 2
This course covers ESL level 5 and 6 students, and it is designed to help students improve their pronunciation self-monitoring skills in daily and academic speeches. This class focuses on the patterns of pronunciation errors of selected vowels and consonants, syllables, word and sentence stress, rhythm, and intonation. Students will work on sounds, rhythm, stress, intonation patterns, accents, and linking through intensive pronunciation drills, short readings, and role-play exercises. Each student is given a weekly assignment with recommendations for practice and periodic assessments of progress.			
ESL 231 : Advanced Concentrated Listening	Level III	Prerequisite : ESL 150 or ESL 160	Credit : 2
This course covers ESL level 5 and 6 students and focuses on strengthening their listening competencies by listening, watching, and discussing with peers or an instructor.			
ESL 232 : Advanced Concentrated Writing	Level III	Prerequisite : ESL 153 or ESL 163	Credit : 1
This course covers ESL level 5 and 6 students. This class covers how students can prepare the advanced academic writing. This class offers academic level English vocabulary and expressions required in college classroom.			

Financial



Tuition and Fees

The University reserves the right to amend the schedule of tuition and fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fees (Non-refundable)	\$100
I-20 Form Application Fee	\$200
Course Change Fee (Each Course)	\$ 10
Registration Fee (Each quarter)	\$ 50
Late Registration Fee	\$ 35

Tuition (Per Quarter Unit)

Academic Courses	\$120
Audit (Academic Courses)	\$100

Miscellaneous Fees

Change of Course Examination (per exam)	\$100
Late/Make-up Examination	\$100
Removal of Incomplete Grade	\$ 50
Transcript (normal period=1 week)	\$ 20
Transcript (2-day service)	\$ 40
Returned Check Service Fee	\$ 25
Graduation Processing	\$400
Repeat Licensure Certification Processing	\$100
Transfer Credit Evaluation Fee	\$ 50
Diploma	\$100

Special Examinations

Course Make-up Examination (Re-tests, per exam)	\$ 75
Graduation Assessment Test (GAT)	\$100

Total Cost of Certificate Program (8 Quarters)

Tuition	\$14,400
Registration Fee	\$400
Books and Supplies (Estimate)	\$600
Others (Estimate)	\$500
Total Cost	\$15,900



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President and COO

Chief Academic Officer (CAO)

Dean (Oriental Medicine)

Dean (Business Administration)

Dean (School of Education)

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Appendix

Student Performance Fact Sheet for California Trinity University

Student Performance Fact Sheet for California Trinity University

1. Completion Rates

1) Master of Science in Oriental Medicine: a total of 263 Units/3180 Hours (4 Years)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate
2010	11	11	11	100%
2011	33	17	17	100%

*The number of students who began the program refers to senior students in that applied year.

2) Medical Massage Therapy (Certificate): a total of 63 Units/630 Hours (6 Months)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate
2010	20	20	20	100%
2011	39	54	54	100%

*The number of students who began the program refers to freshmen in that applied year.

3) English as a Second Language (ESL): 20 Units/200 Hours per Course (2 Years)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate
2010	0	0	0	0%
2011	8	13	13	100%

*The number of students who began the program refers to sophomores in that applied year.

*CTU's ESL program started in October, 2009, so we will have ESL graduates from the year of 2011.

2. Placement Rates

1) Master of Science in Oriental Medicine: a total of 263 Units/3180 Hours (4 Years)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field	Graduated Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	11	11	6	2	33%	Unknown	Unknown
2011	33	17	3	0	0 %	Unknown	Unknown

2) Medical Massage Therapy (Certificate): a total of 63 Units/630 Hours (6 Months)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field	Graduated Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	20	20	20	15	75%	Unknown	Unknown
2011	39	54	54	30	56%	Unknown	Unknown

2) English as a Second Language (ESL): 20 Units/200 Hours per Course (2 Years)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field	Graduated Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	0	0	0	0	0%	Unknown	Unknown
2011	8	13	0	0	0%	Unknown	Unknown

3) Examination Passage Rates**1) Master of Science in Oriental Medicine: a total of 263 Units/3180 Hours**

Number of Students Taking Exam	Exam Date	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2	02/16/2010	0	0	0%
4	08/10/2010	2	2	50%
1	2/ 10/2011	1	0	100%
2	8/16/2011	2	0	100%

2) Medical Massage Therapy (Certificate): a total of 63 Units/630 Hours

N/A

3) English as a Second Language (ESL): 20 Units/200 Hours per Course

N/A

4) Salary and Wage Information

1) Master of Science in Oriental Medicine: a total of 263 Units/3180 Hours (4 Years)

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary and Wages Reported by Graduates Employed in the Field				
			\$15,00.00	\$20,001.00	\$25,001.00	\$30,001.00	Students Not Reporting Salary
			~ \$20,00.00	~ \$25,000.00	~ \$30,000.00	~ \$35,000.00	
2010	6	2				2	0
2011	0	0					

2) Medical Massage Therapy (Certificate): a total of 63 Units/630 Hours (6 Months)

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary and Wages Reported by Graduates Employed in the Field				
			\$15,00.00	\$20,001.00	\$25,001.00	\$40,001.00	Students Not Reporting Salary
			~ \$20,00.00	~ \$25,000.00	~ \$30,000.00	~ \$45,000.00	
2010	20	15			10		5
2011	54	30				30	

3) English as a Second Language (ESL): 20 Units/200 Hours per Course (2 Years)

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary and Wages Reported by Graduates Employed in the Field				
			\$15,00.00	\$20,001.00	\$25,001.00	\$30,001.00	Students Not Reporting Salary
			~ \$20,00.00	~ \$25,000.00	~ \$30,000.00	~ \$35,000.00	
2010	0	0					0
2011	0	0					0



An Institution that had an application to renew an approval to operate pending before the former Bureau for private Postsecondary and Vocational Education on June 30, 2007 is required to notify potential student in writing, prior to executing an enrollment agreement, that the institution's application to renew an approval to operate has not been reviewed.



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Memo







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