

# University Catalog

September 1, 2018 – August 31, 2019



UNIVERSITY of RIVERSIDE  
*Strength in Excellence.*

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## A Message from the President



Welcome to the University of Riverside. The University of Riverside offers distinctive and outstanding educational programs and opportunities to meet the lifelong learning needs of our students around the world. We deliver both degree and non-degree programs via online and on campus delivery modes. We also provide a wide variety of supportive services and resources to assist our students in obtaining their educational goals. In addition, we are dedicated to serving our local as well as global community to enhance the economic and social development for mankind through education.

It is my honor to invite you to participate in any of our challenging degree and certificate programs at the University of Riverside. Our goal is to provide high quality education at a reasonable cost to our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Raj K. Singh". The signature is fluid and cursive, with a horizontal line underneath the name.

Raj K. Singh, Ph.D.  
President

## MISSION

The University of Riverside is a private, international, and independent distance learning institution of higher education consisting of the Schools of Business and Extended Education. The University of Riverside provides undergraduate, graduate, and postgraduate education. The University of Riverside was established to fulfill the needs of its students so that they may promote civil society in the global village and raise the financial well-being of the communities in which they live.

### School of Management

#### PROGRAM OBJECTIVES

Each student will seek a mastery of basic business tools and skills and an understanding of fundamental business procedures.

Each student will seek to understand the role and responsibilities of administrators in the business firm.

Each student will seek a level of educational achievement such that he/she can then positively impact a firm's profits through wise decision-making and implementation of appropriate managerial principles.

Each student will seek to understand the total functioning of a business organization as it pertains to making necessary changes for proper organizational development and expansion.

Each student, in his/her career at the University of Riverside, will commence a process of continual educational growth such that he/she can apply the most contemporary, and scientific, approaches towards the increased efficiency and overall betterment of his/her firm.

### School of Extended Education

#### PROGRAM BENEFITS

Customized training designed to meet the educational needs of the business.

Qualified instructors who have extensive experience in the workplace and expertise in their respective fields.

Ability to deliver the same educational knowledge to all at the same time

Offering an opportunity for employees to work as a team to develop workplace skills and learning, and to apply those skills together.

Present flexible and convenient scheduling that can be tailored in a variety of ways: workshops, ongoing training sessions, online courses, classes during days or evenings, and on weekends.

Reduced employee travel and time. Lower training costs by obtaining group rates.

## About Us

Call us Monday through Friday  
Hours: 7:30 am to 4:30 pm.  
Pacific Standard Time:

Toll-free: 877-637-0108  
Local: 951-637-0100  
Fax: 951-637-0400

## Administration

Raj Singh, Ph.D.  
President  
[rsingh@uofriverside.com](mailto:rsingh@uofriverside.com)

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Vice President, Operations  
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Ashtel Studios  
Graphic Designer  
[www.ashtelstudios.com](http://www.ashtelstudios.com)

## School Location

11840 Pierce Street, Suite 200  
Riverside, CA, 92505

[www.uofriverside.com](http://www.uofriverside.com)

All classes are held at the above location.

Our campus is located at Pierce and Riverwalk  
off the 91 Freeway in Riverside, California.

Email us:  
[info@uofriverside.com](mailto:info@uofriverside.com)

## University Advisory Board Members

- Nidhi Shah, Ph.D.
- Nick Sherwin, DBA
- Henrietta Okoro, D.M.
- Terseer Hembem, Ph.D.
- Alyncia Bowen, Ph.D.
- Ernesto Escobedo, Ph.D.

## Approvals/Recognitions

University of Riverside is a privately owned, legally operating in California as an educational institution to grant all degrees and/or offer credentials as indicated on its website / catalog. UOR has a governing board with legal and fiduciary responsibility to exercise appropriate oversight over institutional integrity, policies, resource development, and ongoing operations.

On March 2007, University of Riverside received its license to operate by the Bureau for Private Postsecondary and Vocational Education (BPPVE) to grant degrees under the provisions of the California Education Code, Section 94900.

On October 11, 2009, Governor Schwarzenegger signed the Private Postsecondary Education Act of 2009 ("Act") and establishes the Bureau for Private Postsecondary Education (BPPE) within the Department of Consumer Affairs on January 1, 2010. University of Riverside is licensed to operate by the current Bureau for Private Postsecondary Education (BPPE) and is listed in the current Directory of licensed BPPE Schools.

The United States government requires that all schools are approved by the governing body of the State in which they are located. This is the only required level of recognition in the United States. University of Riverside is a legally operating degree-granting educational provider in the United States.

University of Riverside 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 UOR. Rules for Visa Application may vary in each country

(A) "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: (916) 431-6959, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897."

(B) "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."

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

This institution is unaccredited and offers a baccalaureate, master and doctoral degrees. The potential limitations of such a degree program include but not limited to all of the following:

- (A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure in California and other states.
- (B) 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.
- (C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Per code CEC 94909 (a) (12), the University of Riverside has never had nor has a petition pending in Bankruptcy.

## **Notice to Prospective Degree Program Students**

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

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

If this institution stops pursuing accreditation, it must:

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

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

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **Admission Requirements**

### *Academic Transfer of Credit Policy*

All entering students must arrange to have original transcripts sent to UOR. These arrangements are to be made at the time of the student's application. Upon receipt of these transcripts of high school completion and college level course/degree completions, the Director of Enrollment (with advice from the Academic Dean if needed) will review the documents and make the assessment of the transferability of each course appearing on the transcripts. The maximum credits allowed for transfer towards an Associates and Bachelor degree are 30 units; 6 units for either Master or Doctorate degree. The following items will be used in the review:

1. Minimal acceptable grade point average of 2.0.
2. Accreditation of the sending institution (credit will not be denied solely because of the accreditation status of the student's previous institution).

3. Types of course that will be considered include any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's Center for Adult Learning and Education Credentials programs.
4. Credit earned through examinations such as the ACT Proficiency Examination Program (PEP), the College Board's Advanced Placement (AP) program and College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Testing (DSST), widely accepted industry certification, or institution-developed tests.
5. Credits less than 7 years old.
6. Credits comparable to the program content of the program in which the student will enroll.
7. Documentation should include all proof possible, e.g., transcript, catalog, syllabi, or course outlines.

### *Bachelor's Degree Program*

The university offers a bachelor degree. Bachelor's program staff members work with students to help them complete the general education requirements associated with the first 2 years of a Bachelor degree, as well as the last 2 years associated with upper-division courses.

Required is an associate's degree or at least one full year of college credit (30 semester credits or 45 quarter credits) from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA), or from a non-U.S. institution, in a discipline or field related to the program/specialization for which application is made. Educational Credential Evaluators, Inc. (ECE) must evaluate a degree or coursework awarded from a non-U.S. institution as equivalent to an associate's degree or college coursework awarded by a U.S. institution. Note: College credits must be earned at the lower-division undergraduate level and fulfill University's general education requirements.

- A minimum grade point average (GPA) of 2.0 on a 4.0 scale in college coursework.
- Completed application form.
- Application fee.
- Purpose statement.
- Official transcript(s) of college coursework completed to date.
- Access to a computer and the Internet.

### *Master's Admission Requirements*

All applicants are required to have a bachelor's level degree from an approved college or university with at least a 3.0 G.P.A. for full acceptance into Masters Degree programs.

- A bachelor's degree from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council on Higher Education Accreditation (CHEA), or from a non-U.S. institution, in a discipline or field related to the program/specialization for which application is made.



- A minimum grade point average (GPA) of 3.0 on a 4.0 scale in bachelor's degree coursework.
- Completed application form.
- Application fee.
- Names of and contact information for two persons qualified to comment knowledgeably on the applicant's skills and professional and/or academic qualifications for study in the intended field.
- Goals statement.
- No More than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.
- Official transcript(s) of confirmed bachelor's degree, as well as any additional completed coursework to be considered for transfer of credit.
- Access to a computer and the Internet.

### *Doctoral Admission Requirements*

- A master's degree from a U.S. school accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council on Higher Education Accreditation (CHEA), or from a non-U.S. institution, in a discipline or field related to the program for which application is made.
- A minimum grade point average (GPA) of 3.0 on a 4.0 scale in master's degree coursework.
- Three years of professional experience related to the program for which application is made.
- Completed application form.
- Application fee.
- Names of and contact information for two persons qualified to comment knowledgeably on the applicant's skills and professional and/or academic qualifications for study in the intended field.
- Goals statement.
- Official transcript(s) of highest degree or coursework completed to date.
- Access to a computer and the Internet.

### *Documentation Requirements*

Individuals must file an application with the application fee made payable to this institution. All entering students must review program requirements. To be admitted to a program, the applicant must arrange to have official transcripts sent to the Registrar's office. Applicants will be advised, in writing, of any deficiencies in transfer units that must be remedied. A proposed remedy will be sent to the student, in writing, to assist the student through the application and admission process. 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. University of Riverside requires that the doctoral degree program be completed in no

fewer than two years from the date of initial enrollment or no more than ten years from the date of initial enrollment.

### *Transcripts*

*Transcripts in English:* Transcripts, one from each college attended. Transcripts must be sent directly from the institutions you have attended directly to the Admissions Office of University of Riverside. The transcripts become college property and will not be copied or released to other institutions. The processing of your application is contingent upon our receipt of required transcripts. Transcripts received from applicants who do not enroll within one year of their application date or who send transcripts but do not subsequently enroll will thereafter be destroyed unless the applicant maintains communication with this institution that indicates the applicant's continuing plan to enroll. In no event will transcripts be held for more than two years from the date of receipt of the documents. Said documents will be shredded prior to disposal.

*Transcripts Not in English:* Transcripts that are not in English must be accompanied by an official English translation. Many institutions will be able to accommodate your request to have your transcripts issued in English. If your school is unable to issue official transcripts in English, you have a two options:

(1) You can ask your institution to have the transcripts translated into English and notarized. Then have the institution send those documents directly to us in a sealed, preferably signed envelope. If the institution will only release the verification to you, please request that they seal it in an envelope so that you can forward that envelope directly to the University of Riverside; **DO NOT** open the envelope as that will void the verification. The documents must be received in their original sealed envelope to be considered official.

(2) You can submit your transcripts to a translation service. The translation service can then send those documents directly to us in a sealed, preferably signed envelope. If they send the translation to you, it must be forwarded to us in its original sealed state. Again, **DO NOT** open the envelope as that will void the translation; the documents must be sealed to be considered official. You should also request that an official copy (in your native language) be sent from your university to us so that we can compare the original to the translation.

### *International Student Admission*

The University of Riverside is approved by the U.S. Immigration and Customs Enforcement through the Student and Exchange Visitor Program (SEVP) to issue I-20's to its International students. The requirements for International Student admissions are listed below:

1. Completed and Signed Application
2. \$100 USD Application Fee
3. Statement of Purpose
4. 2 Letters of Reference (from individuals with no relation)
5. Official Transcripts
6. Evaluated Transcripts from Educational Credential Evaluators ([www.ece.org](http://www.ece.org))
7. Completed I-20 Application Form
8. \$250 USD I-20 Application Fee

Application procedures require the submission of the following documents:

1. Evidence of a qualifying TOEFL score of 500 (applicable to students of limited English proficiency who have not completed at least 2 years of university level study delivered in the English language.); a score of 530 for students entering the master's degree program (applicable to students who did not receive their undergraduate degree from a university level study delivered in the English language); and a score of 550 for students entering the doctoral program (applicable to students who did not receive their undergraduate degree from a university level study delivered in the English language).
2. Transcripts, one from each college attended. Transcripts must be sent directly from the institutions you have attended directly to the Admissions Office of University of Riverside. The transcripts become college property and will not be copied or released to other institutions. The processing of applications is contingent upon our receipt of required transcripts. Transcripts received from applicants who do not enroll within one year of their application date or who send transcripts but do not subsequently enroll will thereafter be destroyed unless the applicant maintains communication with this institution that indicates the applicant's continuing plan to enroll. In no event will transcripts be held for more than two years from the date of receipt of the documents. Said documents will be shredded prior to disposal.

### *Experiential Learning Credit*

The University accepts the granting of credit for prior experiential learning. The following indicators will be used when offering credit for prior experience.

1. Credit for prior experiential learning may be granted only at the undergraduate level.
2. The burden of proof is on the student to provide adequate attestation for granting credit.
3. The Academic Dean, the Dean of the Program in question, and one faculty member who regularly teaches the course in question will constitute a review committee to make the decision whether credit will be offered for a certain course.
4. Credit may be granted only for a documented course which falls within the regular curricular offerings of the institution.
5. Credit for all prior experiential learning will not constitute more than 25% of the credits needed for a degree.
6. No assurances are made as to the number of credits to be awarded prior to the completion of the institution's review process.
7. Credit may be granted only to enrolled students, and all credit is to be identified on the student's transcript as credit for prior experiential learning.
8. There is no additional charge for the experiential learning review.

### *Gainful Employment*

Upon successful completion of a degree program, students will have achieved the preparation to support jobs in the following categories as outlined in the US Dept. of Labor's Standard Occupational Classification codes: 11-0000 Management Occupations 13-0000 Business and Financial Operations Occupations

## **Academic Policies and Procedures**

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.

### *Academic Freedom*

This institution is committed to assuring full academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those officially sanctioned by the institution using methods for which the college has received oversight approval.

This institution's administration believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

Therefore, this institution encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or disciplines.

### *Articulation Agreements*

This institution has not entered into an articulation or transfer agreement with any other college or university.

### *Ability to Benefit Students*

This institution does not admit ATB students.

#### Special notice of Financial Status

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

### *Semester Credit Units*

Semester units are used to measure course credit. A semester unit is defined as a minimum of 15 contact hours of instruction. Additional time must be invested by the student to assure appropriate preparation for interaction with classmates and instructors and the research, reading and other work required to properly complete educational assignments.

### *Attendance Policy*

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and also, among students themselves, has significant value in the learning process.

Students must check in to their online classroom and have interaction in the discussion board with a minimum of 2 posts per week to count as having attended that week of class. If the student does not post at least a minimum of 2 responses each week, they will be considered absent.

Students are allowed to be absent for no more than one week per five/six week course. Failure to meet this requirement will result in a drop from the course.

*International and Hybrid students must meet the above requirements as well as a **mandatory** face to face meeting with their instructor for the first and last week of each course. Students who fail to meet this requirement and who are under an I-20 can potentially lose their status immediately.*

Allowances for interruptions in communications with instructors due to illness or personal emergency will be handled on a case-by-case basis between the student and instructor. Students are encouraged to use email to keep instructors fully informed of such circumstances. Arrangements to make up work missed and return to an agreed schedule should be initiated by the student and established with the instructor. If you are unable to stay on schedule due to unusual circumstances, please attempt to seek an accommodation from your instructor, and, if required, seek an official leave of absence.

### *Leaves of Absence – Drop Policy*

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the office of the Academic Dean. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Academic Dean may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. A student may drop at any time for any reason by notifying the administrative office, in writing.

### *Transferability of Units and Degrees Earned at This School*

Students wishing to transfer credits to another institution for further work should first consult with that institution before enrolling with this institution or any other college or university. Neither state approval nor accreditation will guarantee acceptability of credits for transfer.

### *Grades and Standards for Student Achievement*

Grades are awarded on a traditional letter grade scale (A, A-, B+, B, ...F). The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C or 2.0 GPA for bachelor and 3.0 GPA for masters and doctorate level degrees.

In calculating a student's grade point average, the following policy applies:

A	4.0 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3.0 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2.0 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1.0 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades:

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### *Academic Probation*

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program.  
Student Services

### *Academic Advisement*

There are a limited number of issues that a student will encounter since the course requirements are clearly presented in the institution's catalog. The primary issue will be which electives to select. However a mentor will be assigned to every new student who can help in understanding the requirements.

### *Student Rights - Grievance Procedures*

Students have a right to be treated fairly and ethically in all matters and transactions with this institution; therefore, this institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: (1) an effort to define the problem, (2) an effort to identify acceptable options for resolution, and (3) an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve (1) the student's submission of a written description of the specific allegations and the desired remedy accompanied by any available documentary items within 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred, (2) the student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution, (3) the Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance, (4) a timeline for resolution will be delivered to the principles by the Chief Academic Officer, (5) interested parties will communicate with the CAO in order to make recommendations to resolve the grievance, and (6) the party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right

to file a complaint with the Bureau for Private Postsecondary and Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. (888) 370-7589.

### *Availability of Transcripts*

Each student's file will contain student's records including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$15.00 per copy. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due to the institution are current.

### *Privacy Act, Student Records and Transcripts*

Student records for all students are kept for five years. Transcripts are kept in permanently. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading, you may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. Furthermore, it is our intent to protect the privacy of your financial, academic, and other school records. We will not release such information to any individual without having first received your written request to do so or unless otherwise required by law.

### *Student Housing*

This institution does not operate dormitories or other housing facilities. This institution does not accept responsibility to assist a student in finding housing. However, below you will find local housing data as a reference to local options available.

<b>APARTMENT NAME</b>	<b>ADDRESS</b>	<b>DISTANCE</b>	<b>RENT RANGE</b>	<b>ROOMS</b>	<b>SQ FT</b>
Pinnacle Riverwalk	3957 Pierce St	>.5	\$ 725- 1295	1,2	704-986
Esplanade at Riverwalk	11711 Collett Ave	>.5	Call for Details	1 to 3	715-1322
Sierra Gardens	9315 La Sierra Ave	1.8m	\$ 799-1259	1, 2	630-875
Casa Sierra	3935 La Sierra	1.8m	\$ 795-995	1,2	660-840
Sunstone Place	3845 Polk St	2.2m	\$ 785-1062	1,2	630-917
River Oaks Condomiums	3535 Banbury Dr	2.8m	\$ 695-1045	studio-2	470-915
Promenade Terrace	451 Wellesley Dr Corona	2.8m	\$ 910-1675	1 to 3	711-1365
Siena in Corona Hills	2108 HighPoint, Corona	2.8m	\$ 945-1545	1,2	554-1230
The Meadows	10601 Diana Ave	3m	\$ 895-1365	1 to 3	728-1100
Marquessa	2235 Treehouse, Corona	3m	\$850-1305	1,2	543-1230
The Ashton	2178 Stoneridge, Corona	3m	\$885-1430	1 to 3	700-1192
River Ridge Apt Homes	931 Rebecca Corona	5.9m	\$ 1015-1200	1,2	700-900

### **Placement Services**

No placement services are provided.

### **Library Resources**

The university has a small library with approximately 300 works. The university also provides access to collections on the internet. The university library is available to faculty, staff and enrolled students of the University of Riverside. The library is not open to the general public. Internet access for students will be limited to one-hour sessions when other students are waiting.

## Description of Facilities

The University of Riverside is located in a modern concrete tilt up one story facility and is one building of many in the complex. The structure is approximately five years old and the interior has been customized to provide a modern and multi-media friendly instructional environment for its students.

## Language of Instruction

All instruction is delivered in English.

## ESL Proficiency

For those students for whom English is not their first language, and who have not completed at least one full year of instruction at the college level, delivered in English, a TOEFL score of 500 is required.

## Online Delivery Response and Evaluation

This institution adheres to a policy of requiring that instructors respond to the receipt of student lessons, projects or other submissions within ten school days.

## FINANCIAL INFORMATION

### *Tuition and Fees*

<b>NON-DEGREE/DEGREE PROGRAM</b>	<b>Total Semester Units</b>	<b>Tuition per Unit</b>	<b>Total Program Tuition</b>	<b>Estimated Books &amp; Materials</b>	<b>Total Program Charges*</b>
English as a Second Language	48	250	\$12,000	\$2,000	\$14,000
Bachelor of Business Administration	120	250	\$30,000	\$3,000	\$33,000
Master of Business Administration	39	325	\$12,675	\$1,500	\$14,175
Doctor of Business Administration	60	380	\$22,800	\$3,000	\$25,800

\*Plus applicable charges from the miscellaneous fees schedule, below.

### **Miscellaneous Fees (All Programs) [Non-refundable unless otherwise indicated]**

Application Fee (Non-refundable)	\$100	Returned Check Fee	\$25
Registration Per Session	\$ 15	Transcripts	\$15
Technology Fee (Online Students)	\$100	Change of Student Status	\$25
Graduation Fee	\$250	Transfer Credit Fee Per Course	\$50
STRF	\$.00 per \$1,000 of Tuition (CA Residents)		

All fees are subject to change from time to time, without notice.



## Schedule of Total Charges for a Period of Attendance

The university requires that tuition be paid in advance for the first three courses enrolled, upon commencement of degree program. Tuition is paid one course at a time after this initial period. \*Students on I-20 visa are required to pay a deposit at the beginning of course work.

The following is a schedule of charges for an anticipated enrollment in one semester of attendance.

### Doctorate Programs

12 units @ \$380/unit	\$ 4,560
Registration Fee per Session	\$ 15
Books & Equipment	<u>\$ 500</u>
Total Charges	\$ 5,075

### Bachelor Programs

15 Units @ \$250/unit	\$ 3,750
Registration Fee per Session	\$ 15
Books & Equipment	<u>\$ 375</u>
Total Charges	\$ 4,140

### Master Programs or MBA

12 units @ \$325/unit	\$ 3,900
Registration Fee per Session	\$ 15
Books & Equipment	<u>\$ 375</u>
Total Charges	\$ 4,290

### ESL Programs

12 Units @ \$250/unit	\$ 3,000
Registration Fee per Session	\$ 15
Books & Equipment	<u>\$ 375</u>
Total Charges	\$ 3,390

## STRF DISCLOSURE

### § 76215. Student Tuition Recovery Fund Disclosures.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

*Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.*

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

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

## **FINANCIAL AID**

The school does not provide either State or Federal financial aid.

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

## **STUDENT'S RIGHT TO CANCEL**

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **Distance Education Programs:**

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

### **Classroom Programs:**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

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

### **Notice Regarding Distance Educational Programs**

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

## **REFUND POLICY**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

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

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

Any questions a student may have regarding the enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., Suite #400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) (888) 370-7589 (fax) (916) 263-1897.

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

### **Cancellation or Withdrawal Policy**

A student may withdraw from a course at any time during the term by the last day of regularly scheduled classes by completing the proper forms from the Office of Admissions & Records. Student's notice of cancellation must be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Official notification in writing must be received before any withdrawal from the University is processed.

### **Cancellation or Withdrawal Policy Procedure**

Students who wish to withdraw from their program of study should send a written notice to the

**Office of Admissions & Records  
University of Riverside  
11840 Pierce Street, Suite 200  
Riverside, CA 92505**

The email address is [registrar@uofriverside.com](mailto:registrar@uofriverside.com). The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. Once received, the Office of Academic Affairs will approve the Cancellation or Withdrawal.

## Degree Programs

<b>SCHOOL OF MANAGEMENT</b>		
<b>Program Objectives</b>	<b>Examples of Courses Taught</b>	<b>Outcomes</b>
<ul style="list-style-type: none"> <li>❖ Each student will seek a mastery of basic business tools and skills and an understanding of fundamental business procedures.</li> <li>❖ Each student will seek to understand the role and responsibilities of administrators in the business firm.</li> <li>❖ Each student will seek a level of educational achievement such that he/she can then positively impact a firm's profits through wise decision-making and implementation of appropriate managerial principles.</li> <li>❖ Each student will seek to understand the total functioning of a business organization as it pertains to making necessary changes for proper organizational development and expansion.</li> <li>❖ Each student, in his/her career at the University of Riverside, will commence a process of continual educational growth such that he/she can apply the most contemporary, and scientific, approaches towards the increased efficiency and overall betterment of his/her firm.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Introduction to Business</li> <li>❖ Organizational Behavior</li> <li>❖ Economics</li>   <li>❖ Managerial Communication</li> <li>❖ Management and Supervision</li> <li>❖ Small Business Management</li> <li>❖ Human Resource Management</li> <li>❖ Business Accounting</li> <li>❖ Financial Management</li> <li>❖ Computer Information Systems</li>   <li>❖ Business Ethics</li> <li>❖ Business Law</li> <li>❖ Strategic Management</li> <li>❖ Marketing Management</li> <li>❖ Operations Management</li>   <li>❖ Applied Quantitative Analysis</li> <li>❖ Administrative Office Management</li> <li>❖ Career Management</li> <li>❖ Money, Banking and Finance</li> <li>❖ Management Research project</li> </ul>	<ul style="list-style-type: none"> <li>❖ Future business employee will be able to work in the field of business.</li> <li>❖ She/he will have the skills to work at the managerial level.</li> <li>❖ As a manager, he/she will be a positive influence on the organization and the resultant profits.</li> <li>❖ Not only will he/she be able to manage, she/he will be trained in strategic planning for the future.</li> <li>❖ Finally, he/she will keep up with new ideas, techniques, and practices through continuously educating him/herself.</li> </ul>

## **ACADEMIC PROGRAMS**

### **Non-Degree/Degree Program Descriptions**

#### **Instructor Delivery Method**

All degree programs are delivered using Blackboard online technology platform. Students are required to have a computer with internet access. High speed internet access is highly recommended. The university has a computer lab available for all students.

#### **English as a Second Language**

English as a second language is designed to help international students who are looking to improve their English language skills while introducing them to the American culture.

#### **Bachelor of Business Administration (BBA)**

The Bachelor of Business Administration program is designed to prepare students for effective careers in the management of private and non-profit organizations. The curriculum helps students develop the conceptual, human, technical and operational knowledge and skills that are critical for success while using computers, computer skills and software applications necessary to prosper in a business environment.

#### **Master of Business Administration (MBA)**

The MBA program prepares students for positions of leadership in business, industry and government, and it provides them with a comprehensive view of the total business organization. Opportunities exist for specialization, but the program emphasis has been placed on breadth. Upon completion of the program, students will be equipped with the tools of analysis and decision-making. Classes are structured so that opportunities for problem definition, analysis, and solution/amelioration are plentiful.

Students with undergraduate preparation in the arts and sciences, engineering, education, and a variety of other disciplines can benefit from the program. Students without prior academic backgrounds in business administration and management will be required to complete certain foundation courses as a part of their MBA programs.

#### **Doctor of Business Administration (DBA)**

The Doctor of Business Administration (DBA) degree program offered by the University of Riverside provides students with a professional master's degree a means of exploring their personal readiness to become leaders in management professions. Students gain a mastery of business administration literature and demonstrate their competence by applying this knowledge to current business environments.

## *English as a Second Language*

### **Mission & Objective**

The mission of this program is to help international students to be able to speak and read English fluently. This program will also help prepare ESL students to take the TOEFL and IELTS exams in order to further their higher education, here in the United States of America or elsewhere. Each level in ESL is 160 hours.

<b>Course Name</b>	<b>Required Course</b>	<b>Units</b>
<b>BASIC – ESL LEVEL I</b>		
Basic Grammar	X	3
Basic Composition	X	3
Basic Reading, Comprehension & Vocabulary	X	3
Basic Listening, Pronunciation & Conversation	X	3
<b>BEGINNING – ESL LEVEL II</b>		
Beginning Grammar	X	3
Beginning Composition	X	3
Beginning Reading, Comprehension & Vocabulary	X	3
Beginning Listening, Pronunciation & Conversation	X	3
<b>INTERMEDIATE – ESL LEVEL III</b>		
Intermediate Grammar	X	3
Intermediate Composition	X	3
Intermediate Reading	X	3
Intermediate Listening	X	3
<b>ADVANCED – ESL LEVEL IV</b>		
Advanced Grammar	X	3
Advanced Composition	X	3
Advanced Reading, Comprehension & Vocabulary	X	3
Advanced Listening, Pronunciation & Conversation	X	3
<b>TOTAL</b>		<b>48</b>

## *Bachelor of Business Administration*

### **Mission & Objective**

The mission of the Bachelor of Business Administration program is to help our students grow intellectually, personally, and professionally. This will enable them to feel empowered and motivated to make significant positive contributions to the organizations they serve and to society as a whole. Our institution will strive to accomplish this by educating our students in the business fundamentals, stressing the communication and critical thinking skills necessary to succeed and advance in a business career. Upon successful completion of course requirements, units required and maintaining degree standards for GPA, students will obtain a Bachelor of Business Administration. No additional examinations or licensure is required for completion of degree.

<b>Course #</b>	<b>Course Name</b>	<b>General Education</b>	<b>Required Course</b>	<b>Elective Course</b>	<b>Units</b>
GEN 100	Introduction to University Studies	X			3
GEN 102	Lifelong learning Skills	X			3
ENG 101	Writing Skills	X			3
MTH 101	Basic Mathematics	X			3
MTH 102	Algebra	X			3
MTH 103	Elementary Statistics	X			3
SOC 101	Introduction to Sociology	X			3
PSYC 101	Introduction to Psychology	X			3
ENG 102	Foundations of Research Writing	X			3
HIST 101	Eastern Civilization	X			3
HIST 102	Western Civilization	X			3
HIST 103	American History	X			3
PHL 101	Critical thinking	X			3
COM 101	Professional communication	X			3
BUS 101	Principles of Management and Supervision	X			3
BUS 102	Principles of Accounting	X			3
BUS 103	Business Finance	X			3
BUS 104	Sales and Marketing	X			3
BUS 105	Computer Information Systems	X			3
BUS 106	Small Business Management	X			3



*Bachelor of Business Administration*

Continued...

<b>Course #</b>	<b>Course Name</b>	<b>General Education</b>	<b>Required Course</b>	<b>Elective Course</b>	<b>Units</b>
BBA 201	Managerial Communication		X		3
BBA 202	Introduction to Business		X		3
BBA 203	Organizational Behavior		X		3
BBA 204	Management and Supervision		X		3
BBA 205	Small Business Management		X		3
BBA 206	Economics		X		3
BBA 207	Human Resource Management		X		3
BBA 208	Business Ethics		X		3
BBA 209	Business law		X		3
BBA 301	Business Accounting		X		3
BBA 302	Financial Management		X		3
BBA 303	Strategic Management		X		3
BBA 304	Computer Information Systems		X		3
BBA 306	Marketing Management		X		3
BBA 307	Operations Management		X		3
BBA 308	Applied Quantitative Analysis		X		3
BBA 407	Administrative Office Management			X	3
BBA 408	Career Management			X	3
BBA 409	Money, Banking and Finance			X	3
MGT 490	Management Research project			X	3
TOTAL					120

## *Master of Business Administration* **Mission & Objective**

The Master of Business Administration provides an integrated set of learning opportunities for students interested in mastering the skills and knowledge necessary for effectively participating in and managing modern organizations. The Master of Business Administration program is designed to provide:

- Graduating students with an integrated knowledge and demonstrated ability to perform as management professionals.
- Students with the positive perspectives and skills that create productive managerial leaders; and
- Students with global perspective.

Upon successful completion of course requirements, units required and maintaining degree standards for GPA, students will obtain a Master of Business Administration. No additional examinations or licensure is required for completion of degree.

<b>Course #</b>	<b>Course Name</b>	<b>General Education</b>	<b>Required Course</b>	<b>Elective Course</b>	<b>Units</b>
COM 500	Managerial Communication		X		3
BUS 501	Organizational Theory and Behavior		X		3
BUS 502	Information Resource Management		X		3
BUS 503	Advanced Marketing and Management Strategies		X		3
BUS 504	Legal and Ethical Environment in Organizations		X		3
BUS 505	Advanced Managerial Finance		X		3
BUS 506	Accounting for Decision Making and Control		X		3
BUS 507	Applied Quantitative Analysis		X		3
MHR 501	Human Resource Management		X		3
FIN 601	Corporate Finance			X	3
FIN 603	International Finance			X	3
MHR 602	Labor Relations and Collective Bargaining			X	3
ETM 602	Strategic Information Technology Management			X	3
<b>TOTAL</b>					<b>39</b>

## *Doctor of Business Administration*

### **Mission & Objective**

Doctor of Business Administration has a mission and objective to provide highly experienced professionals with the skills needed to conduct applied research which will serve to prepare them for teaching, consulting and research positions in academe, government, or industry. Upon successful completion of course requirements, units required and maintaining degree standards for GPA, students will obtain a Doctor of Business Administration. No additional examinations or licensure is required for completion of degree.

<b>Course #</b>	<b>Course Name</b>	<b>General Education</b>	<b>Required Course</b>	<b>Elective Course</b>	<b>Units</b>
COM500	Managerial Communication		X		3
BUS 501	Organizational Theory and Behavior		X		3
BUS 502	Information Resource Management		X		3
BUS 503	Advanced Marketing and Management Strategies		X		3
BUS 504	Legal and Ethical Environment in Organizations		X		3
BUS 505	Advanced Managerial Finance		X		3
BUS 506	Accounting for Decision Making and Control		X		3
BUS 507	Applied Quantitative Analysis		X		3
MHR501	Human Resource Management		X		3
FIN 601	Corporate Finance			X	3
FIN 603	International Finance			X	3
MHR 602	Labor Relations and Collective Bargaining			X	3
ETM 602	Strategic Information Technology Management			X	3
DBA 701	Research Questions, Constructs and Design - Residency			X	3
DBA 702	Design, Statistics and Data Analysis - Residency			X	3
DBA 703	Research Ethics and Proposal			X	3
DBA 704	Doctoral Comprehensive			X	3
DBA 705	Doctoral Dissertation Proposal			X	3
DBA 706	Doctoral Dissertation Data			X	3
DBA 707	Doctoral Dissertation			X	3
TOTAL					60

## **Course Descriptions for Bachelor of Business Administration**

**GEN 100 Introduction to University Studies:** This introductory course is designed to provide an overview of requirements for university studies. This includes course requirements, time commitment and necessary skills.

**GEN 102 Lifelong learning Skills:** This course examines learning theory and models, principles of communication skills, group processes, and personal management. Students will develop strategies for learning to succeed at the University of Riverside.

**ENG 101 Writing Skills:** This course is designed to prepare students for academic writing. This course will focus on writing multiple drafts, Critical reading and writing skills, researching and/or gathering information on topics to use in a paper, developing persuasive and argumentative essays and eliminating structural and grammatical errors.

**MTH 101 Basic Mathematics:** This course is designed to review operations on negative and positive whole numbers, decimals, and fractions; measurement and geometry; rates, ratios, proportions, and percents; basic descriptive statistics, and beginning algebra. Activities emphasize solving application problems are integrated in this course.

**MTH 102 Algebra:** Topics covered in this course include rational numbers and their applications, equations and inequalities, linear relations and inequalities, polynomials, factoring, rational expressions, functions and graphs, graphing linear equations, radical expressions, quadratic functions and graphs, and statistics and probability.

**MTH 103 Elementary Statistics:** This course is designed to give a basic introduction to the fundamental concepts and methods of statistics. Topics include basic measures of central tendency and variability, graphical displays, descriptive simple linear regression, elementary probability, the normal and t-distributions, confidence intervals and hypothesis testing.

**SOC 101 Introduction to Sociology** This course is designed to study different theories and methods used within sociology and cover a broad spectrum of topics using critical sociological perspectives. Topics covered in this course are the sociological approach, the individual in society, the study of society, social institutions, and human agency.

**PSYC 101 Introduction to Psychology:** The course is designed to present several aspects and fields of Psychology. Each topic will be addressed at several levels of explanation, with an emphasis on biological processes. Students will develop a basic understanding of the multiple areas of Psychology, and should become capable of applying these concepts to everyday life.

**ENG 102 Foundations of Research Writing:** The main objective of this course is to enhance the writing skills and provide knowledge about how to write academic papers. Due emphasis is placed on methods of attribution, i.e. the scholarly and proper use of citations.

**HIST 101 Eastern Civilization:** This course is designed to familiarize students with the principal achievements in art, architecture and literature of eastern civilization, to help students understand these achievements in their social and cultural contexts, and to consider the historical evolution of our knowledge and understanding of these achievements.

**HIST 102 Western Civilization:** An introduction to the political, social, cultural, and economic events that distinguished Western Civilization from its earliest roots to the Thirty Years' War (1648). Major topics include Ancient Near Eastern Civilizations, Greece and Rome, the middle Ages, and the Renaissance and Reformation.

**HIST 103 American History:** Students will examine American history from the Reconstruction Era to the present. They will gain an understanding of historical periods and events such as the Industrial Revolution, the Gilded Age, the Great Depression, the two World Wars, the Cold War, the Age of Affluence, and the Struggle for Racial and Gender Equality

**PHL 101 Critical thinking:** The course emphasizes reading skills such as analyzing, synthesizing and evaluating information as well as previewing, finding main ideas and details, summarizing, classifying information and locating signal words. It also focuses on study skills such as time management, memory techniques, note taking and exam taking strategies. In addition, the course explores methods for researching, organizing and writing term papers and for making presentations. Reading and research assignments address the primary theme of the course, forming an identity.

**COM 101 Professional Communication:** The study and role of communication in the workplace. The course focuses on the theory and practice of communication in achieving organizational skills. Attention is given to developing intrapersonal and interpersonal skills for the workplace, meeting management, interviewing and presentational skills. The relationship between communication and leadership, conflict, corporate culture, gender and cultural diversity, team building, and workplace learning will be explored.

**BUS 101 Principles of Management and Supervision:** This course discusses the role of manager and supervisor. Supervisory and managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

**BUS 102 Principles of Accounting:** This course covers an introduction to accounting as a device for reporting business activity. The underlying principles of accounting are studied in addition to the construction and interpretation of financial statements as they apply to sole proprietorships and partnerships.

**BUS 103 Business Finance:** This course provides an overview of the different areas of finance as well as a foundation in the basic tools and techniques of business finance.

**BUS 104 Sales and Marketing:** This course will introduce the student to the basic concepts of sales and marketing by focusing on the key components that make up a successful sales and marketing plan.

**BUS 105 Computer Information Systems:** This course is designed to provide an understanding of the hardware, software, and other components of computer systems; with emphasis on database management systems, telecommunications and networks, analysis, design and development of computer-based information systems, and evaluation of computer acquisitions.

**BUS 106 Small Business Management:** This course covers such topics as the nature of the entrepreneur, financing and ownership options, marketing, government regulations, taxation, inventory control, and other business functions applicable to the management and ownership of a small business.

**BBA 201 Managerial Communication:** This course is designed for new graduate students with an introduction to the undergraduate-level program and strategies for academic success within the University of Riverside learning model. Course topics include oral and written communication and resources, individual and group presentation techniques, electronic research resources, critical thinking, stress and time management.

**BBA 202 Introduction to Business:** This course provides an overview of the field of business administration. Areas covered include business goals and strategies, functional areas of business and their integration in policy and decision making, social responsibility, computers in business, and business trends and challenges including the international dimension.

**BBA 203 Organizational Behavior:** This course covers the basics of organizational behavior. This includes an organizational socialization, teamwork leadership, group dynamics, problem-solving, and ethics as they apply to the manager in a multicultural economic and political environment.

**BBA 204 Management and Supervision:** This course covers an introduction and overview to the management and supervisions in modern organizations. This includes the history of management, leadership, staffing issues, and policy are a few of the topics explored. This course will also investigate the functions and elements of management and supervision, including motivation, diversity, quality, ethics, and the global environment.

**BBA 205 Small Business Management:** This course covers the study of business organization emphasizing the small independently-owned business. Instructional topics include discussion of the benefits of small business, forms of ownership and various aspects of managing a small business.

**BBA 206 Economics:** This course covers an introduction to the problems of unemployment, inflation, and economic growth. Emphasis is on the roles of monetary policy and fiscal policy in determining macroeconomic policy. The efficacy of controlling wages and prices is analyzed.

**BBA 207 Human Resource Management:** This course introduces methods for managing the firm's human resources within the context of regulatory and economic conditions and changing work force demographics. Topics include recruitment and selection, compensation and reward systems, employee development and appraisal, and information systems for meeting HRM objectives.

**BBA 208 Business Ethics:** This course covers the issues of business ethics, and explores the ethical issues decision makers are exposed to when developing employee and organizational policy. The essential nature of ethics and the role that ethics play in the decision process in explored at length, and include analysis of individual decision-making processes and corporate culture.

**BBA 209 Business law:** This course covers a legal issues which includes the litigation process, constitutional law, torts, product liability, crimes, contracts, sales and leases, intellectual property, international law, and employment law.

**BBA 301 Business Accounting:** This course provides basic knowledge of financial and managerial accounting. Focuses on the generation and use of accounting information within the firm for planning and controlling operations, and the recording, categorization and reporting of financial information for decisions by those inside and outside the business enterprise.

**BBA 302 Financial Management:** This course covers financial management of the firm which includes capital budgets, the capital asset pricing model, working capital analysis, financing policy and economic value added.

**BBA 303 Strategic Management:** This course integrates all business functions and requires evaluation of strategic outcomes from ethical as well as economic viewpoints.

**BBA 304 Computer Information Systems:** This course offers a comprehensive look at information systems development from the initial stage of defining requirements to final evaluation of installed systems. Topics include analysis of user requirements, development of logical system model, and translation of logical systems model into physical system model, testing, and implementation.

**BBA 306 Marketing Management:** This course topic includes strategic view of buyer behavior, market segmentation and product positioning, product policy, pricing, distribution, sales force management, and market research.

**BBA 307 Operations Management:** This course covers the fundamental concepts of operations management including: productivity, total quality management (TQM), production planning, forecasting, just-in-time systems, inventory management, scheduling, and purchasing and project management.

**BBA 308 Applied Quantitative Analysis:** The main focus of this course is on Business applications of statistics. Statistical techniques that will be covered include: estimation, hypothesis testing, and regression analysis. In addition, students will gain experience using Microsoft Excel.

**BBA 401 Intercultural Communication:** This course covers strategies to conduct effective cross-national interactions, and to manage the daily operations in foreign subsidiaries. Students will learn the skills necessary to effectively communicate in global context.

**BBA 402 International Management:** This course discusses how the variability of culture interacts with other national and international factors to affect managerial processes and behaviors. Topics include structure and strategy, social responsibility, and ethics.

**BBA 405 International Human Resource Management:** This course covers emerging issues of international human resource management. This includes recruiting, training, compensation and cultural aspects of managing employees.

**BBA 407 Administrative Office Management:** This course covers various aspects of how an organization functions internally. Topics include communication, office automation, security, emergency procedures, supervision and management of administrative personnel.

**BBA 408 Career Management:** This course covers career management issues such as the assessment of potential career tracks, transition from academia, career strategies and obstacles, personal and organizational value conflicts, dual career marriage and the price of success.

**BBA 409 Money, Banking and Finance:** This course is designed to give students an overall understanding of the essential topics in the areas of money, banking and finance.

**MGT 490 Management Research Project:** This course is designed to help students with an understanding of commonly employed business research techniques to improve a situation, solve a problem, or change a process related to management specialization. Students will gain skills in problem framing, data collection, data analysis and data presentation.

## **Course Descriptions for Graduate Level Business Administration Programs**

**COM500 Managerial Communication:** This course gives students the opportunity to improve their ability to communicate effectively as managers. Also, this course examines the communication strategies and skills that are essential for your success in business.

**BUS 501 Organizational Theory and Behavior:** This course is designed to expose the student to the fundamental principles with which to understand human behavior inside modern organizations. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context.

**BUS 502 Information Resource Management:** This course covers basic principles of managing information technology projects as well as the management of the information technology department and its function as a "business within the business". The course includes a project that synthesizes the content developed throughout the curriculum.

**BUS 503 Advanced Marketing and Management Strategies Topics:** This course include Consumer behavior; the marketing mix; marketing communications; customer service; pricing decisions; marketing market research and design techniques; test marketing; marketing planning; international perspectives and management strategies.

**BUS 504 Legal and Ethical Environment in Organizations:** This course covers the legal, ethical, and regulatory environment in which business people and organizations function. The course focuses on the role of business in society. It includes an introduction to the legal system; covering employment law, the court system, contract law, tort law, intellectual property, international law and liability for products or services. Additionally, the course covers issues of social responsibility and ethics.

**BUS 505 Advanced Managerial Finance:** This course covers the range of topics, complexity of analysis, of the material covered Managerial Finance. Topics to be covered include financial analysis, financial planning, current asset management, leasing, futures markets, long term financing, mergers and acquisitions, international finance and risk management.

**BUS 506 Accounting for Decision Making and Control:** This course covers a comprehensive, graduate level exploration of managerial accounting. The main focus of this course is the use of accounting data in the management and decision making of an organization.

**BUS 507 Applied Quantitative Analysis:** This course covers an introduction to data analysis for supporting decision making. It includes a summary of basic probability rules, manual and computer supported calculations of descriptive statistics, the application of probability and descriptive statistics for making statistical inferences in business related applications such as marketing research and financial analysis.

**MHR501 Human Resource Management:** This course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of HRM systems.

**ETM 602 Strategic Information Technology Management:** This course covers information technology management strategies, explores the possible information technology strategies of an organization, and provides conceptual frameworks for the development and evaluation of information technology management strategies.

**FIN 601 Corporate Finance:** This course covers basic principles of finance and provides practical tools for financial decisions and valuation in a corporate context. Topics include application of asset pricing tools to evaluate projects, capital structure decision, and how it may affect firm value. Course also covers how firms raise capital, agency conflicts, dividend policies, and analyzing financial issues in mergers and acquisitions.

**FIN 603 International Finance:** This course covers topics such as foreign exchange markets, international financial markets, international banking, currency derivative markets, Euromarkets, risk management, and investment decisions in the global marketplace.



**MHR601 Training and Development:** This course is designed to cover theory and applications of employee training and development. Topics include determining training needs, selecting methods, planning programs and evaluating training effectiveness.

**MHR602 Labor Relations and Collective Bargaining:** This course is designed to cover the fundamental concepts of labor relations, collective bargaining, and dispute resolution procedures. An international comparative analysis is used to assess some of the legal, economic and political structures of labor relations.

**DBA 701 Research Questions, Constructs and Design – Residency:** This is a residency course. This course is designed for students to design research Questions, constructs, Design, define a research topic, and establishing associated research question(s) for his/her dissertation.

**DBA 702 Design, Statistics and Data Analysis – Residency:** This residency course is designed to provide students a thorough understanding of statistical tests appropriate to their dissertation topic and design, how to interpret the results of the tests and how to conduct appropriate follow-up analyses.

**DBA 703 Research Ethics and Proposal:** This course covers the study of ethical issues in research and students evaluate the research plan against accepted ethical principles and practices in the field.

**DBA 704 Doctoral Comprehensive - The Comprehensive Doctoral Review:** Intended to assure that each student has mastered knowledge of his or her discipline and can demonstrate application of that knowledge before candidacy status is achieved and research in support of the dissertation is initiated.

**DBA 705 Doctoral Dissertation Proposal:** This course is designed for Doctor of Business Administration students to synthesize the knowledge and skills developed in previous research courses and apply them to the doctoral dissertation process. Students learn about all aspects of the process of developing a dissertation proposal and carrying out the doctoral dissertation, and they gain an understanding of standards and expectations that students need to meet to be successful in completing the dissertation process.

**DBA 706 Doctoral Dissertation Data:** This course is a continuation of DBA 705 in which the dissertation data are collected and analyzed. Candidates for the DBA degree must maintain continuous enrollment and satisfactory academic progress.

**DBA 707 Doctoral Dissertation:** This course is a continuation of DBA 706 in which the dissertation process is completed. The manuscript is prepared, reviewed and submitted for final approval. Candidates for the DBA degree must maintain continuous enrollment and satisfactory academic progress. Candidates must have satisfied all financial obligations to the university and be enrolled at the time of the oral defense.

## **Administrators**

Raj Singh, President, Chief Academic Officer

PhD, Educational Policy Planning and Administration, University of Southern California, 1992

MS, Educational Policy Planning and Administration, University of Southern California, 1989

Engineer's Degree in Industrial and Systems Engineering, University of Southern California, 1980

BS, Engineering, University of Allahabad, 1973

Jeannette Singh, Chief Operations Officer

MBA, University of Phoenix, 2001

BS, Nursing, Loma Linda University, 1997

BA, Spanish, Pacific Union College, 1993

## **Externships**

Not applicable

## **Faculty – Degree Program**

Aylor, Alan

DBA, Argosy University, 2010

MBA, University of Redlands, 1999

BS, Social Science, California Polytechnic University, 1979

Banton, Christa

Ed.D, Educational Leadership, Higher education, Argosy University, 2011

MS Psychology, Public Administration and Social Change, Walden University, 2012

MS Counseling Psychology, Marriage and Family Therapy, Cal Baptist University, 2004

BA Psychology, California State University, 2002

Bowen, Alyncia

PhD, Organization and Management, Capella University, 2010

MS, Health Care Administration, Central Michigan University, 1999

BA, Sociology, Capital University, 1990

Ekpenyong, Ime

PhD, Business, Capella University, 2015

MBA, General Business, Capital University, 2004

BS, Food Science and Nutrition, Ohio State University, 1999

Hemben, Terseer

DM, Management in Leadership, University of Phoenix, 2010

MS, Chemical Engineering, Texas A&M University, 1992

BS, Chemistry/Chemical Engineering, Rhode Island College, 1988

Imaku, Mawousse

MBA, University of Phoenix, 2004

BS, Business Management, University of Phoenix, 2000

Iwane, David

PhD, Capella University, 2010

MBA, University of South Florida

BA, University of Southern California

Kanai, Therese

PhD, Education, Walden University, 1994

MA, Education, Heritage College, 1991

Teaching Certificate, University of Hawaii, Hilo, 1986

BA, Mathematics, University of Hawaii, Manoa, 1983

AS, Chemistry, College of Marin, 1976

Leggett, Allison

EdD, Educational Leadership, University of Phoenix, 2007

MA, Education, Pepperdine University, 1992

BS, General Chemistry, University of California, Los Angeles, 1976

Lindsay, Cynthia

EDD, Educational Leadership and Curriculum Development, University of Phoenix, 2011

MS, Nursing, University of Phoenix, 2007

BS, Nursing, California State University

Mahajan, Paul

DM, Organizational Leadership, University of Phoenix, 2008

MS, Business Technology & Technical Writing Administration, Eastern Washington University, 1997

BA, Liberal Arts/Communications, Eastern Washington University, 1995

Mahoney, James

PhD, Organization and Management, Capella University, 2010

MPA, California State University, Northridge, 1992

MA, International Relations, University of Southern California, 1973

BA, Economics, Boston College, 1963

Ncube, Zet

PhD, Organization and Management, Capella University, 2007

MBA, Management Information Systems, Concordia University, 1996

BS, Computer Engineering, Concordia University, 1993

Okoro, Henrietta

DM, University of Phoenix, 2010

MBA, Business Management, Southeastern University, 1998

MBA, Accounting, Southeastern University, 1997

HND, Banking, Institute of Management and Technology, 1990

Rajagopalan, Sriram

PhD, Capella University, 2009

MBA, Concordia University, 2000

MS, Wayne State University, 1996

Bachelors of Engineering, Electronics and Communication Engineering, University of Madras, 1990

Rivas, Rodolfo

PhD, Organization & Management, Capella University, 2010

MA, Economics/Business, San Francisco State University, 1986

BS, Business Administration, San Francisco State University, 1994

Roberts, Douglas

PhD, Organization & Management, Capella University, 2009

MBA, University of Phoenix, 2004

BS, Business Information Systems, University of Phoenix, 2002

Rostkowski, Stella  
PhD, Organization and Management, Capella University, 2015  
MS, Information Technology, Web and graphic design, Capella University, 2005

Siao, Madonna  
MS, Child Development, San Diego State University, 2005  
BS, Child Development, San Diego State University, 2003

Sherwin, Sr., Nicholas  
DBA, University of Phoenix, 2007  
MBA, Pepperdine University, 1991

Tichy, Jane  
MA, La Sierra University, 2001  
BA La Sierra University, 1997

Young, Stephen  
PhD, Applied Management and Decision Sciences, Walden University, 2008  
MBA, West Coast University, Los Angeles, 2007  
BS, Aerospace Engineering, Western Michigan University, 1979

## **Faculty – ESL**

Berson, Brad  
BA, English, California Polytechnic Pomona, 1996

Khan, Nusrat Sultana  
BA, English, California State University, San Bernardino, 2008

Sais, Karla  
BA, Liberal Studies, San Diego State University, 2005

Tichy, Jane  
MA, La Sierra University, 2001  
BA La Sierra University, 1997