Community Business College

19489 Bear Creek Rd
Los Gatos, CA 95033

Office: 925 436 7603

www.cbcollege.us

Catalog of Courses
January 1, 2022 to December 31, 2022

Table of Contents

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

INTRODUCTION

Institutional Mission and Objectives

Mission

Community Business College, as an academic institution of higher learning, is committed to Empowering our students to fulfill their academic and professional goals in a community-centered learning environment that is diverse, innovative, and inclusive for all students, faculty, and staff. Building lifelong learning communities in management, sciences, and technology among our students, graduates, and industry experts.

Objectives
- To provide learners with appropriate resources, tools, and environment and with competent faculty dedicated to their educational goals."
- Deliver training that will empower graduates in the management of activities typically present in the management and operation of profit-seeking and not-for-profit organizations
- Prepare graduates with great communication skills, and analytical approaches to problem-solving
- Engage in a constant process of continuous improvement through course assessment and revision of content, delivery methods, and objectives in the context of compliance with regulatory requirements.

Instructional Location

All instruction is provided online

Administrative Office:

19489 Bear Creek Rd
Los Gatos, CA 95033

ADMISSIONS

Admission Requirements
- Students must have earned a Bachelor's Degree from an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau, or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the student earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services(NACES).
- Students must have been awarded a Bachelor's degree with a grade of 3.0 or higher.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- No Ability to Benefit students are accepted.
- This institution does not award credit for satisfactory completion of College-Level Examination Program® (CLEP) or other comparable examinations.
- This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.

Application / Enrollment Process

Step 1: Apply Online

The application process is simplified to reduce processing time. Prospective Community Business College students must complete an online application found at the following site: www.cbcollege.us

Step 2: Distance Learning Skills Self Assessment

This assessment is completed as part of the online application. The institution is required to assess each student, prior to admission, to assure that each student has the skills and competencies to succeed in a distance education environment. The institution uses a "Learning Skills Self Assessment". Areas to be assessed include Time Management Skills, Communication Skills, Study Skills, and Learning Styles. The institution uses the assessment to determine if the student is likely to succeed in a distance learning environment and interviews the student in areas of reported weakness to determine enrollment suitability.

Step 3: Enrollment Process

Soon after receiving the application, the Community Business College Admissions Department will contact the student to assist throughout the enrollment process. Essential documents, including transcripts, enrollment agreement, personal statement, resume, and payment method, are collected by e-mail, and regular mail. Please, note that to speed up the admission process, Community Business College will accept unofficial transcripts for the application process, however, admitted students are required to order *Official transcripts*, which must be sent directly to Community Business College from the institution or military branch where the credit was earned, or sent by the student as long as the official transcript is sealed from the originating institution. Official transcripts must be submitted before the end of the first course in the program.

Orientation Materials

First-time students at Community Business College are provided with orientation materials to assist them with getting started on their first online course. The orientation materials introduce the Community Business College's policies and procedures, the online platform, the standards for academic conduct in the online environment, and some tips and practices for being successful in the distance-learning format.

International Students

Students who are not citizens or permanent residents of the United States are welcome to apply for admission to Community Business College and must follow the above 3 steps to admission. Please, note that due to the distance education nature of our program, VISA services are not provided nor will the institution vouch for student status. Community Business College cannot issue I-20 documentation to allow international students to enter the US on student visas. Further, please, note the following:

Transcripts in languages other than English must be accompanied by a certified translation. If students request credit transfer from foreign institutions, transcripts for comparable university-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to Community Business College. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services. International applicants whose native language is not English, except those who have completed their undergraduate or postgraduate degrees at a nationally or regionally accredited U.S. college or university, must submit evidence of English proficiency. (See English Proficiency)

Language of Instruction - Visa Services - Language Proficiency
- Instructions will be provided in English.
- No visa-related services are offered.
- For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper-based TOEFL test or a score of 70 on the internet-based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution that has provided instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

ENROLLMENT

Refunds and Cancellations

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent. 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 full refund within 45 days after the student's return of the materials.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 19489 Bear Creek Rd., Los Gatos, CA 95033, or email to admission@cbcollege.us or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

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

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

Refund Policy

A pro-rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:
The amount owed equals the daily charge for the program (a total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

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

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

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

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

PROGRAMS

Master of Business Administration
Program Description
The Master of Business Administration program prepares students for leadership positions in the global technology business and provides a comprehensive view of business operations. The MBA program infuses engaging pedagogy with real-world problem solving, strong connections with Silicon Valley business and industry, and offers a flexible learning schedule that allows students to maximize their learning efficiency.

The MBA provides three unique competencies of successful professionals that distinguish its graduates from other MBAs: leadership, innovation, and information technology. Our students build a solid foundation of skills that allow them to effectively compete in a global economy.

Closely connected to Silicon Valley, CBC provides its MBA students with exposure to the pervasive culture of entrepreneurial success in this region. The MBA faculty has many years of entrepreneurial experience starting companies, managing corporations, directing advanced product development, and consulting for major corporations.

Program Mission & Objectives
The mission of the program is to prepare students for leadership and management positions in global technology businesses. Students graduate from the program in a timely fashion with skills, knowledge, and practices that enable them to start/enhance their management careers. (SOC 11-3011)

Students completing the program will be able to:
- Apply best practices of leadership
- Analyze organizational effectiveness
- Make marketing decisions based on target markets, variables, and feasibility
- Think strategically about employee and management relations
- Prepare and analyze financial statements and projections
- Examine innovation from the product, process, and organizational perspectives
- Have an extensive and practical knowledge base of theory, tools, skills, practices, and research related to business and be able to apply these to the problems and opportunities of the 21st-century business environment
- Demonstrate effective professional and interpersonal practices for business
- Develop a range of professional strategies and promote their effectiveness in a business environment
- Demonstrate ethical, legal, and responsible behavior; explain the broader role that business has in society; and articulate their own responsibilities as a member of the business community and a member of society

This program is 36 semester units / 540 clock hours in length. No externship or internship is required. Students are evaluated through written assessments and final exams. Some faculty might require additional assessments such as research papers, hands-on projects, and/or presentations.

BUS 590   Economics For Business Decision Making   3 Semester Units (45 clock hours)
Course Description
The primary goal of this class is to help students think like an economist. The tools students will learn are useful both in business and in life.

There are two ways in which people may find microeconomics useful in their careers. The first is that economics helps you understand how markets work. No matter what you end up doing over the course of your career, thinking about markets will be crucial. For example, you might encounter questions like:
  • How can I assess the value of an investment opportunity?
  • What gives my company market power when interacting with competitors?
  • How will my employees respond to different kinds of incentives?
Although these concerns are often associated with private, profit-oriented companies, these issues are most salient for nonprofit or public sector endeavors since almost all activities affect and are affected by markets directly and indirectly. This aspect of economics is called the positive aspect, meaning that it is descriptive or predictive. It describes what outcomes one should expect given a set of economic conditions and how changes in those conditions will alter the market outcomes. For a business student, this aspect of economics is the tool that helps you understand the context and environment in which your business operates.

The second aspect of economics addresses what the best way is to achieve a particular goal. In a business school context, the goal is usually maximizing profits. Specific questions economics can help answer are:
  • How should firms set prices to maximize profits?
  • What is the right way to consider costs when calculating the profitability of different actions?
  • How should a firm decide whether to enter a new market?
  • How should a firm respond to the strategic actions of its competitors?
This aspect of economics is called the normative aspect. This is the aspect of economics that recommends what one ought to do, given what positive economics has to say about what is to happen as a result.

Understanding both the positive and normative tools of economics is necessary for making good business decisions. The main emphasis of the course is developing an approach to thinking about economic problems and using these tools, but we demonstrate the basic ideas by exploring a series of practical business problems. Like learning to ride a bicycle, learning to think like an economist takes practice. Merely observing how problems are approached in lectures or readings will not enable you to solve similar problems yourself. The only way to become proficient at solving economic problems is to practice. The course will provide you with many opportunities to do so including cases, problem sets, and class discussions.
Course Objectives
By the end of the course the students will be able to:
  ● Translate a real-world business problem into an economic framework
  ● Use the framework to analyze/solve the problem
  ● Translate the insights from the framework into actionable business insights
  ● Identify features of real-life markets that expand or limit strategic opportunities

BUS 620   Leadership   3 Semester Units (45 clock hours)
Course Description
Leading organizations within one's culture is a complex and daunting task. This complexity only increases once organizations expand into global markets; that is why leaders must be prepared to deal with a wide array of cultural, economic, social, and technological differences. The purpose of this course

is to introduce students to leadership and strategy issues that companies face when doing business internationally. To do this, we will learn both about leadership and global contexts.

Course Objectives
- Discuss major current topics and issues in international management
- Learn and apply classical and most recent frameworks to understand cross-cultural differences
- Understand emerging competitive strategies used by multinational companies
- Analyze challenges and opportunities for managing global innovation

BUS 630   Business Strategy   3 Semester Units (45 clock hours)

Course Description

This course will focus on corporate strategy. An organization's structure is one of the primary mechanisms through which the Top Management Team (TMT) implements its strategy. Organizations with thoughtful strategic plans may fail if the TMT does not fully implement those strategies through an effective organizational structure. In this course, we will discuss "live cases"

Course Objectives

By the end of the course the students will be able to:
- Apply models of organizational strategy and structure to actual organizations
- Prescribe appropriate changes for organizations based on these models.
- Defend your applications and prescriptions

BUS 660   Digital Marketing   3 Semester Units (45 clock hours)

Course Description

With the increasing globalization of markets and the development of digital marketing assisted by big data and artificial intelligence, marketing is highly data-driven and becoming a global effort. It is imperative that MBA students equip with the skill of data-driven marketing leveraging Cloud services for global reach and social media with niche-market targeting.

This course is designed to prepare students who are pursuing marketing careers in marketing and non-marketing students desiring to develop their skills in international marketing and how they can be used to *create a competitive advantage for businesses*.

Course Objectives

After taking this course, you will be able to:
- Evaluate the marketing challenges due to cultural and other differences in an international business environment
- Independently make marketing decisions based on data analysis in an international environment
- Develop marketing strategies leveraging online and offline channels, combined with AI-assisted marketing tools
- Improve analytical and presentation skills through case study analysis

BUS 720   Management Accounting   3 Semester Units (45 clock hours)

Course Description

This course examines management accounting practices directed toward the effective and efficient use of organizational resources. This includes the design and operation of management accounting systems for planning and control purposes; the use of management accounting practices to support effective resource management and to achieve process improvement; and the study of behavioral implications of management accounting practices and how the latter is shaped by human processes.

Course Objectives

By the end of this course. Students will be able to:

- Explain how management accounting technologies can be used to constructively drive and support process improvement in order to reduce cost, reduce time, improve quality, and support innovation
- Identify, evaluate, and utilize relevant management accounting information in making various operational, investment, and pricing decisions
- Apply managerial accounting and its objectives in a way that demonstrates a clear understanding of ethical responsibilities
- Perform cost variance analysis and demonstrate the use of standard costs in flexible budgeting
- Outline and apply management tools and techniques such as the balanced scorecard, operational performance measures, quality, and environmental cost management

BUS 730   Business Ethics   3 Semester Units (45 clock hours)
Course Description

This course is about leadership ethics and the professional responsibilities of companies. Students will acquire a practical understanding of business responsibilities to investors, customers, employees, suppliers, and the general public. Students will learn about how ethics, law, and economics interrelate and overlap. Thus we will spend considerable time studying law and economics in this class. Students will learn to think critically about business ethics and corporate social responsibility in three dimensions--the societal, the organizational, and the individual. We examine the complex ethical and economic relationship between business and society. We also consider whether the business has to be socially responsible to achieve sustainable profits. At the organizational level, we ask students to consider both governance mechanisms and corporate culture characteristics that contribute to a company's success or demise. Finally, we focus on the personal ethical, and social responsibilities of people in business, particularly leaders. A special feature of this course is the emphasis on case discussions that are intended to make the learning experiential. Students will participate in case discussions of ethical issues that are grounded in strategic business settings.

Course Objectives

By the end of this course, students should be able to:
- Analyze the concepts of business ethics from a personal and an organizational perspective
- Assess the ethical issues facing business leaders
- Evaluate and distinguish between the concepts of social responsibility, integrity, and business ethics
- Explain the framework required to make ethical decisions in today's business environment and how it improves the business climate
- Summarize how morality philosophies, on a corporate and individual level, influence ethical decision-making in business
- Analyze the influence of corporate culture, including leadership, power, and motivation, on business ethics in the workplace
- Explain the pressures that influence ethical decision-making in the organization
- Evaluate the need for ethical standards, codes of ethics, and practices in business
- Assess the auditing process to assure ethical practices are being followed
- Analyze the role that culture plays in global business ethics

BUS 780   Negotiation   3 Semester Units (45 clock hours)
Course Description

Negotiation is an art and a science. We negotiate every day in both our personal and professional lives. Effective negotiation can be a cornerstone of successful business and personal relationships. There is no

"right way" to negotiate. Different approaches and styles may be more effective in particular situations. This course will give you the tools necessary to be able to analyze a negotiation and apply the appropriate skills to make it as productive as possible.

Course Objectives

By the end of this course:

- Determine your own strengths and weaknesses as a negotiator
- Improve your ability to negotiate effectively
- Analyze negotiation situations
- Develop a strategic plan for effective negotiation
- Gain an intellectual understanding of negotiator behavior
- Gain confidence as a negotiator

BUS 790   Group Dynamics, Power & Politics   3 Semester Units (45 clock hours)

Course Description

This course is designed for individuals interested in learning more about the art and science of influence in organizations. Many people are ambivalent, if not disdainful, of those who seek to wield power and influence at work. But organizations are fundamentally political entities, and power and influence are key mechanisms by which things get done.

For aspiring leaders, it is important to be able to diagnose organizational politics in order to form and implement new strategies. In addition, leaders are usually on the receiving end of these processes. An astute leader knows how to anticipate moves that others will make, how to block or avoid them when they have undesirable consequences, and how to help these moves succeed when their consequences are beneficial.

Course Objectives

After taking this course, you will be able to:

- Diagnose the true distribution of power in organizations
- Identify strategies for building sources of power
- Develop techniques for influencing others
- Understand the role of power in building cooperation and leading change in organizations

BUS 799   Competitive Strategy   3 Semester Units (45 clock hours)

Course Description

In today's business world, your ability to master the key components of strategic management and create a competitive advantage for your company is critical. Learn to identify and analyze the internal and external sources that can impact your organization's competitive position and develop strategies to access these sources for profitability. In this course, you will learn to implement creative and innovative solutions using examples from history to explore leadership styles used to address organizational situations. Students examine carefully chosen cases to uncover personal attributes, qualities, and characteristics that prove to be successful when leading others.

Course Objectives:

- Develop skills in identifying critical resources for profitability and corporate strategic management
- Integrate functional knowledge, behavioral concepts, and analytical tools learned separately in more specialized courses
- Examine the process through which competitive strategies are formulated and implemented within organizations to gain competitive advantages and achieve their objectives
- Enhance individual and team analytical, communication and decision-making skills in addressing integrative, strategic issues

BUS 800   Asset Management   `   3 Semester Units (45 clock hours)
Course Description
In this course, you will understand how investment strategies are designed to reach financial goals in a global context. You will learn the theory that underlies strong investment decisions, as well as practical, real-world skills that you can apply when discussing investment proposals with your advisor, managing your personal assets, or your client's investment portfolio. You will start by developing a global understanding of financial markets and what impacts rational and irrational behaviors have in finance at the micro and macro levels. You will then learn how to adequately build and manage a portfolio with a long-term view while gaining an appreciation for novel research advances in finance and related areas as well as future trends that are shaping the investment management industry. In the final Capstone Project, you will create a sensible 5-year investment plan that accounts for an investor's goals and constraints in a dynamic economic landscape.
Course Objectives
Key items and concepts you will master after this course:

- Risks and Return
- U.S. Equities
- Foreign Developed Markets Equities
- Emerging Markets Equities
- Treasury Bonds
- TIPS
- Corporate Bonds
- Real Estate
- Alternative Investments
- Mutual Funds and ETFs
- Investment Methods
- Portfolio Construction & Management

BUS 830   Mergers & Acquisitions   3 Semester Units (45 clock hours)
Course Description
In the high-tech industry, mergers and acquisitions are one of the most effective ways to create values. In this process, we want to consistently create shareholder value while avoiding costly pitfalls in buying and selling businesses. The course is aimed at future business decision-makers with career tracks of senior operating executive, entrepreneur or partner in an M&A advisory firm, etc. In this course, you will learn to develop judgment, acquire leadership best practices, polish acquisition negotiation-related skills, and foster acquisition intuition. The course is case discussion based. Cases are deliberately ambiguous, which requires integrative thinking across all business school disciplines. We will discuss how strategies drive acquisition, learn about key terms beyond valuation, and the M&A process and have lots of vigorous debate.
Course Objectives
- Develop skills to successfully initiate, analyze, evaluate and implement M&A transactions
- Analyze the strategic issues involved in mergers and acquisitions
- Estimate the value of the target firm and the synergy of M&A
- Develop skills to identify regulatory issues associated with takeovers
- Utilize appropriate negotiation and persuasion techniques for a given negotiation situation to achieve desired outcomes
- Work as part of an effective team to prepare a financial valuation and a negotiation plan

BUS 880   Entrepreneurship   3 Semester Units (45 clock hours)

Course Description

This course introduces ideas and terms in entrepreneurship and innovation, with attention to developing students' understanding of cultivating a business in diverse, global environments; leading and collaborating in a competitive world; developing an entrepreneurial mind for an entrepreneurial world; and industry dynamics of technological innovation.

Course Objectives

The course objectives are to introduce ideas and terms in entrepreneurship and innovation, with attention to developing students understanding of

- Developing an entrepreneurial mind for an entrepreneurial world
- Cultivating a business in diverse, global environments
- Leading and collaborating in a competitive world
- Industry dynamics of technological innovation

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

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

Provisional Approval

<div align="center">

"Notice to Prospective Degree Program Students"

</div>

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 (date two years from the date of provisional approval), and full accreditation by (date five years from the date of provisional approval).

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: _____

Accreditation

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is

unaccredited or 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.

Eligibility For Licensure
None of the educational services offered lead to occupations that require licensure.

Distance Response Time
Instructors will evaluate student submissions and Student's lessons, projects or papers will be returned within three days from the date of receipt of such items.

Grades and Standards for Student Achievement

Grading System Standard
Evaluation of student achievement will be based on meeting the objectives for each program.
Grade Point Average (GPA)
Grade reports are issued to students at the completion of each program. Grades are based on the quality of work as shown by written tests and projects as indicated in the curriculum. The grading scale is as follows:

Letter Grade/Point Range
A   94-100
A-   90-93
B+   87-89
B   83-86
B-   80-82
C+   77-79
C   73-76
C-   70-72
D+   67-69
D   63-66
D-   60-62
F   0-59

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a B, or 3.0.
In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 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 new tuition payment for that course of study.

FACULTY

Faculty and Qualifications
Di Yao danielyao.edu@gmail.com
7-year experience in education business and entrepreneur.
Ph.D. in Electrical Engineering, Dartmouth College

Eric Tao ericytao@gmail.com
Professor and Director of California State University Monterey Bay School of Computing and Design, 20 years experience of in higher education
Ph.D. in Computer Engineering University of California, Irvine

Don Sun book.sun@gmail.com
Don Sun has a college degree in Statistics and Urban Planning from Renmin University, a Master's degree in Economics from the University of Pennsylvania, and a Judiciary Doctor of Law from a local evening law school. He was an assistant research fellow at Hoover Institute, Stanford University.

Ling Ling Kulla LINGLINGKULLA@GMAIL.COM
B.S. Applied Mathematics / Computer Science, U.C.L.A., June 1988
M.B.A. Pepperdine University, August 1992

James Zhang jameszhang81@outlook.com,
Managing Partner of JAD Capital Management Firm
MBA, Booth School of Business, University of Chicago.

Ellie Gu Jicheng.gu@gmail.com
Financial Controller with 8+ years of experience in Financial Planning and Analysis, Budgeting and Forecasting, Accounting, Internal Control, and Corporation Taxation. Senior External and Internal Auditor with Big 4 accounting firm and US public company.
MBA, University of California, Berkeley

FINANCIAL

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

Master of Business Administration
- Tuition ($300/semester unit) $10,800
- Registration Fee (nonrefundable) $75
- STRF Fee (nonrefundable) $6.00   ($.50 cents per $1,000 of institutional charges)
- Textbooks (nonrefundable) $700

Total Charges for a Current Period of Attendance $1,806
Estimated Total Charges for the Entire Educational Program $11,606

<u>Other fees</u>
- Transcript fee $10
- Returned check charge $30
- Graduation fee $60

STRF Disclosure

"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, 1747 N. Market Ave. Suite 225, Sacramento, CA 95834, (916) 574-8900 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 the 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 awards 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 has 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.

State & Federal Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

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

Other Financial Aid

The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees apply for late payments two or more days delinquent. Students who fall one month behind in their tuition payments are subject to disenrollment for a minimum of 6 months or until the previous balance is paid in full and/or the student's training may be terminated until the start of the next program at the discretion of the Chief Academic Officer.

FACILITIES

Description of Facilities and Equipment

The administrative office of the school is located in the city of Los Gatos, in an office building approximately 37 years old. The school administrative office occupies 260 square feet. No classrooms or libraries are available at the administrative location as all educational services are provided online. The school utilizes the Talent LMS system, a powerful, easy to use cloud based platform for the delivery of its educational programs.

Technology Requirements

For students, the following system configuration and software are recommended:
- Platforms: Mac OS X 10.2 or higher or Windows 10 or higher;
- Hardware: 8 GB RAM and 20 Gb free disk space;
- Productivity Software: Microsoft Word, PowerPoint, and Excel 2003 or higher; Adobe Reader 8.0 or higher;
- Web Browser: Firefox 3.0 or higher, Internet Explorer 8.0 or higher, Safari 4.0 or higher, or Chrome;
- Networking: 2mbps or higher;
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Gmail.
- The following are recommended for optimal performance
- Productivity Software: Microsoft Word, PowerPoint, and Excel 2007 or higher;

Competencies

Students must have the following competencies:
- Ability to access course and program material on the Internet;
- Ability to correspond with Community Business College staff, faculty, and students through email and the Internet.

Library / Learning Resources

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

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

POLICIES

Attendance Policy - Online Instruction

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within 3 days. To further assure this timely communication, you must respond to each of your instructor's inquiries within 3 days as well.

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

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

Logging into a course and clicking on resources will not count as having participated. Reading discussion boards, and reading or viewing course resources, though academically important, are not measured or counted as student attendance.

Online students who do not engage through one of the five activities for fourteen consecutive (14) calendar days will be withdrawn from Community Business College.

Academic Probation and Dismissal Policy

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 as the grades are posted. Should the student's 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 by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school's main campus: Community Business College, 19489 Bear Creek Rd., Los Gatos, CA 95033. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

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

Leave of Absence

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 main campus: Community Business College, 19489 Bear Creek Rd., Los Gatos, CA 95033. The written notice must contain a statement of the nature of the request. At

the discretion of the Chief Academic Officer, 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 Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Grievances

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or an academic advisor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: Community Business College, 19489 Bear Creek Rd., Los Gatos, CA 95033. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within seven business days. Students' rights are set forth at various places in this catalog. Contact the academic advisor if you require additional information on

- Complaint procedures/Student Grievance Procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not provide placement assistance.

Housing Information

This institution has no responsibility to find or assist a student in funding housing.
This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. The monthly rent for a one-bedroom unit is approximately $1,800 a month. (www.apartmentguide.com)

Student Records

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student records, including a transcript of grades earned. The first

copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due to the institution are paid current.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic, and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration, a student may be dismissed from school for reasons including, but not limited to:
- Coming to class in an intoxicated or drugged state
- Possession of drugs or alcohol on campus
- Possession of a weapon on campus
- Behavior creating a safety hazard to other people
- Disobedient or disrespectful behavior to other students, an administrator, or an instructor
- Stealing or damaging the property of another
Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

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 College President who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

The institution is committed to assuring full academic freedom to all 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, methods for which the institution has received oversight approval.

The 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 sub-disciplines.

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 confront 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.

REQUIRED DISCLOSURES

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

- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

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

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 Fax (916) 263-1897

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

[End of Document]