



**Community
Business
College**

Catalog

January 1, 2025 to December 31, 2025

**595 Lawrence Expy, Suite 210
Sunnyvale, CA 94085**

Phone: 925-436-7603

www.cbcollege.us

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- 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:

595 Lawrence Expy, Suite 210
Sunnyvale, CA 94085

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 Collegestudents 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 ensure 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 the 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, 595 Lawrence Expy, Suite 210, Sunnyvale, CA 94085, 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. The MBA program prepares students for employment in the United States Department of Labor's Standard Occupational Classification code 11-1021 General and Operations Managers.

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
- 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

Graduation Requirement

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. Students are required to maintain a 3.0 GPA in order to continue in the program in good standing. Students are required to achieve 3.0 GPA in order to graduate.

Course Description

Course	Description
BUS 510 Economics for Management	Covering Micro- and Macro- Economics for management, including costs, demand, pricing, market structure, market equilibrium, and strategic interaction. The course focuses on: (i) profit maximization by firms; and (ii) market equilibrium in different competitive settings. The course should enhance your understanding of how markets operate and develop your capability in making economic predictions about market outcomes. It should also serve as a foundation for your further MBA studies in management, accounting, finance, and marketing. While the material is not too advanced, we move fairly quickly as is appropriate for MBA studies. Economists are model builders, as these facilitate careful analysis, and it is important to develop facility in working in this context.
BUS 560 Corporate Finance	This course provides an in-depth understanding of the principles and practices of corporate finance. It explores the financial decision-making process within organizations, including topics such as capital budgeting, risk management, capital structure, and valuation. The course utilizes the textbook "Essentials of Corporate Finance" by Stephen A. Ross, Randolph W. Westerfield, and Bradford D. Jordan as the primary resource, supplemented with case studies, real-world examples, and interactive discussions.
BUS 620 Leadership - Leading Modern Organization	Dynamic global companies need emerging leaders who work within the principles of effective organizational leadership while supporting complex environments and changing organizational needs. The Organizational Leadership online course is designed to help professionals build their leadership portfolio, starting with an understanding of their own personal strengths and capabilities. Learners will understand important leadership practices that enhance interpersonal relationships and create a mindset aimed at life-long leadership development. The class provides opportunities for establishing aspirational goals related to essential leadership theories and practices. Course materials include evidence-based recommendations for building effective engagement, communication, and skills within any work setting. Emerging leaders will gain an understanding of how to manage emotions at work, the importance of cultural differences, navigating office politics positively, and ultimately, how leader behaviors support organizational performance.
BUS 630 Competitive Marketing Strategies	Dynamic global organizations need to understand fundamental marketing principles and strategies in order to pursue market opportunities and sustain performance. Standard marketing principles are defined as "the activity, institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value". Competitive marketing ensures firms identify opportunities to create customer value and communicate this value efficiently. In this course, students review strategic marketing principles and strategies, evaluated through case studies from consumer, supplier, technological and service organizations in for-profit and non-profit sectors. The class also provides many exercises emphasizing essential marketing principles and culminates with creating a traditional marketing plan.

BUS 691 Strategic Management	Why do some companies succeed while others fail? This course will require you to examine this question by learning and applying strategic management concepts, principles, frameworks and methodologies. You will apply multi-disciplinary techniques to diagnose and recommend actions appropriate to specific company situations. You will learn to assess business opportunities through the lens of value creation, master the language and tools of business strategy to contribute meaningfully to strategic conversations, create value for customers, employees, and suppliers, and build sustainable business success.
BUS 932 Entrepreneurship	This course provides students with an understanding of how to identify and evaluate opportunities and develop effective business strategies for new ventures. The curriculum draws on a wide body of knowledge from the domains of entrepreneurship, strategic management, finance, accounting, and management to enable students to develop skills to craft entrepreneurial strategies that are innovative, resourceful, and adaptable. Real-world case studies will be used to analyze effective entrepreneurial strategies.
BUS 697 Research Design and Methods	This course provides practical research methods and design, emphasizing the hands-on practice of the research process. Students will engage in theoretical and practical explorations of research methodologies, techniques, and approaches necessary for designing and conducting effective research projects. Through a blend of lectures, discussions, hands-on exercises, and real-world applications, students will develop critical thinking, problem-solving, and analytical skills essential for conducting research in various academic and professional contexts. This course aims to equip students with the essential skills and knowledge needed to embark on successful research endeavors, laying a solid foundation for their academic and professional growth.
BUS 640 Innovation Management	This course provides a comprehensive understanding of innovation management and the process of developing new products in a dynamic business environment. Students will explore theories, frameworks, and practical tools to foster innovation, enhance competitiveness, and drive sustainable growth. Topics include: Course Topics: Definition and importance of innovation, Types of innovation, Innovation ecosystems, and open innovation, Innovation Strategy, Key performance indicators for measuring innovation success, Managing Creativity and Building an Innovative Culture, and Cross-cultural challenges in innovation management.
BUS 690 Project Management	This course provides students with the knowledge and skills necessary to manage projects effectively across a range of business environments. Through lectures, case studies, and hands-on exercises, students will gain exposure to project management principles, strategies, and tools. The course develops competencies in key processes, including initiating, planning, executing, monitoring, controlling, and closing projects. Topics covered include project integration, scope, time, cost, quality, human resources, communications, risk, and procurement management.

BUS 660 Digital Marketing	The marketing paradigm has transformed with the rise of digital technologies. Companies today face a constant proliferation of social media channels, the growing power of connected customers, and an explosion of new digital tools. To succeed, marketers must be able to plan, implement, and measure the impact of digital strategies that are suited to today's customers and integrated with their traditional marketing and business goals. Learn how to create and execute a successful marketing strategy, including campaign development, user acquisition, digital advertising, content marketing, retention strategy, SEO, and optimization.
BUS 520 Financial Accounting	The role of accounting is to provide information to investors, policy-makers, regulators, and other decision-makers to facilitate the allocation of resources in society. The purpose of this course is to understand the accounting process and to develop skills necessary to evaluate an enterprise's financial position and its operating, investing and financing activities. The course emphasizes interactive case discussions based on analysis of actual companies' financial statements. Accordingly, the course provides an opportunity to develop skills necessary to critically evaluate firms' actions and the efficiency with which they have managed their resources.
BUS 699 Capstone	Graduate students culminate their learning and finish the Graduate Capstone during the last semester of their studies. The capstone process includes research, planning, development, evaluation and presentation of a substantial project related to student's intended career. The topics of the Capstones are based upon individual students' passion, expertise, educational goals and career goals. The Capstones also showcase student learning achievements in the graduate programs. Capstone can be one of a wide spectrum of types of projects: product/service development, business plan, cases studies and empirical research. They all integrate real-world issues involved with management and technology. Open to the general public, the capstone presentations are conducted as conference sessions, in which each student presents his/her capstone for 10-15 minutes and holds a question-and-answer period afterwards. Students' final report, thesis and e-portfolios are displayed during the capstone event.

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 Master 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

"Notice to Prospective Degree Program Students"

"Notice to Prospective Degree Program Students"

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (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 students' lessons, projects assignment or papers will be returned within two 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 ericystao@gmail.com

Professor of School of Computing and Design
Founding Director, Institute for Innovation and Economic Development
California State University Monterey Bay
25 years experience of in higher education
Ph.D. in Computer Engineering, University of California, Irvine

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

Patricia Wiggin patricia.wiggin@gmail.com

MBA programs faculty for 12 years. Prior to her faculty experience, Patty's industry experience included jobs in product management, marketing, advertising, marketing communications, sales, and education and training. Specialties: Leadership Development, Organizational and People Change, Creativity, Training and Education, Conflict Communication, Group Dynamics, Facilitation, Learning Systems, Marketing, Team Building, and Motivational Speaking, Doctor of Business Administration, International Technological Univeristy (ITU)

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

Other fees

- Transcript fee \$10
- Returned check charge \$30
- Graduation fee \$75

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 Sunnyvale, 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 ensure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within two days. To further ensure 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, 595 Lawrence Expy, Suite 210, Sunnyvale, CA 94085. 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, 595 Lawrence Expy, Suite 210, Sunnyvale, CA 94085. 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, 595 Lawrence Expy, Suite 210, Sunnyvale, CA 94085. 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, that 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 that 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 18 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 for programs and 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.

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