

California Trinity School of Business

General Catalog

July 1, 2024 – June 30, 2025

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California Trinity School of Business

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About this catalog

The California Trinity School of Business Catalog, covering the Summer 2021 to Spring 2022 academic periods (July 1, 2021 to June 30, 2022), is intended to aid prospective and enrolled students in making decisions toward the fulfillment of their academic objectives. By enrolling with the School, the student agrees to comply with School rules and regulations which the School may modify to exercise its educational responsibility and respond, as necessary, to changes or updates to state regulatory guidelines. Students are therefore advised that the information in this catalog is subject to change without notice and that the student is advised to regularly consult the CTSB website at www.catu.edu or to contact the school via telephone at (213) 484-4440 for any updates and additional information.

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

Mailing Address:

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address

1747 N. Market Blvd. Ste. 225

Sacramento, CA 95834

Telephone and Fax #'s:

(888) 370-7589 or (916) 574-8900

Fax: (916) 263-1897

Web Site Address: www.bppe.ca.gov

DISCLOSURE: ENROLLMENT AGREEMENT

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

Welcome Message



Welcome to *California Trinity School of Business* and congratulations on taking the first step towards a life-changing transformation! We applaud your determination and offer you the support necessary to help bring your educational ambitions to fruition. California Trinity School of Business will help you acquire the business knowledge, leadership skills, and ethics needed to succeed in your chosen field.

Investing in your higher education is one of the wisest and long-lasting decisions one can make. We are privileged to be a part of your decision. The staff at California Trinity School of Business is passionately committed to the success of your journey of learning and your desire to make a positive contribution to your community. Our teaching faculty is passionate about teaching and strives to keep their classrooms interesting, current, and dynamic.

I hope you enjoy this new educational endeavor at California Trinity School of Business, as it will be both a busy and exciting experience for you. CTSB is committed to student success. If you are committed to successfully completing your degree program, the president, faculty and staff of California Trinity School of Business will be your partners throughout your entire journey.

Congratulations on joining our student body and on being future alumni of *California Trinity School of Business.*

Carmelita Bouie MBA, MA
Chief Academic Officer

Introduction, History and Mission Statements

Institutional History



California Trinity School of Business (CTSB) is a non-profit private education institution that was established in May 1994 originally as California Trinity University (CTU). In the Fall of 1994, the Bureau for Private Postsecondary and Vocational Education (BPPE) granted the school approval to operate as a degree-granting institution offering degree programs in Acupuncture and Oriental medicine. The BPPE is a state agency which regulates all private postsecondary institutions in the State of California.

In 2010, CTU changed its educational objectives to include courses in business and education that aimed to transform the School into a 21st-century institution of learning. In August 2012, the Bureau for Private Postsecondary Education approved and granted its application for *Change in Educational Objectives* which added higher-education business and education programs. In 2019, CTU changed its name to California Trinity School of Business to best reflect its focus in providing quality graduate business education.

The CTSB Board firmly believes in the continuous improvement of its programs to provide education to the community, and to the society at large, with the objective of becoming a school for 21st century learning.

Our Vision

California Trinity School of Business is committed to become a premiere academic institution by providing dedicated education excellence and preparing the students to become leaders to whom we can entrust the future of business and society. Believing our education offerings are based on collaboration, integrity, respect, community, and leadership, CTSB's mission and core values are articulated in our program and school culture.

Our Mission

The mission of California Trinity School of Business is to prepare its graduates to take on leadership roles in their respective fields and be a significant contribution to society through its quality academic programs, faculty, and resources.

Objectives

- To train students to think critically and to integrate their knowledge of business theory and practice to make sound business decisions.
- To equip students with the necessary tools and skills to become effective communicators, managers, leaders, and team players.

- To develop business leaders with strong ethical standards who seek the common good that enhances value creation for society.

Board of Directors

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

CTSB does not have a pending bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec. 1101 et seq.).

Statement of Non-Discrimination

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

Statement of Conflict of Interest

Members of the School community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The Board of Directors, faculty, and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others having a relationship with the School on the sole basis of what is in the best interests of the School without consideration of personal gain.

This policy establishes the framework within which the School wishes to operate. The purpose of these guidelines is to provide general direction so that members of the School community can seek further clarification on issues related to the subject of acceptable standards of operation. Members of the Board of Directors should contact the Chairperson of the Board and all others should contact the President of the School for more information or questions about conflict of interest. It is possible that the opinion of the School's attorney may be sought for clarification.

An actual or potential conflict of interest occurs when a member of the School community is in a position to influence a decision that may result in personal gain for that person or for a relative as a result of the School's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage including spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members of the School community have any influence on transactions

involving purchases, contracts, or leases, it is imperative that they disclose to the appropriate party mentioned above as soon as possible the existence of any actual or potentials conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has a significant ownership in a firm with which the School is doing business, but also when a member of the School community or a relative receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to $50), or special consideration as a result of any transaction or business dealings involving the School.

The Board of Directors and the President of the School have the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the School, including, if appropriate, recommendation for disciplinary action or discharge.

Members of the School community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

Statement of Academic Freedom

California Trinity School of business adheres to the principle of providing complete academic freedom to its students and faculty. CTSB faculty is encouraged to present topics from multiple perspectives and in varied medium and formats to encourage creativity, critical thinking, and engage students in discussions and promote an unfettered exchange of ideas. Students are likewise expected to respect and uphold the reputation, dignity and integrity of the institution, its faculty, staff and their fellow students.

Approvals

CTSB is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) and offers the Masters of Business Administration (MBA) degree program. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR..

United States government requires that all schools be licensed to operate by the governing body of the State in which they are located. BPPE licensure does not imply endorsement of CTSB's education programs, nor does it mean that the institution exceeds minimum state requirements.

CTSB's BPPE school code #: 300929.

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

The CTSB accepts international student and is authorized by the U.S. Immigration and Naturalization Service to process Form I-20, enabling prospective international students to apply for an F1 Student Visa. California Trinity School of Business is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees. The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at CTU. Rules for Visa Application may vary in each country. You should contact the U.S. Consulate in your country for the latest instructions on how to apply for a Student Visa. CTSB's SEVIS school code#LOS214F16220000.

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

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

stakeholders of the important educational and economic roles private colleges and universities play in California.

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

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

Accreditation

The degree program offered by CTSB is not accredited by an accrediting agency recognized by the United States Department of Education.

A graduate of an unaccredited degree program will not be eligible to sit in any licensure exams in California and other states nor does it allow one to become certified or registered as required for an applicable profession, occupation, trade, or career field in California and other states.

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

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

CTSB has filed for and is on the initial stages of accreditation application for its Master of Business Administration program with an accrediting agency. The approval for accreditation is dependent upon the school satisfying all the required phases of the accreditation process.

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 degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by October 8, 2026 and full accreditation by October 8, 2029.

If this institution stops pursuing accreditation, it must:

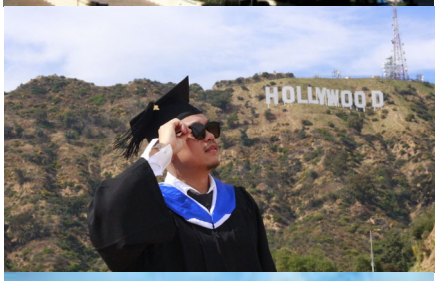
- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

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

California Trinity School of Business

Campus Location







Welcome to California Trinity School of Business. We believe that our school offers its students an outstanding and unique educational experience. CTSB's faculty and its staff work closely with the students to ensure their academic success, and we have a great student services to help students meet their academic objectives.

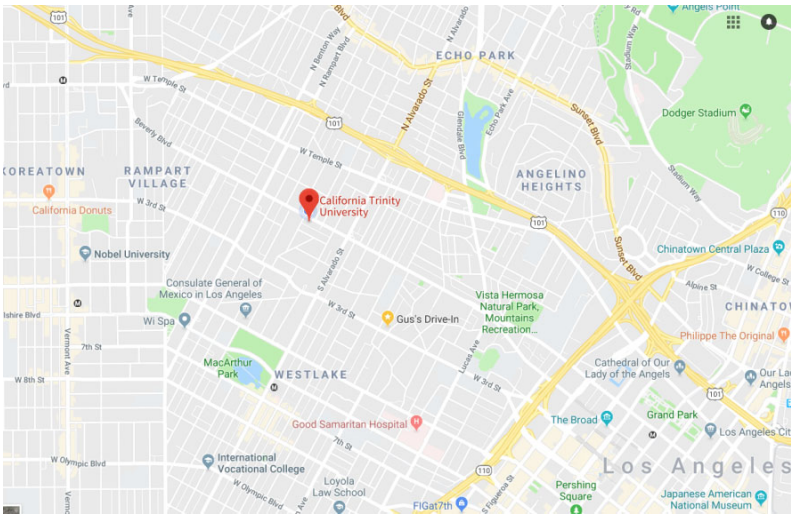
California Trinity School of Business is located along Beverly Blvd west of Downtown Los Angeles. The campus is situated within range of many famous locations and attractions such as The Grove, Hollywood, Koreatown, Dodgers Stadium, Chinatown, and the Staples Center. From the school roof-top, you can catch a view of the iconic Hollywood Sign and the towering high-rises of Downtown Los Angeles. The school's prime location in vibrant Los Angeles attracts students from all over the world.

The school occupies 12,000 square feet on two floors within a building campus and consists of an auditorium, a classroom, a computer laboratory, administrative office, library with stacks, student's lounge, faculty offices and conference areas, and parking space as well as street parking.

Campus Address and Map

The campus is located at 2333 Beverly Blvd., Los Angeles, CA 90057 and is accessible via the 101, 2, 10, and the 110 freeways. The campus telephone number is (213) 484-4440.

The campus is conveniently located near bus stops #00415 and #00426 along the Los Angeles Metro Bus Route 14 serving Beverly Hills, Downtown LA, Washington and Fairfax.



General Admission

Admission Policy

The School admits qualified local and international students who exhibit potential and aptitude to successfully complete the selected academic programs. Students seeking admission must submit all application requirements, including official academic transcripts, or records of all previous education at higher educational institution(s) they attended.

The School does not discriminate on the bases of race, color, ethnicity, national origin, marital status, religion, gender, age, physical disability, or any other legally protected status.

General Admission Requirements

The following general admissions requirements apply for local, out-of-state and international students:

1. Completed Admission Application Forms which can be obtained from the admissions office or downloaded from the school website at www.catu.edu.
2. One (1) color passport size photograph.
3. Official Transcript forwarded directly to CTSB's Admission Office.
    a) For Graduate program applicants, an official transcript from college (or university) previously attended indicating a completion of at least a Bachelor or an equivalent undergraduate degree.
    b) Applicants who have completed degree outside of the United States are required to submit a credential evaluation report. You may use any agency from NACES or AICE list.
4. Letter of recommendation.
5. Entrance essay.
6. Application fee.

Specific admission requirements for international students are discussed in a separate section.

After all application materials have been submitted and all official transcripts of previous college/university work have been received by the School, and applicable fees paid, the applicant's application will be evaluated by the Admissions Officer. If the applicant is accepted for admission, a letter of acceptance is forwarded to the applicant.

Transfer of Credit Policy

The School allows transfer of credit for up to a maximum of 8 quarter units. Students will need to apply for an *Approval for Transfer Credit* and, along with their transcripts, provide a course syllabus or a catalog with course descriptions from their previous school. The Chief Academic Officer will then conduct an assessment to determine a match of equivalent or corresponding CTSB courses. The School does not grant credit to prior experiential learning.

Articulation Agreement

California Trinity School of Business does not have any transfer or articulation agreement with any college or university.

Ability-to-Benefit Students

California Trinity School of Business does not admit Ability-to-Benefit students.

International Admission

Specific Admission Requirements

Non-immigrant international students may apply with CTSB for the issuance of a Form I-20 as certificate of eligibility for admission by the *Student Exchange and Visitor Program* (SEVP) to enable a student to apply for an F-1 Visa at their local U.S. Consulate or Embassy and enter the U.S. In addition to completing the general admission requirements, international students must submit the following:

- Proof of financial ability in the form Bank or Financial Statements showing liquid funds or an Affidavit of Support to cover tuition and living expenses in the United States for one year academic term.
- Copy of diploma (provide a certified translation for non-English diploma).
- English language proficiency through submission of an official TOEFL or IELTS score result. Refer to the section on English Proficiency Requirements.
- Copy of valid passport.
- Copy of most recent U.S. Visa and latest I-94 from http://i94.cbp.dhs.gov/I94/
- For change of Visa Status applicants approved in the U.S., an I-797 F1 Approval Form from the USCIS.
- Payment of the corresponding I-20 processing fee.

English Proficiency Requirements

California Trinity School of Business does not provide any English language services, such as ESL programs or English language proficiency exam testing.

International student applicants are required to take one of the following English Proficiency Exams and submit a satisfactory score/level at the time of application. There are no associated charges via CTSB for taking the exams. The following are the accepted English Proficiency Exams and Scores/Levels:

- The *Test of English as a Foreign Language* (TOEFL) test covers all facets of English proficiency including spoken English and grammar exercises. CTSB requires any of the following TOEFL scores:
  Score of at least 60 for Internet-based testing (IBT)
  Score of at least 497 for Paper-based testing (PBT)

  TOEFL Score reports must be sent to the CTSB Admissions Office directly from the testing agency using CTSB School Code C229.

- The IELTS Academic exam measures ability to communicate in English across all four language skills – listening, reading, writing and speaking. In addition, it assesses whether the student is ready to begin studying in an environment where English is the language of instruction. CTSB requires an IELTS Academic score of 5.5 or higher.

International students who have not previously taken any of these English Proficiency tests can choose to prepare by reviewing on their own or by enrolling in an approved ESL program. Test application requirements, authorized test locations, schedule, testing fees, and other details can be obtained from the respective websites. All exam fees are paid directly to the provider:

- https://www.ets.org/toefl
- https://www.ielts.org

International students may request an exemption from the language exam requirements if they:

- Are a native English speaker, or
- Have earned an associate's, bachelor's, master's, or doctorate degree from a regionally accredited U.S. institution, or from a country where English is the official/primary medium of instruction, or
- Have completed an ESL program with a grade equivalent to a TOEFL score of at least 60 IBT, or 497 PBT from a regionally accredited US institution, or
- Applicants have agreed to submit official test scores within 2 quarters after they enroll by filing a petition and receiving CAO/COO approval.

Evaluation of Diploma and Transcripts

All applicants who have completed degree outside of the United States are required to submit a general/basic credential evaluation report. In order to evaluate, an applicant must submit the original diploma(s) and transcript(s) along with certified English translation, if the original documents are not in English, to an independent transcript evaluation service that is a member of either the National Association of Credential Evaluation Services (NACES) OR the Association of International Credential Evaluators (AICE). A list of the agencies and information can be obtained from the admissions office.

All transcripts from countries outside of the USA must be verified and evaluated indicating that the coursework is comparable to United States educational standards, which includes a four-year bachelor's degree or its equivalent.

All applicants whose education credits were completed outside the USA cannot receive full acceptance until an evaluation of their transcripts has been completed. The foreign degree, transcript evaluation and verification process must be completed within the first quarter of the enrollment. Failure to complete this requirement will affect to your acceptance and the student may not be allowed to continue their study in the school.

SEVIS Transfer

International students currently on F1 Visa with a valid Form I-20 issued by another school can apply to transfer and enroll in CTSB by completing the general admission requirements, and upon obtaining an acceptance letter, request a transfer/release of their Form I-20 from their previous school.

Guidelines for International Students

The *Student Exchange Visitors Program* (SEVP) of the USCIS places responsibility on the international student to understand and comply with program regulations. This section summarizes the responsibilities for F-1 students. Failure to comply with these responsibilities may jeopardize their F-1 student status.

Register for and Complete a Full Course of Study

F-1 students are required to register and enroll in a full course of study each quarter. The following are the CTSB's minimum unit requirements per quarter for F-1 students to maintain full-time registration for each level of study:

- Master of Business Administration: 8 units per quarter

Exceptions:
Under certain circumstances, F-1 students may be authorized to enroll for less than a full course of study and still meet program regulations for maintaining status. The student should meet one of the criteria listed on the Overload and *Reduced Course Load Request Form* and submit the required documentation. Reduced course load (4 units) or Overload course requests (16 units and over) are subject to approval by the Chief Academic Officer (CAO) and Designated school official (DSO).

Reduced Course Load

All F-1 students are required to enroll a full course load each quarter in order to maintain valid F-1 status in the US. However, under certain circumstances, F-1 students may be eligible to maintain student status while enrolled in a reduced course load. Qualifying circumstances for a regular F-1 student to receive a reduced course load authorization include:

- Medical condition or illness.
- Certain initial academic difficulties, including:
    - Improper course level placement.
    - Initial difficulty with the English language.
    - Initial difficulty with reading requirements.
    - Unfamiliarity with U.S. teaching methods.
- Being in your final term or quarter.

If you think you are eligible for a reduced course load of study, contact the Chief Academic Officer (CAO) and/or designated school official (DSO) to request approval.

Academic Leave

Vacation for F-1 International Students

Annual Vacation

An annual vacation quarter is a quarter stay in the U.S. while not registered at full-time status. You are eligible for annual vacation if you have completed three (3) consecutive quarters prior to the vacation, and you intend to register for the following quarter. An annual vacation may be requested for any quarter, except the final quarter. During your vacation quarter, you may either enroll part-time or not at all.

F-1 Leave of Absence (LOA)

F-1 international students must be enrolled at a full course of study in order to maintain their F-1 status. Before withdrawing or stopping your studies, you must contact the Administrative Office to schedule a meeting with the P/DSO. If you are taking a leave of absence, you will be required to either leave the U.S. or take an immigration action, such as, applying for a change of status to another immigration status. In most cases, you may not remain in the U.S. If you fail to notify the P/DSO regarding your leave, the school will terminate your SEVIS record for "failure to enroll" and this may cause serious consequences on your immigration records.

LOA for less than 5 Months

If you are an F-1 student on a Leave of Absence for less than 5 months and planning to re-enroll for a coming quarter, you must contact the P/DSO to reactivate your SEVIS record. The P/DSO can request SEVIS to reactivate a student's record up to 60 days prior to the start date of the quarter.

LOA for more than 5 Months

If you are on a Leave of Absence and will be out of the US for 5 months or more, you are required to apply for a new I-20. Please note that you may not use your last I-20 for re-entry, as it will no longer be valid. You may enter the U.S. no earlier than 30 days prior to the start date of the quarter for which you will re-enroll. The start date on the new I-20 reflects the start of the quarter.

Medical Leave of Absence

Students may request a Medical Leave of Absence when they will or have received medical treatment that will render them unable to attend classes at regular full-time basis. F-1 students who intend to seek treatment in the U.S. may remain in the U.S. In order to receive permission from the P/DSO for a Reduced Course Load or Leave of Absence, a Leave of Absence Request Form, along with supplemental documentation such as a valid doctor's note or medical certificate are required to be presented for approval. If the request is approved, the student will be permitted to keep F-1 status active and remain legally in the U.S.

Complete Program Before I-20 Expires

An F-1 student has permission to study in the United States up to the expected completion date as indicated on the Form I-20.

I-20 Program Extension

To request for an extension, the student must demonstrate that additional time is needed because of compelling academic reasons or a documented medical illness. An F-1 student who requires additional time to complete a program should consult with the administrative office to apply for an extension one month before their Form I-20 expires. Students are allowed a maximum of one-year extension of their I-20.

Graduation

Graduate Candidates, students who have 1-2 quarters to study before graduating, should submit the Application for Graduation to studentservices@catu.edu to register for the Commencement Ceremony.

International students have a 60-day grace period after graduation to either:

- Leave the United States
- Change to another Visa status
- Or begin a new program at a different institution (this requires a new Form I-20)

All graduates are considered CTSB Alumni, however graduates who would like to receive the Alumni Card should submit an Alumni Association Form, this card is awarded to the alumni at no charge.

The Office of Student Services will follow up with the alumni in respect to their employment after graduation. We will send you the Employer Verification Form and Employment Satisfaction Survey 6 months after your graduation date. This information will help us, and prospective students make better decisions. We like to request your cooperation wherever you work in the US or other countries.

Curricular Practical Training

Curricular Practical Training (CPT) is employment authorization that allows an F-1 student to engage in an off-campus academic internship (paid or unpaid) that is an optional part of the academic curriculum. CTSB offers part-time CPT of up to 20 hours per week during the academic quarter. Eligible students register for the MA750 Curricular Practical Training course and receive (2) units upon successful completion. *Eligibility requirements are as follows:*

1. Maintain a minimum quarterly GPA of 2.7 (B-).
2. Maintain *Satisfactory Academic Progress (SAP*) cumulative GPA of 3.0 (B) (refer to SAP definition under General Academic Policies).
3. Enroll in a full course of study during CPT.
4. Employment offer is directly related to the student's field of study.
5. Sign course contract and complete all quarterly CPT course assignments as outlined in the MA750 Curricular Practical Training syllabus (i.e. employer evaluation forms, employment journal entries, industry trend reports etc.).

The following is the CPT application and enrollment process:

1. Fill out a CPT Request Form and prepare a job offer letter from employer.
2. Schedule an appointment with the Chief Academic Officer for CPT Course Orientation and a review of your request form and offer letter.
3. Once you are approved, register in MA750 Curricular Practical Training (2 units) and pay the registration fee of $480.00.

4. Once payment and course enrollment are complete, a new I-20 will be issued.

CPT authorization and course enrollment is granted one quarter at a time, and requires reapplying each quarter to continue CPT. A new Job Offer Letter is required for each new CPT enrollment. CPT units do not count towards fulfilling graduation and degree requirements.

Optional Practical Training

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive 12 months of OPT employment authorization 90 days before completing their academic studies and within 60 days after completing their academic studies. To apply for OPT, an F-1 student must submit an *OPT Request Form* to the school and follow the OPT application process.

General Academic Policies

Registration and Enrollment

Students are required to register for classes each quarter during the announced registration period and to pay tuition and related fees. Students must register for the required minimum number of quarter units, as applicable for their course within the announced registration period. A late registration fee will be assessed for registrations made beyond the registration period. No late registrations will be accepted beyond the Add-Drop period. Academic or administrative departments may place an Academic Hold on a student's record, which will restrict the student from performing certain actions until the hold is resolved and removed. Depending on the type of hold, this may prevent the student from enrolling in courses. Please review CTSB's Academic Hold policy in General Financial.

Credit Hour Definition

California Trinity School of Business awards academic units based on quarter credit hours. One unit of credit for each 50-minute class session per week. For each credit in the graduate program, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. The policy on academic credits is based on those generally accepted in degree-granting institution of higher education. A quarter at CTSB typically consists of 10 weeks excluding final exam week. Students at CTSB are advised to limit their job and social commitments in order to give their coursework adequate attention.

Class Location and Class Size

All graduate classes are held six days a week, Monday through Saturday, on the campus premises of *California Trinity School of Business at 2333 Beverly Blvd., Los Angeles, CA 9005*7. The maximum number of students in a typical classroom or laboratory instruction is 25 students.

Add and Drop Policy

Students can add and drop a course during the first week; or change grading basis through the end of the last day of the second week without charge. After the second week of instruction, a fee is charged to make a change.

Anything submitted or requested as an exception to a published deadline is subject to an additional penalty fee (included where applicable).

Action	Allowable Change Period and Fee					Method to Apply
	Week 1	Week 2	Week 3	Week 4	Week 5 -11 or Graded Course	
Add/Drop course	$0.00	$5.00				Add/Drop form
			$50.00			By petition and CAO/COO Approval
Late Registration	$0.00	$5.00				Registration Form
			$50.00			By petition and CAO/COO Approval
Change Grading Basis	$0.00	$0.00				Add/Drop form
			$10.00	$10.00	$35.00	By petition and CAO/COO Approval

Evaluation

The School conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completion (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

The following Standards of Satisfactory Academic Progress apply to all graduate students in the degree program. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Academic Progress criteria.

Satisfactory Academic Progress (SAP)

Continuing students are expected to meet the academic standards required by the Bureau for Private Postsecondary Education. CTSB adheres to a program for tracking the Satisfactory Academic Progress (SAP) of all students.

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

- Maximum Time Frame – students must complete their degree within a maximum period of 150% of the published length of the academic program.
- Minimum Pace of Progression – students must complete 66.67% or two-thirds (2/3) of all attempted courses. To calculate the Pace of Progression, divide the cumulative number of credits successfully completed by the cumulative number of credits attempted.
- Minimum GPA – students must maintain a cumulative GPA of 3.0 for the MBA program at the end of each term.

Unsatisfactory Academic Progress

If the students' progress, measured at the end of each term, is determined to be unsatisfactory, the school may place the students on academic probation. The students will be advised of the performance necessary to reestablish SAP.

Re-establishing SAP

The *Academic Recovery Plan* must be structured so that the student reestablishes SAP prior to exceeding the Maximum Timeframe. The student's performance against the academic plan will be analyzed at the end of each term or module. The student on the Academic Recovery Plan will be advised at the end of each term or module to ensure that they understand their performance during this time and how it compares against the plan.

The student may reestablish satisfactory academic progress at any time if s/he successfully completes a term with a cumulative GPA at or above 3.0 and a pace at or above 66.67%. The student who reestablishes satisfactory academic progress are advised that they no longer need to be on an academic plan.

Academic Probation Policy

Any student whose cumulative grade point average falls below 3.0 (B) on a 4.0 scale, or whose attendance rate for the previous 2 quarters all fall below 80% will be placed on academic probation. No record of this status will be placed on the student's permanent record. Probation begins with the quarter following notification. A student who receives a *Notice of Academic Probation* is required to consult with the Chief Academic Officer and submit a plan for improving his/her grade point average. During this period, the Chief Academic Officer will closely monitor the student's academic activities and/or attendance to determine the cause of unsatisfactory academic performance and recommend remedial measures. Academic probation may be removed when a student improves his/her grade point average to 3.0 or higher, or, if probation is due to attendance, improves attendance rate. A student will be dismissed or terminated from the program, if, at the end of the quarter on probation, the student has not improved his/her academic performance or, if probation is due to attendance, has not attended at least 80% of the classes.

Attendance Policy (Classroom)

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

Excusable Absences

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

Tardiness

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

Excessive Absence

Excessive absence is defined as absence in excess of 30% of scheduled classroom hours in academic courses. To receive credit for the course, all work missed due to absence or tardiness must be made up to the satisfaction of the instructor. Instructors will normally arrange for make-up examinations in case of excused absences. Instructors are not required to provide make-up for exams missed due to unexcused absence or lateness, unless the reason for absence or lateness is acceptable; otherwise, a failing grade may be assigned.

Grading Policy

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

Letter Grade	Description	Percentage	Grade Point	Academic Standing
A	Excellent	95.00 - 100.00	4.0	
A-	Superior	90.00 - 94.99	3.7	
B+	Very Good	87.00 - 89.99	3.3	
B	Good	83.00 - 86.99	3.0	Satisfactory grade for graduate level programs
B-	Satisfactory	80.00 - 82.99	2.7	
C+	Satisfactory	77.00 - 79.99	2.3	
C	Average	73.00 - 76.99	2.0	Students on the 52 unit curriculum must earn a minimum C as a passing grade
C-	Below Average	70.00 - 72.99	1.7	
D+	Below Average	67.00 - 69.99	1.3	
D	Below Average	63.00 - 66.99	1.0	Students on the 68 unit previous curriculum may earn a minimum D as a passing grade
D-	Minimal	60.00 - 62.99	0.7	
F	Failure	0.00 - 59.99	0.0	
P	Pass with Credit		0.0	Credit is granted but grade is not included in computing the GPA
NP	No Pass		0.0	No credit is granted and grade is not included in computing the GPA
I	Incomplete		0.0**	
TC	Transfer Credit		0.0	Credit is granted but grade is not included in computing the GPA
W	Withdrawal		0.0	
AUD	Audit		0.0	
R	Repeated Course		0.0	

Pass / No Pass (P/NP)

Graduate Students may take up to sixteen quarter units (i.e. 4 courses) of elective courses attempted towards the completion of the degree program on a Pass/No Pass basis. Students should consult with the Registrar or Chief Academic Officer regarding the choice of "P/NP" grading for courses in the major.

After initial registration in an elective course, in order to change the grading basis (e.g., to "P/NP") students must submit a registration form to the Admin Office of the School Registrar by the end of the second (2nd) week of an academic quarter. Graduate students can change grading basis on optionally graded courses with no fee during weeks 1 - 2 of the term. In weeks 3 - 4, students are charged a per-class change fee of $10. In weeks 5 - 11, students are charged a per-class change fee of $35. Please consult the Admin Office fee schedule for current fees. Once a course is graded, students may request a change in grading option, only by petition and based on approval by the CAO/COO.

A student who satisfactorily completes a "P/NP" course will receive a "P" grade. Credit will be granted. However no grade points are assigned and it is not computed in the GPA. "P" grades are equivalent to a "C" grade or higher.

A grade of "NP" (no pass) will be assigned when the requirements for credit in the course have not been satisfied with a level of "C" or higher. "NP" grades are given for "C-" and below. No credit is granted, no grade points are assigned and the "NP" is not computed in the GPA.

Incomplete Grades (I)

A grade of Incomplete is assigned when work is of passing quality but incomplete for good cause as determined by the instructor. “Good cause” may include illness, serious personal problems, an accident, death in the family or other situation deemed to be of equal gravity, and does not include extensions of time granted for convenience.

If faculty issues a grade of “I,” the remaining coursework must be finished by the last day to the next quarter. If the course is not completed, the “I” will automatically lapse to an “F”.

As School regulations require that a student must have a grade point average of 3.0 or higher, the effect of this regulation is to regard Incomplete Grades as "F" in determining whether a student has met all degree requirements.

Transfer Credit (TC)

Students must apply for transfer credit within the first (2) quarters of matriculating in CTSB. A maximum of two courses completed with a minimum grade of “B”(3.0) in graduate status at institutions other than CTSB may apply to a master’s program at CTSB. If an applicant has completed an MBA program from another institution, then that student is no longer eligible for transfer admissions, and therefore cannot apply for transfer credit for those courses. CTSB will grant unit or subject credit for equivalent work completed at another institution towards a CTSB graduate degree program. Transferred courses will appear with a “TC” on the student’s transcript. All transferable credit attempted will be counted as unit and course credit, and will not be counted into the student’s cumulative GPA at CTSB.

Courses accepted for transfer must be reported on an official transcript (academic record) which must be provided to the CTSB Admin Office in a sealed envelope (or electronically submitted from the transfer campus' registrar's office) from the original college/university of enrollment, bearing the institution's official seal and registrar's signature. CTSB does not award credit posted to a third-party institution's transcript. Credit is only considered from the original institution's official academic record.

CTSB does not award credit for: work or volunteer experience, vocational or technical training, and personal enrichment courses; remedial academic or pre-baccalaureate courses, especially in English and mathematics. Courses completed at unaccredited/non-regionally accredited institutions may be reviewed on a case-by-case basis.

Course Changes (Withdrawal)

Students who officially withdraw from a course between weeks 1-2 of a regular academic quarter will not receive any notation on their transcript. Students who withdraw from a course between weeks 3-4 of a regular academic quarter will receive a non–punitive notation of "W" on their transcripts, indicating the withdrawal. Students cannot withdraw from a course after the fourth week of a regular academic quarter. It is the student's responsibility to withdraw officially from a course or all courses. Failure to attend a course does not constitute a withdrawal. Students who stop attending courses without officially withdrawing will receive a grade of "I" (incomplete), which is calculated to an "F" grade.

Audit Courses (AUD)

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

Repetition of Course(R)

With the consent of the Academic Advisor and/or the Chief Academic Officer, any student may repeat a course in which a grade of C, D, F, or No Pass is assigned up to a maximum of eight units.

In such repeated courses, only the most recently received grade and corresponding grade points shall be used in calculating a student's grade point average, but all units attempted and grades received shall remain part of the student's permanent record. Any repeated course must be taken for a letter grade.

For courses graded on a Pass/No Pass basis only, or for courses where the student elects P/NP grading, the repeated course may be taken on a P/NP basis as well.

Academic Honesty

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

Violators will be subject to severe disciplinary action, subject to academic probation, suspension, or dismissal. The use of commercially prepared term or research papers, in whole or in part, for

completion of any course requirements, will be considered the most serious offense, and will include criminal penalties by the State of California for the sale or distribution of such materials.

Make up, Missing Classes, Assignments, or Examinations

Unavoidable situations may occur that require a student to miss one or two days of a particular class, or portions of a class. If a student is unable to attend classes or to complete all assignments for a class on time, the student must inform the professor and the CTSB office of the situation as soon as possible. If this initial communication is in-person or over the telephone, it must be followed up as soon as possible in writing.

Once the professor and/or Chief Academic Officer are informed, they will then discuss the situation and determine the steps needed to make up the missed classes or work. If more than a small part of the course is missed (e.g., multiple assignments or examinations), then the student may need to be dropped from the course. However, if the professor determines that the student is in good standing and has a legitimate reason for missing no more than a small part of the course, the student may be assigned an Incomplete. Otherwise, the student may be assigned a grade of F for the course.

The Chief Academic Officer has the ultimate authority and responsibility for determining the appropriate makeup of missed classes, assignments, and examinations. It may not be possible to make up the missed requirements and the student's grade may be negatively impacted. The Chief Academic Officer or professor is under no obligation to provide a makeup option, especially if more than a small part of the course is missed (e.g., multiple classes, assignments, or examinations). Students may only make up two courses listed as Incomplete during their degree study at CTSB. If the student is no longer matriculated at CTSB and requests to make up an Incomplete Grade for course credit, the student must do so within one (1) year of the accepted extension filing or from the enrollment date of the course.

1. If the student misses an examination for legitimate reasons, possible alternatives include: taking the exam early, taking the exam remotely, taking the exam with the next offering of that class, or retaking the course. Proctoring, shipping, faxing, or other administrative fees, if applicable, would be at the student's expense.
2. If a student misses a paper or other assignment for legitimate reasons, possible alternatives include: finding an approved substitute and date for submission with the professor or retaking the course.
3. If a student misses one or two classes for legitimate reasons, the student should discuss the possible makeup requirements with the professor or the Chief Academic Officer, which can range from getting notes from the student's classmates to making up the class material in some other way.
4. A student may receive a grade of F if a professor feels the missed classes, assignments, and/or exams warrant a failing grade.
5. Unless otherwise governed by rules established by the professor, if a student misses three or more class sessions, he or she will be dropped from the course and required to retake the course in its entirety.

Leave of Absence (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study and should only be requested in case of emergencies and extenuating circumstances including but not limited to medical reasons, jury duty, military service, incarceration, or death of a family member.

1. To request an LOA, the student must submit a written request form via hard copy or through email to the Registrar's Office. The written request should include the reason for the LOA and the amount of time needed. All LOA's must have prior approval by the Chief Operating Officer (COO) or Registrar.

2. In the rare event the student is unable to submit the Leave of Absence Request Form, the student must verbally communicate with the COO or Registrar and follow-up with electronic communication (text or email).

3. A LOA request shall be reasonable in duration, preferably not to exceed 30 calendar days. California Trinity School of Business (CTSB) highly discourages any requests for an additional leave of absence. However, CTSB may grant only one (1) more additional LOA within a 12-month period, in the event that an unforeseen circumstance arises, such as medical reasons, military service, or jury duty. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

4. Students on a LOA remain in Active Status; therefore, they are still obligated to maintain payments due to CTSB.

5. Students must return on or before the day they are required to from their Leave of Absence. Failure to do so will result in being dropped from the program.

If a student anticipates being unable to enroll for the next quarter, he or she should apply to the Registrar Office for a LOA. Medical disability or military service LOA may justifiably extend the time limit for completion of degree requirements. Students who fail to re-register after thirty days of an approved LOA, will be regarded as withdrawn from California Trinity School of Business and subject to current admission policy requirements.

Voluntary Leave

A student who has registered for and completed any course credits may request a voluntary leave of absence for a maximum of four quarters. Retroactive leave of absences will not be granted. Students who have exceeded more than fourth quarter of leave will be administratively withdrawn effective at the end of the fourth quarter.

Medical Leave

A student may request a medical leave if he/she experiences health situations interfering with successful full-time or part-time study. Students who are hospitalized during the quarter or who miss classes for more than two weeks due to health issues are advised to take a medical leave

from the term in progress.

Military Leave

A student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence for the period of active duty. Supplemental documentation such as a copy of the orders to report or proof of active service must be attached.

Students Transferring to Another School

It is strongly recommended that students discuss their options with school administrators prior to initiating any transfer and follow the protocols for withdrawing from CTSB.

Transferring from CTSB to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond CTSB's ability to determine what credit might be given for course work completed at CTSB.

All transfer-out students should submit the Withdrawal Form and Transfer-Out/Exit Survey to the Admissions Office at admin@catu.edu.

Expiration of Course Credit

Students are expected to complete the CTSB MBA program within three (3) years of the start date. If a student must leave CTSB due to outside extenuating circumstances and re-matriculates at a later date to complete the degree, the course credits previously taken at CTSB will expire five (5) years after the date the course(s) were completed. Therefore, if the program is not completed or designation is not earned within five years, the course credits will expire, and the course must be repeated to meet the program requirements, where applicable. The Registrar's Office will review each course's completion date to determine which have retained or expired credit. Transfer credits from courses taken externally are subject to the same rules based on the date the credits were posted to a student’s transcript.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

The transferability of credits you earn at CTSB is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the MBA program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 CTSB to determine if your credits or degree will transfer.

Student Services

Student Services is committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty and the community. It facilitates and supports various activities to assist students in making a successful transition to the School Community and to prepare them for life after graduation.

Student Advising

CTSB Faculty and the Office of Student Services are available to provide all types of advising to students. Academic advising on overall academic planning, course selection and other academic matters can be obtained from the Chief Academic Officer or the Program Director. At the start of every quarter, students are required to undergo academic advising prior to registration. In addition, the student can consult with the Director of Student Services or Registrar on non-academic matters such as career and employment, CPT/OPT and Internship, or other personal matters. To schedule an appointment for:

Academic advising, please contact admin@catu.edu

CPT/OPT advising, please contact registrar@catu.edu

Non-academic advising, please contact studentservices@catu.edu

Advising hours are:

10:00 A.M. to 5:30 P.M., Monday through Friday

Closed on Saturday and Sunday

Employment Assistance

CTSB does not provide job placement services and provides no guarantee of employment to students of the program. The Office of Student Services, however, can provide assistance to students in their attempts to secure employment from prospective hiring companies in their field of study through workshops, seminars and/or advising sessions. Career services provided mainly include resume writing workshops and job interview preparation. The Office of Student Services provides various resources to aid students in their search for job opportunities such as local community job fairs, and posting job resources on the bulletin boards.

On Campus employment is available to qualified students who would like to share their knowledge and expertise to its faculty and students. Students may apply for part-time jobs as an assistant to student services and admission. To inquire about employment and career assistance services, contact studentservices@catu.edu.

International Student Services

The School is ready to assist international students in all matters related to their admission, academic advisement, and personal needs. In addition, the School provides the necessary services to assist international students with problems related to immigration, visas, and work permits.

Community Involvement

CTSB is located in the central area of Los Angeles, among the most culturally rich and diverse cities in the world. The school encourages its student to participate in local community events, and volunteer in missions and nonprofit organizations as part of the school's community outreach to widen the student's educational, social and cultural experience. Student Services will regularly send students electronic newsletters to announce local events, workshops, trainings and seminars that students can join and participate in.

School Facilities

Classroom Facilities

The classroom facilities, located on the 3rd floor, has an auditorium capable of seating 60 students, a classroom and a computer laboratory each capable of seating 25 students. Both the auditorium and the computer laboratory function as classrooms for a total classroom count of three (3) and a combined seating capacity for 110 students. The classrooms meet the demands and requirements for a business education environment with audio-video equipment, LCD projectors, projection screens, whiteboards, air-conditioning, and internet access through Wi-Fi.

Library

The 400-square foot library on the 3rd floor houses a physical collection of books and reference materials covering a wide range of topics in the field of business and related subjects and includes and reserves textbooks to support students' studies. The library's electronic collection is accessed through the *Library and Information Resources Network* (LIRN), an online library with millions of peer-reviewed and full-text journals, magazines, and newspaper articles, e-books, podcasts, and A/V resources for use in research and academic studies. LIRN features the most current academic research and instructional materials. Students can use the computer workstations in the library to access the library's electronic collection. To access, visit http://www.catu.edu/student-services/library and view the LIRN training video. Contact librarian@catu.edu to obtain login information, obtain assistance in doing online research, or to access other library services.

Library Hours:

10:00 AM to 6:00 PM Monday through Friday
10:00 AM to 6:00 PM Saturday
Closed on Sunday

Computer Laboratory

The School has a computer laboratory equipped with Internet-connected desktop computers installed with Microsoft Office productivity tools and *Quickbooks* accounting software that students can use during class room instruction. If no classes are being held, a student can access the computer laboratory to do assignments, projects and research. To request access to the computer laboratory, email itsupport@catu.edu.

Computer Laboratory hours (except when classes are being held):

9:30 AM to 6:30 PM Monday through Friday

10:00 AM to 4:00 PM Saturday

Closed on Sunday

Student Lounge

The Student Lounge, located on the 2nd floor, is a place that students can use for studying and dining, and as venue for organizing school activities, and for socializing with fellow students in between classes. The Student lounge includes amenities such as a microwave, coffee machine, book shelves and lockers. Student lounge is open during business hours and class hours.

Student Lounge hours:

10:00 AM to 10:00 PM Monday through Friday

10:00 AM to 6:00 PM Saturday

Closed on Sunday

Parking

Ample parking is available within the campus facility with additional street parking along Parkview Street. Students can park on open-area parking slots during class or business hours. Covered parking slots are reserved for faculty and staff. Students should obtain a parking pass from the Administrative Office which should be placed on a visible part of the vehicle dashboard when parking on-campus. Vehicles parked for more than two (2) hours without a parking pass will be requested to leave the parking area. Overnight parking is not allowed, and vehicles parked for more than 24 hours will be towed at owner's expense and will be reported as abandoned to the LA Department of Transportation.

Housing

CTSB does not provide campus housing or dormitory facilities to students and has no responsibility in finding or assisting students in finding housing. The school however, can refer students to resources that will aid in the search for appropriate living arrangements. There are ample housing opportunities within the immediate vicinity of the school ranging from studio apartments, one- or two-bedroom apartments, to private room rentals in a family home. Monthly rental cost can range from approximately $900 to $1,500 per month, depending on the unit. The student will be solely responsible and liable for all agreements and transactions entered into with the landlord. The school will not be liable for the student's conduct on a rental property or for any financial transactions entered into between the student and the landlord.

Instructional and Learning Materials

Student Email Account

Students are assigned an institutional email account to receive notification from and communicate with the school faculty, staff and fellow students. The student email accounts are provided as part of the *Google for Education* initiative and include the following applications:

- Shared Calendars
- Classroom Collaboration with *Google Classroom*
- Video and Voice Conferencing
- Cloud Storage using *Google Drive*

Usage of the school email account is subject to the condition that it should be primarily used for communicating with faculty, staff and fellow students, and should not be used for non-academic or commercial purposes such as soliciting or marketing activities.

To access your school email, go to http://mail.catu.edu and enter as username your assigned email address (example: asmith@catu.edu) and password. To request for a password reset, please email itsupport@catu.edu.

Learning Management System

CTSB uses online learning management platforms to complement its on-campus instruction. Course materials, references and videos are delivered using the *Moodle* Learning Management System (LMS) and *Google Classroom*. Midterms and final exams are administrated on-campus using *Moodle* LMS. Homework and project assignment are submitted either through *Moodle* LMS or *Google Classroom*.

To access, go to http://moodle.catu.edu and enter your school email address as username and assigned password. To recover lost password, click on "Forgotten your username or password?" link and enter your school email and a link to reset your password will be sent to your school email account.

Gradelink

Students have access to *Gradelink*, a web-based Student Information System, to stay updated on their academic progress, to get information on class assignments, projects, due dates and to obtain their grades. The following information is available on *Gradelink*:

- Current Grade in each class
- Current GPA for the term, if applicable
- Descriptions, Grades, and Professors' Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (attachments)
- Email Alerts for grades and attendance
- Attendance Information

To access, go to http://gradelink.com and enter login credentials that can be requested from the Administration office.

Technical Support

Student can obtain technical support for matters related to Wifi access, setting up @catu.edu email account and resetting passwords, *Gradelink* access, *Moodle* set-up and usage, *MS Office 365* student license request and installation, *Quickbooks* license request and installation, setup of classroom display and audio equipment, computer laboratory and other school or course-related software issues. To request for technical support send email to itsupport@catu.edu.

Student Records

Transcript and Document Requests

Current and formerly enrolled students can request for official documents such as official transcripts, enrollment verification, or duplicate diploma by submitting a Document Request form and filing the appropriate processing fee to the Registrar's Office. Official transcripts are sealed and given to the student or mailed to the institution as requested. Students must accompany the request with evidence that an "official school record verification" is required. Academic or administrative departments may place an Academic Hold on a student's record, which will restrict the student from performing certain actions until the hold is resolved and removed. Depending on the type of hold, this may prevent the student from ordering transcripts and verifications. Please review CTSB's Academic Hold policy under General Financial Section.

Graduation with Distinction

A student may be awarded a master's degree with distinction by attaining a GPA ranked in the top ten percent (10%) of all graduates within the academic school year of graduation. The notation "Awarded With Distinction'' will be posted on the degree transcript and will appear on a diploma certificate, but not on the MBA degree diploma.

Policy on Retention of Student Records

California Trinity School of Business maintains all pertinent student records will be kept for 5 years from the student's date of completion or withdrawal. A record is considered current for 3 years following a student's completion or withdrawal. In addition to the hard copies of the student records, CTSB stores digitized copies of transcripts and issued degrees indefinitely. Permanent records of transcripts, and the degree or certificate granted, and the date on which that degree or certificate was granted will be kept.

For all student records, CTSB can immediately reproduce exact, legible printed copies of the digitized records. The digitized record can be accessed with any Internet connected computer at any time by the administrative staff with an access code. CTSB also has administrative staff that can access the digitized student records to be present at all times during normal business hours, 9:30 am to 6:00 pm.

Any person authorized by the Bureau for Private Postsecondary Education (BPPE) or other pertinent governmental agencies has immediate access to the digitized student records in order to copy, inspect, and investigate records during normal business hours, 9:30 am to 6:00 pm.

If CTSB closes, it and its owners will store and safe keep, in California, all records required to be maintained by BPPE. The repository of the records will make these records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records..

1974 Privacy Act

California Trinity School of Business complies with the Family Education Rights and Privacy Act of 1974 (also known as "Buckley Amendment"). Any questions about the availability of student records or the release of such records should be addressed to the Registrar's Office.

A student's academic records, grades, and personal information, as in compliance with the 1974 Privacy Act (as known as Public Law 93-380, Section 438) may not be provided to third parties without his/her written consent. Permission must be given by the student in order for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the School Registrar a declaration to this effect that will be kept in the student's file. The provision to release financial data or related information to authorized state and/or federal agencies is not a violation of the 1974 Privacy Act.

Legally, authorized officials of State or Federal agencies may have access to student records for audit or evaluation of educational programs.

Access to Student Records

Access to students' records will be permitted to all the pertinent administrators, faculty and staff during the normal business hours under following conditions:

1. When performing their assigned duties, such as academic, personal or job placement advising;
2. When evaluating student's graduation requirement;
3. When complying with a judicial order or subpoena;
4. When authorized federal or state officials are conducting official business, such as qualitative assessment of CTSB's educational programs by the state regulatory and/or accrediting agency; and
5. When access to student's records are given written consent by the student.

Students may obtain copies of their unofficial transcripts from the Registrar's Office. Official transcripts are only sent directly to other schools/ agencies. No one outside of the institution shall have access to, nor will the School disclose any information from a student's academic records without written consent of the student.

Student Directory Information

In compliance with applicable laws and regulations, CTSB regards the following information about students enrolled at CTSB as public information and may be included in the Student's Directory unless specifically requested by the student that such information not be disclosed in the CTSB's Student Directory:

- Student's name,
- Student's local address and contact information, and
- Student's class standing.

Those students, who do not wish to disclose the above information in the Student Directory should contact the Registrar's Office.

Student's Rights and Responsibilities

Student Orientation

The Admissions Officer orients the student to the School and its programs during the application interview process. Program costs, probable length of time to acquire the degree, school policies and other matters are discussed before matriculation.

A school-wide orientation is also conducted at the start of every quarter to introduce faculty and staff, and to ensure that students are aligned and updated with any new or existing school policies and guidelines.

Student with Disability Policy

CTSB is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Director of Student Services and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file any complaint should follow the Grievance Resolution Procedures.

Student Code of Conduct and Disciplinary Policies

Students are expected to conduct themselves in an ethical manner and to abide by the regulations of CTSB. A student who violates CTSB regulations and the following student code of conduct may require CTSB to impose such penalties as deemed appropriate from verbal warning to dismissal. Any such disciplinary action will follow the established due process. Students will be informed in writing of the nature of the charges against them and will be given a fair opportunity to refute them.

The Student Code of Conduct includes the following:

1. Cheating is defined as and includes the use of study aids, examination files, other related materials, and receiving unauthorized assistance during any academic exercise;
2. Fabrication is the falsification or invention of any information in an academic exercise;
3. Facilitating academic dishonesty is intentionally helping or attempting to help another student to commit an act of academic dishonesty;
4. Plagiarism is intentionally or knowingly representing the words, ideas, or work of another as the one's own in any academic exercise.

Student Behavior

The school will take appropriate action against any disruptive student behavior. "*Disruptive behavior"* is defined as:

1. Preventing other students from learning;
2. Preventing the teacher from teaching;
3. Hurting, offending or threatening teachers, students or staff.

The Chief Academic Officer or the Admissions Director has the authority to expel a student at any time if their behavior disrupts class instruction. Disruptive behaviors which are not allowed at school may include, but are not limited to, showing disrespect or being impolite to teachers, students or staff. These can be in any of the following forms:

1. Bothering other students, teachers and staff physically or verbally
2. Not cooperating in class
3. Not allowing other students to participate in class
4. Not bringing the textbook and materials to class
5. Sleeping in class
6. Placing another person in fear of imminent physical or bodily harm
7. Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any persons on campus
8. "Harassment" – any actions, threats, gestures and/or words directed toward another person which have the purpose, or which tend to incite a breach of peace, create a hostile environment, or cause emotional distress to that person because of humiliating, degrading, intimidating, insulting, coercive, ridiculing or alarming nature of the conduct. It frequently, but not always involves a pattern of conduct.
9. Repeatedly speaking one's native language during class.
10. Being violent or any form of violence, threats, or sexual harassment may result in expulsion from the program immediately.
11. Having or showing sexually explicit or violent images in any form in class.

The behaviors above are not acceptable and may be dealt with in the following manner:

1. A verbal notice from the Professor or Administrative Official
2. A written Student Warning notice or discussion with an Administrative Official
3. Expulsion if the disruptive behavior is found to be continuing

Cheating and Plagiarism Policies

Cheating is the act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means. Plagiarism is the act of taking ideas, words, or specific substances of another and offering them as one's own.

One or more of the following actions are available to any faculty member who suspects a student of cheating or plagiarizing. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course.

- Review no-action.
- Oral reprimand with emphasis on advising aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an "F" grade for the specific work in question.
- Assignment of an "F" grade for the course.
- Referral to the Chief Academic Officer and/or the appropriate committee.

A student accused of cheating or plagiarism is entitled to appeal the decision and may petition for due process.

Drug, Alcohol and Tobacco Policies

CTSB strongly supports the goals of a "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is CTSB's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the Director of Student Services to act in all matters pertaining to the enforcement of this policy with regard to students and faculty to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable School personnel will advise offenders and make available sources of rehabilitative services. At the discretion of the administration, the School may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

School policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. “Drinking age” in the State of California is 21 and older. Gatherings on School premises or as part of School activities, at which alcoholic beverages are to be served, must receive prior approval from the President.

It is the policy of CTSB that smoking is prohibited while in the School building. Any smoking is to be done well away from the office building. Violations of the smoking policy may result in suspension or termination of academic status or employment.

Sexual Harassment Policy

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

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

Disciplinary Policies

Students are obligated to comply with the course requirements as set by the instructor. The instructor will report to the Chief Academic Officer any acts of academic dishonesty committed by a student who will then be required to see the Chief Academic Officer for advising. In case the student continues his/her dishonest conduct, a hearing will be convened with the student,

the instructor will report the incident to the Chief Academic Officer and President. A recommendation in writing with the reasons supporting the action will be provided to the student. A decision to expel, suspend, or give a less severe disciplinary action to the student will be made by the Chief Academic Officer, and students have the right to appeal.

Complaint and Grievance Policy

CTSB places great emphasis on putting the educational experience of its students as the first priority of its administration, faculty, and staff. CTSB seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, and Student Services. Students have the opportunity to provide feedback at the end of each quarter through surveys and questionnaires. In addition, students have the opportunity to file a complaint or grievance, or otherwise, dispute or appeal a decision made by the school by personally filing a *Student Complaint Form* or undergoing an interview and following a formal procedure. It is recommended that the student first resolve the issue with the parties involved prior to filing a formal complaint. Complaints can either be for academic or non-academic reasons.

Academic complaints

Academic complaints concern faculty, students, or to report any violations of the following policies described in this catalog:

- Academic Policies such as grades, tardiness, attendance, SAP, academic probation, academic dishonesty, among others.
- Student Code of Conduct and Student Behavior
- Drug and Alcohol Policy
- Sexual Harassment Policy
- Disciplinary Policies

The Chief Academic Officer investigates, resolves and decides on all academic complaints.

Non-academic complaints

Non-academic complaints concern staff or administrative-related issues, application of policies or procedures, Student Services, or school facilities. The Chief Operating Officer investigates, resolves and decides on all non-academic complaints.

Right to Dispute or Appeal

For the purpose of fairness and objectivity, a student who is a recipient of a decision from a previously filed complaint, or who is the recipient of a disciplinary action or administrative order for violation of any of the following policies listed below has the right to file a dispute or an appeal:

- Student Code of Conduct Violation
- Disruptive Student Behavior
- Academic Dishonesty
- Drug, Tobacco and Alcohol Policy Violation
- Sexual Harassment Policy Violation

The Board of Directors will review and decide on complaints previously decided on by either the Chief Academic Officer or the Chief Operating Officer. The Chief Academic Officer will review and decide on disputes and appeals to disciplinary actions initiated by the school against the student, and, if necessary, elevate the case to the Board of Directors.

Complaint, Dispute and Appeal Procedure

The *Student Complaint Form* and filing procedure requires the following information which can either be completed by the student or obtained through a personal interview.

1. Documentation in writing of the nature of the complaint, dispute or appeal. For complaints include dates, time, location, and names of parties involved.
2. A brief statement on the ruling sought.
3. If applicable, a statement of a witness.
4. Submit any information, evidence or documents to support the complaint, dispute or appeal.

Complaints, disputes and appeals will be reviewed and investigated by the respective school officials, and a response along with a decision will be given based on the following time-frame.

Type of complaint	Deciding Authority	Timing for a Decision
Academic complaint	Chief Academic Officer	14 business days
Non-Academic complaint	Chief Operating Officer	14 business days
Dispute and Appeal to disciplinary actions, administrator orders imposed on student	Chief Academic Officer	14 business days
Dispute and Appeal to decision for previously filed complaint academic/non-academic	Board of Directors	30 calendar days

Depending on the type of the academic complaint, a conference may be conducted to hear all parties involved prior to a decision. Every effort will be made to resolve all complaints, disputes and appeals taking into consideration the best interest of both the student and the school.

Right to File a Complaint

Students have the right to appeal to the appropriate state regulatory agency in the event a complaint or dispute cannot be resolved to the complainant's satisfaction.

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

Mailing Address:
Bureau for Private Post secondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Toll-free Telephone #: (888) 370-7589
Fax: (916) 263-1897

Physical Address:
Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste. 225
Sacramento, CA 95834

Website Address: www.bppe.ca.gov

General Financial

Tuition and Fees

Academic Tuition (Per Quarter Unit)	
MBA Program	$240.00
Fees	
Application Fee (non-refundable)	$200.00
Student Tuition Recovery Fund (STRF) Fee (non-refundable) *- See the descriptions in "Student Tuition Recovery Fund (STRF) Fee."*	$2.50 per $1,000.00 of institutional charges
Student ID	$20.00
Late Registration Fee *- See the chart in "Add and Drop Policy."*	$5.00 - $50.00
Transfer Credit Evaluation Fee	$50.00
Graduation Fee	$300.00
Official Transcript	$20.00
Enrollment Verification	$20.00
Graduation Letter	$20.00
Replacement Diploma	$100.00
Total Charges for a Period of Attendance (Per Quarter)	
Tuition ($240 X 8 Quarter Units)	$1,920.00
STRF Fee (non-refundable)	$5.00
Books	$150.00
Supplies	$50.00
Total Cost per a Period of Attendance (Quarter)	**$2,125.00**
Estimated Total Charges for the Entire Program	
Application Fee	$200.00
Tuition ($240 X 52 Quarter Units)	$12,480.00
STRF Fee (non-refundable)	$30.00
Graduation Fee	$300.00
Student ID	$20.00
Books	$975.00
Supplies	$325.00
Estimated Total Charges for the Entire Program	**$14,330.00**

Students are required to pay tuition at registration each quarter. Cash, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. For tuition and fees of a specific program, refer to the program's section on Financials. CTSB reserves the right to change tuition. Changes to tuition are announced to the students via email at least one quarter prior. The announcement will be posted on the school's website. Any new tuition rate will be in effect for the upcoming quarter. Any changes in the tuition will likewise be updated in the catalog or catalog addendum.

Student Tuition Recovery Fund (STRF) Fee

Effective April 1st, 2022, the Student Tuition Recovery Fund (STRF) assessment rate has been changed to two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges for each quarter. The fee is charged to California residents only.

Holds

Holds prevent students from accessing services at California Trinity School of Business. They may be placed on student records for a variety of reasons and must be removed by the initiation department. A student may have holds placed on the student record that could affect registration, enrollment, graduation, campus services, and/or release of academic transcripts for the following reasons:

- Failure to comply with admission or academic provisions.
- Failure to settle financial obligations with the School.
- Failure to respond to official notices.

All students, including those who are graduating, withdrawing from the quarter, or are out due to leave of absence, should continue to monitor their school account balance for charges that may be assessed. California Trinity School of Business has authority to withhold registration privileges for any student with an outstanding balance due on their account. Failure to pay your financial obligations in full will result in a hold being placed on your records. All students must contact the Administration Department to resolve a hold on their account.

Tuition Payment Plan Policy

CTSB offers a Tuition Payment Plan to help students manage the cost of education financing. At the start of each quarter, the student can arrange to setup a Payment Plan specifying the monthly installment payment amount and dates when payments are due.
The following are the policy guidelines for the tuition payment plan:

- The plan allows students to divide their tuition fees into multiple payments, with each installment due on specific pre-arranged dates.
- Students must adhere to the agreed payment schedule, and payments must be made in full and on time as per the terms outlined in the installment agreement.
- Students who arrange to pay in 3 (three) monthly installments will be assessed a one-time processing fee of $50 (non-refundable) at the start of the quarter.
- Payments received more than 5 (five) days past the due date will be assessed a late fee of $50.00.
- Student's account balance must not be delinquent and prior quarter charges must be paid.
- Current quarter tuition and fees must be billed.
- Only a maximum of three installment payments are allowed per quarter.
- CTSB may revoke the installment payment plan if a student consistently fails to meet payment deadlines. In such cases, the student will be required to pay the remaining balance in full immediately or face potential academic suspension.
- It is the student's responsibility to ensure timely payment of all installments. Failure to meet the financial obligations outlined in the payment plan could result in the suspension of services, including access to coursework, exams, and other academic activities.

Note: Payments specified in the payment plan are subject to change by adding/dropping courses and changes in financial aid.

Cancellations, Withdrawals and Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of all charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later.

The student has the right to withdraw at any time from the course of instruction after the cancellation period and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if student reaches 60% completion or less of the period of attendance. The amount of the refund is determined by deducting the application fee from the total tuition charge, then dividing the remainder by the number of hours in the period of attendance to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, including the application fee.

A student should send either through postal mail, hand deliver or fax a written notice of cancellation or withdrawal addressed to the School Registrar at California Trinity School of Business 2333 Beverly Blvd, Los Angeles, CA 90057. The cancellation or withdrawal will take effect by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Any refunds due will be made by the School within 30 calendar days from the effective date of cancellation or withdrawal.

In order to ensure that students are fully informed of their rights and procedures for recovering tuition refunds, a copy of the School's Cancellation/Withdrawal Policy is provided to each student upon registration. In compliance with the applicable California Education Code (Section 94919), the School's cancellation/withdrawal and refund policy is also fully disclosed in the enrollment agreement.

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

Student Tuition Recovery Fund (STRF) Statement

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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 Blvd. Ste. 225, Sacramento, CA 95834, Telephone: (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 location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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."

Scholarships and Financial Assistance

CTSB does not participate in any federal and state financial aid program.

CTSB, however, awards scholarships in the form of tuition credits every quarter. The scholarship is awarded on the bases of scholastic achievement or financial need. The following table describes each scholarship fund.

Merit Scholarship	CTSB Needs Scholarship	Professors' Scholarship
• The Merit Scholarship was established to honor students who have the potential or have exhibited extraordinary abilities and contribution. • This scholarship is for students who have the intention to make business, management, accounting, and marketing a career • Scholarship Amount: Maximum $600	• The CTSB Needs Scholarship was designed for students who experience financial hardships. • This scholarship is strictly based on the student's financial need. • Scholarship Amount: Maximum $400	• Funded by current and former professors of California Trinity School of Business, and is awarded to students who demonstrated excellent performance in their academic activities. • This scholarship is intended help students further their education at CTSB. • Scholarship Amount: Maximum $400

Scholarships are awarded on the condition that the student completes his/her degree at CTSB. Transferring to another school would forfeit all scholarship benefits and require the student to reimburse the total cost of scholarship funds received.

Scholarship Application Procedure

Applicants should complete the *CTSB Scholarship Application Form* and submit the required essays and recommendation letters. Only completed applications will be processed and reviewed by the Scholarship Review Committee, and nominees presented to the President and Board of Directors for approval.

Eligibility Criteria - Student must:

1. be currently enrolled full-time
2. have a GPA of 3.3 or higher
3. show no outstanding tuition balances from the previous quarter

Criteria for Scholarship Awards - The Scholarship Committee will consider the student's:

1. GPA
2. Written essays (for essay topics, refer to the scholarship application form)
3. Letters of recommendation (personal and professor's recommendation)
4. Any contributions made to CTSB and/or to the community

Student Loan Responsibilities

CTSB does not offer any state or federal loan guarantees; no loans of any kind are offered at this school. If the 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. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Master of Business Administration Program

Program Overview

The Master of Business Administration (M.B.A.) program provides the prospective student with the core business skills, knowledge, competency and practical experience to become effective managers and leaders in their respective fields of business.

Graduates of the MBA program are trained to communicate effectively, think critically, and use analytic tools and innovative approaches to support business decisions. The program also develops future business leaders with strong ethical standards and social responsibility.

Temporary Change in Method of Instructional Delivery Due to COVID-19

Due to recent developments with COVID-19 and restrictions on in-person meetings by state and government regulation, CTSB MBA degree program courses for newly admitted F-1 students will be implemented via a hybrid structure, consisting of (1) class attended on-campus and (1) attended live temporarily via Zoom distance education. All continuing students' in-class meetings will also temporarily be replaced with live real-time lectures via Zoom. All students will utilize CTSB's Moodle Online Learning Management System to access their course materials and content, as well as, to execute and submit all assignments. Graded feedback for multiple-choice tests/quizzes attempted within Moodle is displayed in real-time upon completion. Uploaded assignments, projects and discussion questions are graded within (7) days by the course professor. Starting January 1, 2022, all courses will only be offered in-person and on-campus.

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 degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017 and full accreditation by July 1, 2022.

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.

Career Potential

An MBA degree can broaden one's career options as it allows a graduate to pursue wide and diverse fields in business from management, finance, managerial accounting, operations, sales, marketing, consulting, technology to entrepreneurship. Job occupations that stand to benefit from an MBA degree are expected to grow 8% on the average from 2014 to 2024 (Data Source: www.onetonline.org)

Program Goals and Learning Outcomes

1. Uses critical thinking skills and an integrated knowledge of business theory and practice to make sound business decisions.
    - Learning Outcome: Make sound business decisions (LO1 – Decision Making)
    - Learning Outcome: Apply business knowledge (LO2 – Business Knowledge)
2. Exercises effective practical written and oral business communication.
    - Learning Outcome: Write effectively (LO3 – Written Business Communication Skills)
    - Learning Outcome: Orally communicate effectively (LO4 – Oral Business Communication Skills)
3. Understands the ethical consequences of actions and acquits him/herself ethically as student, employee, business owner, and community leader.
    - Learning Outcome: Demonstrates Ethical Behavior for the Business Environment (LO5 – Ethical Business Behavior)
4. Develops and demonstrates leadership skills appropriate for managerial roles in private industry, public sector agencies, and not-for profit institutions.
    - Learning Outcome: Demonstrate leadership (LO6 – Leadership Skills)

Admission Requirements

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

- Application for admission.
- A bachelor's degree from an accredited four-year college or university.
- Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the School directly by students or person other than the providing institution are not acceptable.
- Letter of recommendation.
- Entrance Essay.
- Payment of application fee.
- For international admission requirements, refer to section on *International Admissions.*

Academics

Standard of Student Achievement and Graduation Requirements

To graduate, a student must complete a minimum of 52 quarter units or 572 hours of the following coursework with a cumulative GPA average of 3.00 on a 4.0 scale:

1. Complete 36 units of Common Core Courses.
2. Complete 12 units of Concentration Courses.
3. Complete 4 units of Elective Courses.
4. Successfully complete the degree requirements within the allowed program length.
5. Graduating students are required to take and pass the MBA ETS Exit Exam which is a comprehensive exit examination to assess student's knowledge of business content areas learned throughout the course of the program and to measure critical thinking ability. Students must pass with a score of 210 (70%) in order to graduate.

Successful graduates of the program will be awarded a degree in Master of Business Administration.

Program Length

Students are usually expected to complete the program in 2 years. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 3 years for the MBA program. An extension may be granted for special circumstances.

MBA Concentrations

The MBA degree program has one or more concentration areas available for students. Students must select and formally declare that they are pursuing a concentration.

1. International Business and Management Concentration
2. Accounting Concentration
3. Entrepreneurship Concentration
4. Management Information Systems Concentration

Changing a concentration can be done any time before the student applies for graduation subject to Academic Advisor approval. Students should review all course requirements needed to complete a concentration area. Courses offered in one concentration may not transfer to another concentration area. To change concentration, submit a *Change of Concentration* form and make an appointment with the Academic Advisor. An Academic Advisor will review all concentration courses taken to evaluate if applicable credit exists. If approved, the Registrar will complete the change of concentration on your behalf.

Course Numbering system

MBA courses are numbered 500 to 799. Course numbers prefixed with "MA" denote Common Core courses, "BA", International Business and Management concentration courses "AC" Accounting concentration courses, "EN" Entrepreneurship concentration courses, while course numbers prefixed with "MS" denote Management Information Systems concentration courses. For MBA electives, "EL", is added to the course number. Here is a sample course numbering:

- *MA 580* - Operations Management
- *MS 630* – Advanced E-commerce
- *AC 625* – Financial Accounting
- *EL 748* – Social Media and Digital Marketing

Pre-Requisite Courses (If Required)

All Prerequisite Courses are 4 units each. These courses may be waived if completed at the undergraduate level with a grade of "B" or higher.

Course Number	Course Title	Units
AC 400	Principles of Accounting	4
EC 400	Principles of Microeconomics	4
FN 400	Financial Management	4

MBA Common Core Courses

MBA students regardless of concentration must complete the following Common Core Courses (9 in total) equivalent to 36 Academic Units or 396 Academic Hours.

Course Number	Course Title	Units
MA 530	Managerial Accounting	4
MA 535	Managerial Economics	4
MA 542	Organizational Development and Change	4
MA 547	Marketing Management and Strategies	4
MA 555	Strategic Human Resource Management	4
MA 558	Business Ethics	4
MA 560	Executive Leadership	4
MA 580	Operations Management	4
MA 582	Management Information Systems	4

MBA Concentration in International Business and Management Courses

The MBA Concentration in International Business and Management introduces students to the complexities of international business so that they can apply their understanding to other fields of management to make more effective business decisions. Students pursuing an International Business and Management concentration must complete 3 of the following 4 courses equivalent to 12 Academic Units or 132 Academic Hours.

Course Number	Course Title	Units
BA 650	Managerial Communication Strategies	4
BA 651	Global Marketing	4
BA 672	International Financial Management	4
BA 675	International Business and Decision Making	4

MBA Concentration in Accounting Courses

The MBA Concentration in Accounting prepares students to pursue a career in the accounting and taxation profession. Students pursuing an Accounting concentration must complete 3 of the following 4 courses equivalent to 12 Academic Units or 132 Academic Hours.

Course Number	Course Title	Units
AC 625	Financial Accounting	4
AC 626	Payroll Accounting	4
AC 627	Computerized Accounting	4
AC 667	Principles of Taxation	4

MBA Concentration in Entrepreneurship Courses

The MBA Concentration in Entrepreneurship prepares students to pursue a career in small business management. Students pursuing an Entrepreneurship concentration must complete 3 of the following 4 courses equivalent to 12 Academic Units or 132 Academic Hours.

Course Number	Course Title	Units
EN 620	Business Plan	4
EN 635	Business Entrepreneurship and New Venture Formation	4
EN 640	Management of Innovation	4
EN 645	Small Business Management	4

MBA Concentration in Management Information Systems Courses

The MBA Concentration in Management Information Systems prepares students to manage business in information systems. Students learn how to manage and evaluate technology investments to make more effective and informed business decisions. Students pursuing a Management Information Systems concentration must complete 3 of the following 4 courses equivalent to 12 Academic Units or 132 Academic Hours.

Course Number	Course Title	Units
MS 615	Information Systems Planning and Strategies	4
MS 626	Data Management	4
MS 630	Advanced E-commerce	4
MS 635	Cyber Security	4

MBA Elective Courses

Students select one (1) elective that is to be applied to meet the graduation requirement.

Course Number	Course Title	Units
EL 740	Introduction to Real Estate	4
EL 748	Social Media and Digital Marketing	4
EL 753	Business of Entertainment, Media and Sport Industries	4
EL 760	Graduate Seminar: Job Search Strategies for MBA Students	4
EL 764	Business Law	4

Course Descriptions

MBA Pre-requisite Courses (If Required)

AC 400 Principles of Accounting 4 quarter units/40 clock hours

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: revenue recognition, inventory, long-lived assets, present value, and long-term liabilities. The course emphasizes the construction of the basic financial accounting statements - the income statement, balance sheet, and cash flow statement - as well as their interpretation.

Pre-requisites/Co-requisites: None.

EC 400 Principles of Microeconomics 4 quarter units/40 clock hours

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention.

Pre-requisites/Co-requisites: None.

FN 400 Financial Management 4 quarter units/40 clock hours

The basic concepts and analytical tools of finance in both corporate finance and investments. Topics include risk and return, financial institutions, efficient markets, valuation theory, capital budgeting, portfolio theory, cost of capital, and international finance.

Pre-requisites/Co-requisites: None.

MBA Common Core Courses

MA 530 Managerial Accounting 4 quarter units/40 clock hours

This course provides knowledge for accounting with management-planning, control, decision-making, cost-profit-volume relationships, cost and revenue information for routine decisions, budgeting, and profit planning. This course will focus on managerial accounting and how to use accounting in managing employees, finances, and decisions. This course provides students a review of the fundamental concepts in managerial accounting. The concepts include that of creating, interpreting organizing and analyzing accounting practices of organizations. The goal of this course is to create change and value with customers, employees and the supply chain.

Pre-requisites/Co-requisites: None.

MA 535 Managerial Economics 4 quarter units /40 clock hours

This course provides instruction in the application of microeconomics and macroeconomics theories to managerial decisions and planning such as the economic theory, price theory, and theory of exchange. Students will explore firm and country-level economic factors that impact business decisions. Topics reviewed in this course include the firm's resources, product markets, production functions, cost, output decisions, pricing strategies under various market constraints, investment in fixed assets, risk and demand analysis, production analysis, production efficiency, pricing decisions, purchasing decisions, capital budgeting, and business forecasting are included. This course helps aim at making more considerate decisions based on sales promotion, outputs, choices in products and services, business areas and assessment of funds.

Pre-requisites/Co-requisites: None.

MA 542 Organizational Development and Change 4 quarter units/40 clock hour

This course will review how organizations function, have impacted people, and how people in organizations behave differently. This course emphasizes the contingency view for understanding the reasons of behavior and the "how's" of increasing effectiveness. Organizational behavior is a form of applied behavior analysis and looks at various fields, such as performance management and behavior systems analysis, and scientific management. The topic investigates topics such as motivation, job satisfaction, responsibilities, team building, leadership, and decision-making. This course will expose students to important theories and conceptual models for analyzing, understanding, and managing human behavior in organizations and how to use them in organizational situations that connect them to foundational theories and effective practical management methods.

Pre-requisites/Co-requisites: None.

MA 547 Marketing Management and Strategies 4 quarter units/40 clock hours

This course provides instruction in the management of marketing decisions to private, commercial, and government customers in both domestic and global markets. This course teaches the concepts of marketing management through a series of readings and cases that profile the decision-making problems marketing managers face. The course discusses marketing regarding the organization's total operation and emphasizes the interrelationships of marketing concepts, decision-making, strategy, planning, and systems of control. Students will learn about thinking strategically when making and implementing marketing decisions and using specific analytical approaches and tools for understanding customers. Students will research the domestic and international landscape for marketing opportunities and competitive pressures and develop a strategic marketing plan to assess this.

Pre-requisites/Co-requisites: None.

MA 555 Strategic Human Resource Management 4 quarter units/40 clock hours

This course explores the content of strategic human resource management and the implementation of

strategic human resource management while estimating demand and supply of labor, designing staffing systems for attaining strategic objectives and developing human resources that are involved. The topics discussed in this course are: fundamentals of management, investment perspectives, social responsibility, roles of managers, strategies for workforce planning and management, design and redesign of work systems, employment laws, staffing, training and development, performance management, feedback, compensation, labor relations, employee separation, retention management, and global human resource management. Students will assess and accurately describe the culture of an organization and develop strategic thinking skills and use them to assess how a real organization can align their human resource practices with their mission, values, and long-range goals. Students will understand how to measure the success or failure of human resource interventions that are implemented and critically analyze human resource practices, both in writing and in a discussion.
Pre-requisites/Co-requisites: None.

MA 558 Business Ethics 4 quarter units/40 clock hours

The course of business ethics includes an overview of good and bad, right and wrong, and the conduct of humans in business. This course will go over the standard controversial issues like discrimination, corporate social responsibility, corporate governance, bribery, insider trading, and fiduciary responsibilities. This course will also explore the required level of trust between individuals such as the market participants and consumers, and those involved in the business. This course also examines ethics in leadership, ethics in various industries, and employee ethics. This includes but is not limited to codes of law, environmental regulation, fair wages, and restrictions for trading. This also covers fundamentals of ethics within business. This course applies to ethical theory and practices with the business management system. In this course students will review different ethical systems, ways that cultures vary and how organizations develop and implement ethics programs.
Pre-requisites/Co-requisites: None.

MA 560 Executive Leadership 4 quarter units/40 clock hours

This course will include real-life perspectives, situational-assessments, situational examples, and conversational tone and experiential practices. Other topics include that of future management careers, leadership characteristics, supervision of people and diversity in leadership. There are several different types of executive leadership, including servant leadership, authentic leadership, and paternalistic leadership. This course will examine different characteristics of strong executive leaders, which include accountability, motivational leadership skills, problem-solving abilities and extensive job experience in their profession. Strong executive leaders also possess analytical skills to determine how to maximize employee productivity and drive the most business benefit from company resources. This course includes how executive leaders will use processes such as company and individual employee performance measurement and risk assessment/analysis to make decisions, as well as, the use of other leadership traits, such as empathy, willingness to collaborate and the ability to listen to be successful in their executive leader roles.
Pre-requisites/Co-requisites: None.

MA 580 Operations Management 4 quarter units/40 clock hours

This course will teach students how to improve business processes, whether one is in the manufacturing or service business. Students will learn about improving productivity, how to provide choices for the target customers, reducing response time, and how to improve quality. Students will be able to define operations management, determine appropriate resource allocations, scheduling and capacity planning. Students will also discuss the roles and activities of an operations manager, discuss the input-transformation-output model, differentiate between goods and services, explain operation strategy, discuss performance objectives of operations strategy, measure productivity, analyze different cases related to operations management, and measure productivity.

Pre-requisites/Co-requisites: None.

MA 582 Management Information Systems 4 quarter units/40 clock hours

This course addresses information as an organizational resource, decision-making frameworks, transaction processing systems, office automation, competitive information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design, and implementation. Students will be able to describe the use and function of management information systems, describe and evaluate information systems development processes and techniques, identify and evaluate hardware and software requirements for information systems, evaluate data management technologies, explain the security risks associated with management information systems.

Pre-requisites/Co-requisites: None.

MBA Concentration in International Business and Management

BA 650 Managerial Communication Strategies 4 quarter units/40 clock hours

This course covers organizational theory and the role communication plays in modern business as well as the development of advanced written and oral interpersonal problems facing a business competing in a global market. This course is based on an alternative theoretical foundation grounded in theory, but with connections to communication in the world of business. Students will examine the strategic communication process and communication tactics for differing channels and contexts. Students will also explore how various business courses are related and highlight communication as a practice that applies to all business regardless of the discipline, department, or organizational level of which it takes place.
Pre-requisites/Co-requisites: None.

BA 651 Global Marketing 4 quarter units/40 clock hours

This course provides an overview of various issues involved in global marketing. This course introduces the analytical approach to strategic marketing problems facing a business competing in a global market. In this course, students will understand major macro-environmental factors in the global markets and develop skills to adapt marketing strategies to specific international market needs observing local constraints. Students will use marketing and research abilities on a global scale for strategic positioning and foreign market penetration and apply basic and advanced marketing concepts to develop integrated marketing plans in global markets. Students will appreciate the position of the global marketer in issues of social responsibility and ethics.
Pre-requisites/Co-requisites: None.

BA 672 International Financial Management 4 quarter units/40 clock hours

This course will examine three key issues in international finance: international macroeconomics exchange rate determination, the balance of payments, and exchange rate regimes. The topics of international financial management include that of the balance of payments, internal monetary agreements, currency arrangements, international short-term borrowing and investment, and international taxation.
Pre-requisites/Co-requisites: None.

BA 675 International Business and Decision Making 4 quarter units/40 clock hours

This course covers the nature, dimensions, motives of international business, evaluation of multinational corporations, management of organizations in the global environment and marketing. Given the expansion of global business, the student will demonstrate an understanding of what globalization means to managers and the changes that have resulted from the expansion of the global business. Given the existence of wide variance in national cultures, political systems, economic systems, social structures, languages and corporate cultures, the students will demonstrate an appreciation of the impact this has on managing in a global environment. Given the increased importance of international trade, the students will demonstrate an understanding of how international law impacts trade policy and finance and the development of world trading systems as it pertains to managerial issues and this will explore GATT and WTO. Given the rise of economic organizations, the students will demonstrate an understanding of the different forms of business ownership in a foreign market and explore the impact of FDI on the home and host country, the growth of FDI and the implications of FDI decisions on managerial issues.
Pre-requisites/Co-requisites: None.

MBA Concentration in Accounting

AC 625 Financial Accounting 4 quarter units/40 clock hours

This course provides an understanding of accounting procedures and judgments underlying corporate financial statements as well as the ability to read and analyze these statements such as disclosures, balance sheets, income statements, ratios and cash flows. This course reviews the differences between earnings, cash flows, and cash from operations. Also, students will be able to make inferences about financial health, and other important attributes of various business entities.
Pre-requisites/Co-requisites: None.

AC 626 Payroll Accounting 4 quarter units/40 clock hours

This course prepares students with the basic knowledge needed to administer the accounting for payroll. Students will learn methods to calculate wages and salaries, debits, credits, liabilities, and assets. The course will also cover record-keeping, government reports, deductions and the planning process.
Pre-requisites/Co-requisites: None.

AC 627 Computerized Accounting 4 quarter units/40 clock hours

This course will give students an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (QuickBooks). The course will discuss maintaining accounting records and provide an in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules.
Pre-requisites/Co-requisites: AC 626. Payroll Accounting.

AC 667 Principles of Taxation 4 quarter units/40 clock hours

This course is a comprehensive study of federal taxation. Students will gain an understanding of the principles underlying the design of the Federal tax system, including current policy issues, the principles of personal and business taxation and the systems approach to auditing. The course includes analysis of personal and dependency exemptions, determination of gross income, deductions and losses, tax credits, penalties, property transactions; as well as, tax planning and taxation of business transactions, such as basis, gains, losses, nontaxable exchanges, depreciation, amortization, other business deductions, and tax credits.
Pre-requisites/Co-requisites: None.

MBA Concentration in Entrepreneurship

EN 620 Business Plan 4 quarter units/40 clock hours

This course introduces students to the principles and techniques for developing a business plan. Students will learn about the purposes and audiences for business plans, understand the structure and content of a business plan, including the reasons for the structure and content, guide students in preparing the first draft of his or her business plan, and train students in the critical evaluation of business plans.

Pre-requisites/Co-requisites: None.

EN 635 Business Entrepreneurship and New Venture Information 4 quarter units/40 clock hours

This course looks at the entrepreneurship philosophies, attitudes, characteristics, identifying and evaluating entrepreneurial opportunities, developing a new venture business plan and successfully managing it are covered. In this course, students will build the skills, framework, and knowledge in entrepreneurship and new venture creation to acquire the knowledge and spirit for venturing. Students will also gain knowledge on the characteristics of entrepreneurs and the entrepreneurial process. Students will examine the context for entrepreneurship. Students will understand the importance of the planning process and learn how to develop, write and present an effective business plan for a new venture.

Pre-requisites/Co-requisites: None.

EN 640 Management of Innovation 4 quarter units/40 clock hours

This course focuses on the analysis of the issues and options which must be faced in developing a new technological or service venture while focuses on the principles of innovation, various phrases of innovation and management innovation process. This course will likewise examine various case studies for practical understanding, and the issue related to management of innovation. In this class, students will discuss business entrepreneurship, new venture formation, and gain knowledge on the characteristics of entrepreneurs and the entrepreneurial process. Students will understand the importance of the planning process and learn how to develop, write and present an effective business plan for a new venture and develop a business plan.

Pre-requisites/Co-requisites: None.

EN 645 Small Business Management 4 quarter units/40 clock hours

The course will focus on the essentials of small business management, and define various growth stages, as well as look at the strategic planning process; and managing small business resources in the organization. The course will likewise examine various case studies for practical understanding, and the issues related to small business management. There will also be a discussion on the essentials of small business management, and students will gain knowledge and understand the importance of the strategic planning process, understand the various phases of growth through marketing and sales. Then students will develop strategic business plans.

Pre-requisites/Co-requisites: None.

MBA Concentration in Management Information Systems

MS 615 Information Systems Planning and Strategies 4 quarter units/40 clock hours

This course offers details about planning and management of information systems and the function in business organizations. This course will focus on the organization's efficiency and survival needed to obtain information about competitors and improvement within. This course will look at how business skills can be applied to support the information systems costs, reduce costs, and improve the overall quality. Concepts such as comprehensiveness, focus, formalization, top-down flow, high consistency, and broad participation are discussed throughout this course.

Pre-requisites/Co-requisites: None.

MS 626 Data Management 4 quarter units/40 clock hours

This course introduces principles and techniques for managing corporate data resources, covering the principles and functions of Relational Database Management Systems (RDBMS), and their use as a business tool. Topics covered include an overview of database management and its history, logical data models (entity-relationship models, relational schema design, and table normalization), relational database creation and administration, SQL queries, database design and normalization, ACID, and basics of database application development. The course will also survey advanced database management topics such as "big data" and NoSQL technologies, query processing and optimization.

Pre-requisites/Co-requisites: None.

MS 630 Advanced E-commerce 4 quarter units/40 clock hours

This course examines critically how new information technologies and networks affect the exchange of goods and services between buyers and sellers in the twenty-first century. This also provides a basis for electronic commerce and their application to a variety of sectors and industries. Students will be acquainted with a fundamental understanding of the environment and strategies in the New Economy. Students will also provide analytical tools to understand opportunities in un-served or underserved New Economy markets and provide a fundamental understanding of the different types and key components of business models in the New Economy. This course will also provide guiding principles behind the design and strategy of the customer web interface and provide insights on how to implement the strategy in the New Economy. In this course students will understand the traditional and new communication/marketing approaches that create competitive advantage in the New Economy and the metrics that the New Economy firms use to measure progress, customer satisfaction, and financial performance. This course will provide an overview of the hardware, software, servers, and the parts that make up the enabling "railroad" for the New Economy and an understanding of the fundamentals of financially valued New Economy companies.

Pre-requisites/Co-requisites: None.

MS 635 Cyber Security 4 quarter units/40 clock hours

This course examines the global scope of the Internet and the security of cyberspace to ensure openness in a networked world, including areas such as business, politics, crime, and warfare. This is an emerging field and the focus of the course is identification of problems and the examination of global cyber security initiatives in the U.S., other countries, and the coordinating role of international organizations, both technical and strategic.

Pre-requisites/Co-requisites: None.

MBA Electives

EL 740 Introduction to Real Estate 4 quarter units/40 clock hours

The goal of this course is to help students become informed consumers of real estate advice. The course material breaks down into four major sections: 1) The financial risk and return of property level real estate investments. Be able to interpret, understand and evaluate a real estate property investment pro forma. 2) The legal landscape for investing in real estate and using legal structures to manage risk. 3) The economics of commercial real estate markets. Understanding the forces that will determine the value and income-producing potential of a real estate investment. 4) Important real estate issues of the day.

Pre-requisites/Co-requisites: None

EL 748 Social Media and Digital Marketing 4 quarter units/40 clock hours

This course examines the role of marketing in the 21st century. Students explore digital and mobile marketing, discussing the most prevalent types of tools, their purposes and their effectiveness in relation to the entertainment industry. Comparison to traditional marketing tactics and examples of current marketing mixes are addressed. In addition, this course builds student understanding of search engine optimization and social media marketing tools. Students will also explore the marketing application of social media and other newly emerging media channels. The course covers the planning and integration of social media into marketing plans. Students will learn to set objectives, develop social marketing plans, integrate social media into overall marketing and communication plans, measure program results, utilize new media technologies and about the macro-environmental issues affecting social media.

Pre-requisites/Co-requisites: None.

EL 753 Business of Entertainment, Media and Sport Industries 4 quarter units/40 clock hours

The primary objective of this course is to provide students with an understanding of how general business relates to the sport and entertainment industries. Students will gain a framework for understanding business strategies in the global marketplace, become familiar with key strategic issues that cut across the entire business landscape, understand the basic economic principles underlying the aspects of the global economy, appreciate the challenge involved in marketing and managing an enterprise in rapidly changing technological and global environments.

Pre-requisites/Co-requisites: None

EL 760 Graduate Seminar: Job Search Strategies for MBA Students 4 quarter units/40 clock hours

This course is designed to introduce students to the fundamentals of planning and organizing job search strategies. Emphasis is placed on identification of individual goals, assessment of talents, exploration of career options, analysis of the job market, effective use of employment search tools (e.g., resumes, cover letters, interviewing, networking and management of career pathways). Topics such as resume writing, jobs search, interviews, career direction, career portfolio and several other topics for students who are graduating and seeking to enter the job market will be covered.

Pre-requisites/Co-requisites: None. Taking this course within the final year of graduate study is highly recommended

EL 764 Business Law 4 quarter units/40 clock hours

This course teaches students different rules and laws that govern different forms of business. In this class, students will learn to understand basic legal terminology and concepts while learning how to evaluate issues of legal significance in business transactions, including contracts, property and corporations. Students will apply legal reasoning to situations and form legal conclusions. Students will compare and apply various legal theories and interpretations to factual situations. Students will learn how to issue spot, weigh, and analyze risks, and gain a sense of comfort and familiarity with the legal system.

Pre-requisites/Co-requisites: None.

Job Classifications for the MBA Program

The respective MBA program concentrations can prepare the student for occupations under the listed job classifications based on the *United States Department of Labor's Standard Occupational Classification Code**.

International Business and Management Concentration

Code	Job Classification
11-1010	Chief Executives
11-1020	General and Operations Managers
11-2010	Advertising and Promotions Managers
11-2020	Marketing and Sales Managers
11-2030	Public Relations and Fundraising Managers
11-3010	Administrative Services and Facilities Managers
11-3050	Industrial Production Managers
11-3060	Purchasing Managers
11-3070	Transportation, Storage, and Distribution Managers
11-3110	Compensation and Benefits Managers
11-3120	Human Resources Managers
11-3130	Training and Development Managers
11-9080	Lodging Managers
11-9190	Managers, All Other
13-1020	Buyers and Purchasing Agents
13-1050	Cost Estimators
13-1070	Human Resources Workers
13-1080	Logisticians and Project Management Specialists
13-1110	Management Analysts
13-1120	Meeting, Convention, and Event Planners
13-1130	Fundraisers
13-1140	Compensation, Benefits, and Job Analysis Specialists
13-1150	Training and Development Specialists
13-1160	Market Research Analysts and Marketing Specialists
13-1190	Miscellaneous Business Operations Specialists
13-2030	Budget Analysts
25-1010	Business Teachers, Postsecondary
41-1000	Supervisors of Sales Workers
41-4010	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
41-9030	Sales Engineers
43-1000	Supervisors of Office and Administrative Support Workers
43-6000	Secretaries and Executive Administrative Assistants

Accounting Concentration

Code	Job Classification
13-2000	Financial Specialists
13-2060	Financial Examiners
13-2080	Tax Examiners, Collectors and Preparers, and Revenue Agents
43-3030	Bookkeeping, Accounting, and Auditing Clerks
43-3050	Payroll and Timekeeping Clerks

Entrepreneurship Concentration

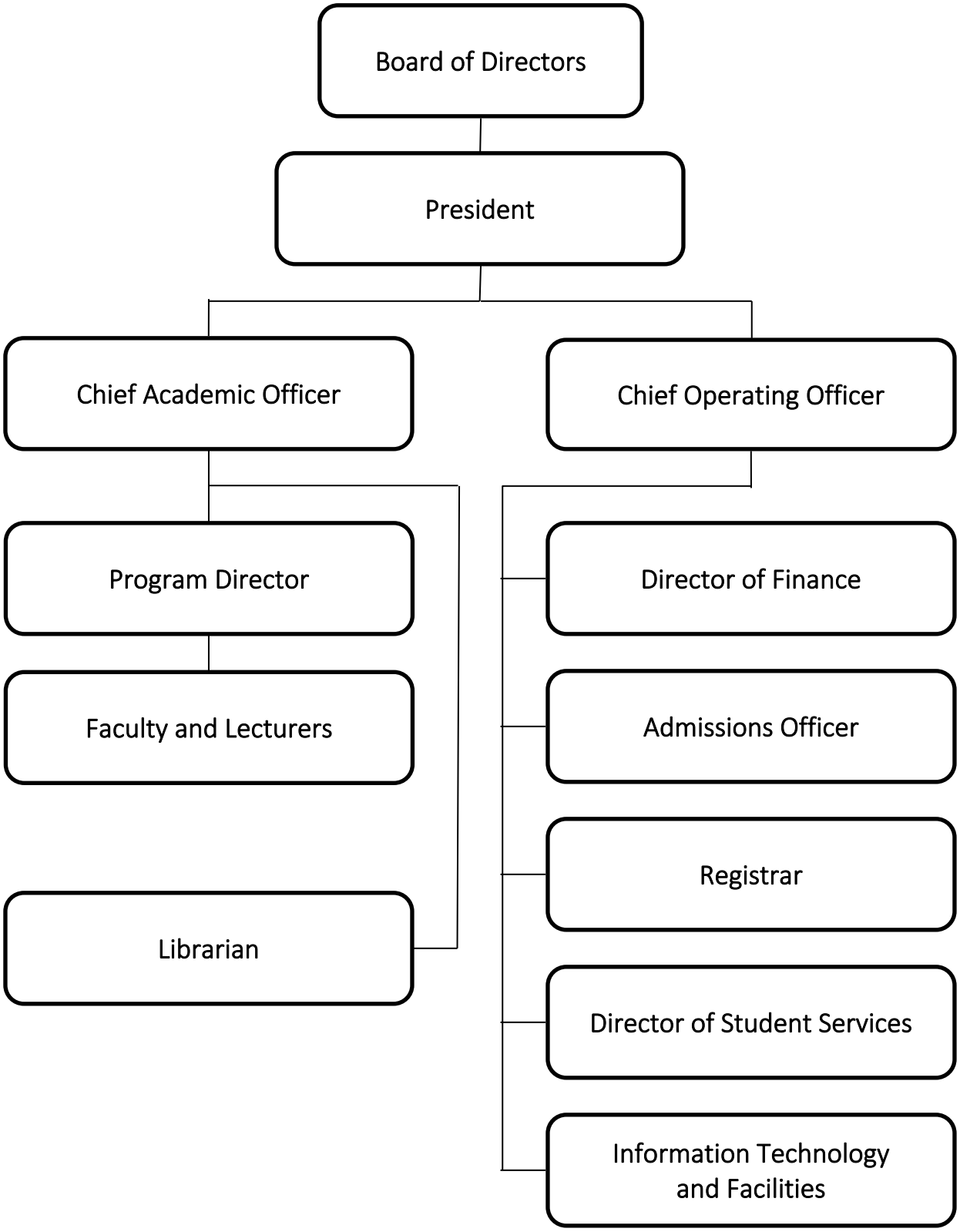
Code	Job Classification
11-1010	Chief Executives
11-1020	General and Operations Managers
11-9190	Miscellaneous Managers

Management Information Systems Concentration

Code	Job Classification
11-3020	Computer and Information Systems Managers
15-1210	Computer Systems Analysts
15-1240	Database and Network Administrators and Architects
15-1250	Software and Web Developers, Programmers, and Testers
15-1290	Miscellaneous Computer Occupations

**May 2018 Occupation Profiles*, Bureau of Labor Statistics, US Department of Labor
http://www.bls.gov/oes/current/oes_stru.htm

Organizational Chart



Administration

President	Norman Montrose, J.D president@catu.edu
Chief Operating Officer	James Kang coo@catu.edu
Chief Academic Officer	Carmelita Bouie, MBA, MA cao@catu.edu
Program Director	Guy Langvardt, MBA, Ph.D. programdirector@catu.edu
Director of Finance	Jasmine Park accounting@catu.edu
Director of Student Services	Enkhzaya Ganbold, MD, MBA studentservices@catu.edu
Admissions Office	Enkhzaya Ganbold, MD, MBA admissions@catu.edu
Registrar's Office	Yoshi Shiihara registrar@catu.edu
Librarian	Patrick Joseph Rauber librarian@catu.edu
IT and Facilities	Kyle Sing it@catu.edu

MBA Faculty

Carmelita Bouie, MBA, MA

Master of Business Administration, Cornell University, NY
Master of Business Administration, Queen's University, Canada
Master of Arts in Spanish Literature and Linguistics, California State University, Long Beach
Graduate Certificate, Russian Language and Eastern European Studies, California State University, Long Beach, CA
Graduate Study, Universidad Complutense de Madrid, Spain
Bachelor of Arts in Spanish, California State University, Los Angeles, CA

Christina Baker, Ph.D., MBA, MS, MA, MAED

Ph.D. in Curriculum and Instruction – Capella University, Minneapolis, MN
Master in Business Administration, Hope International University, Fullerton, CA
Master of Science in Adult Education, Trident University International, Cypress, CA
Master of Science in Education, Capella University, Minneapolis, MN
Master of Arts in Speech Communication, California State University, Los Angeles, CA
Bachelor of Arts in Speech Communication, California State University, Long Beach, CA

Guy Langvardt, Ph.D., MBA

Ph.D. in Organization and Management, Specialized in e-Business, Capella University, Minneapolis, MN
MBA in International Business, Thunderbird School of Global Management, Glendale, AZ
Bachelor of Arts in Psychology, Specialized in International Studies, Valparaiso University, Valparaiso, IN

Ritesh Mardia, MBA

DBA (candidate), International American University, Los Angeles, CA
Master of Business Administration in Finance and Accounting with Honors, Harvard University, Boston, MA
Bachelor of Science in International Business with Honors, Johnson & Wales University, Providence, RI

Roy Virgen Jr., Ed.S, BA

Ph.D. in Leadership (candidate), University of Cumberlands, Willimansburg, KY
Master of Business Administration, University of La Verne, La Verne, CA

Dale Conjurski, MBA, JD

Intellectual Property Law, Whittier Law School
Master of Business Administration, University of Phoenix, AZ
Bachelor of Science in Computer Science, California State University, San Bernardino, CA

Vee Cristobal, MA, CPA, CGMA

Master of Business Education, Polytechnic University of the Philippines
Bachelor of Business Education, Polytechnic University of the Philippines

Natalie Beltran, CPA, CGMA

Bachelor of Science in Commerce, Major in Accounting, University of Santo Tomas, Philippines
Bachelor of Laws (L.L.B.) 4th year undergraduate, University of Santo Tomas, Philippines

Academic Calendar

QUARTER	2024	2025
WINTER		
Winter Quarter Begins	January 2	January 2
Martin Luther King Holiday	January 15	January 20
President's Day	February 19	February 17
Winter Quarter Ends	March 18	March 19
Spring Break	March 19 - 31	March 20 - 31
SPRING		
Spring Quarter Begins	April 1	April 2
Memorial Day Holiday	May 27	May 26
Spring Quarter Ends	June 15	June 16
Summer Break	June 16 - 30	June 17 - 30
SUMMER		
Summer Quarter Begins	July 1	July 1
Independence Day	July 4	July 4
Labor Day Holiday	September 2	September 1
Summer Quarter Ends	September 14	September 15
Fall Break	September 15 - 29	September 16 - 30
FALL		
Fall Quarter Begins	September 30	October 1
Veterans Day Holiday	November 11	November 11
Thanksgiving Holiday	November 28 - 30	November 27 - 29
Fall Quarter Ends	December 14	December 13
Winter Break	December 15 - January 1, 2025	December 14 - January 1, 2026

Note:

- Campus building is closed Sundays.
- The above academic schedule is tentative and is subject to change.

Annual Reports and Student Performance Fact Sheet

Annual Reports and Performance Fact Sheets are available on the website:
https://www.catu.edu/publications/

An Institution that had an application to renew an approval to operate pending before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2007 is required to notify potential student in writing, prior to executing an enrollment agreement, that the institution's application to renew an approval to operate has not been reviewed.



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California Trinity School of Business states that all policies and procedures listed within, including but not limited to expenses for tuition and fees, are subject to change without prior notice. Please call California Trinity School of Business Office of the Registrar for an update.



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