

FREDERICK
TAYLOR
UNIVERSITY

Moraga, California

CATALOG

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**Certificate and Degree Programs in
Business Administration and Management**



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A WORD FROM THE PRESIDENT

The advancement of technology demands new learning of individuals in every society. In the U.S. today, new technologies create changes in the business environment, generating a need for us to become consumers of new information. Attending university enables us to better utilize this necessary information, helping us to get ahead in the business world and the professional environment.

Serving in various business organizations over the past twenty years has convinced me that traditional types of business education are neither effective nor convenient for those working professionals who do not desire to leave their careers to complete their education. Clearly, attending classes after a hard day of work is at the very least an inconvenience for most people. **Frederick Taylor University** was founded in response to the growing need for a creditable "non-traditional" educational format in Business Administration and Management.

Our faculty has developed a high quality **distance learning** program that is professionally relevant to your career and personal life. The program allows you to study at home or in your office, and at your own pace, while interacting with your professor by phone, fax, mail, and electronic mail. Our programs are innovative, flexible, and highly practical, providing the business and managerial knowledge that you need to master the rapid changes in your professional organization.

Frederick Taylor University invites you into an educational partnership that will empower you to reach your maximum professional capabilities.

Mansour Saki, Ph.D.

President

GENERAL INFORMATION

STATEMENT OF MISSION, PURPOSE, AND OBJECTIVES

Frederick Taylor University (FTU) is a private institution of higher learning offering non degree certificate programs and undergraduate and graduate degree programs in Management and Business Administration through distance learning. FTU's institutional plan is to serve mature adult learners, 20 years or older, who:

- Due to some personal or professional considerations, cannot pursue an on-campus certificate or degree program;
- Wish to expand their educational knowledge by actively participating in an instructional program which integrates academic studies and work responsibilities; and
- Are self-motivated and goal directed, with a high degree of initiative in preparing for their continued education, self-growth, and development.

Frederick Taylor University's academic programs offer a structured, yet flexible undergraduate and graduate curriculum leading to one of the following: a Certificate in Business Management; a Certificate in Financial Accounting; a Certificate in Human Resources Management; a Certificate in Logistics and Supply Chain Management; a Certificate in Marketing Management; a Bachelor of Science in Management; a Bachelor of Business Administration; or a Master in Business Administration. The BBA Degree can be pursued with electives in one of 8 areas: Management; Marketing; Accounting; Human Resources; Information Systems; Operations Management; International Business; and Health Care Administration. The MBA Degree can be earned with electives in one of 10 areas: Executive Management; International Business; Financial Management; Marketing Management; Information Systems; Health Care Administration; Operations Management; Taxation; Supply Chain Management, and Human Resources Management.

Each student's academic program requires completion of an academic project related to a student's elective program. As FTU's instructional goals are flexible and personalized, this project is developed with the assistance and approval of assigned faculty qualified in the student's subject area.

Once having accomplished these goals, the adult learner will have the benefit of the following outcomes:

- Demonstrated mastery of course work assigned;
- Ability to analyze, define, and recommend solutions to given problems;
- Demonstrated ability to reason and think abstractly;
- Demonstrated depth and breadth of knowledge in specified area of concentration;

- Educational preparedness that is suitable to pursue advanced training or degree programs;
- Educational preparedness to assume key responsibilities in business and professional environments.

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.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Frederick Taylor University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree that you earn at Frederick Taylor University is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 Frederick Taylor University to determine if your credits or certificate or degree will transfer.

California Education Code (CEC) §94897(p) requires FTU to disclose to prospective students prior to enrollment that FTU and its degree programs are unaccredited, and any known limitations of the degree, including all of the following:

1. A graduate of the degree program may be ineligible to sit for applicable licensure exam in California and other states.
2. 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.
3. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

TRANSFER OR ARTICULATION AGREEMENTS

This institution does not support articulation agreements with any other universities at this time.

LICENSING AND CREDENTIALS

Most professional organizations, societies, states, and licensing jurisdictions have specific requirements for licensure, membership or certification. If licensing or credentialing is an objective, students are advised to first check the standards of their particular states, school districts, professional associations, and agencies for specific license requirements.

FACILITIES & EQUIPMENT

FTU offers its programs via distance learning and online methodologies. As a result, we do not utilize physical classroom facilities for teaching purposes. However, internet facilities are used for communication between faculty and students. FTU's web portal allows students to download their courses and submit their assignments using their specific passwords.

FTU offices are mainly used for administrative and academic purposes. Our building complies with all zoning requirements as well as the city, county, and state ordinances.

FTU administrative and academic offices are located at 346 Rheem Boulevard, Suite 203, Moraga, California 94556; all programs are offered through distance education. The City of Moraga is part of Contra Costa County in the San Francisco Bay Area, in Northern California.

FREDERICK TAYLOR UNIVERSITY VERSUS OTHER INSTITUTIONS

Frederick Taylor University believes that working professionals deserve high quality education. To achieve this purpose, our faculty has developed programs by combining the best academic sources with a sense of practical issues of the real business world. The following are a number of FTU's benefits:

- FTU tailors course work to the individual student's needs and experience rather than to a uniform prescription.
- Students benefit from various forms of interaction with our faculty including on-line advising and electronic mail.
- FTU utilizes open source textbooks. Therefore, students can access their online textbooks at no cost.
- FTU offers **partial scholarships** to help qualified students who need financial assistance to pursue their studies.
- FTU provides an affordable tuition schedule and **does not charge** an application fee.
- FTU allows students to pay their tuition fees in various installment plans with no interest charges.

APPROVAL

CALIFORNIA STATE APPROVAL

Frederick Taylor University's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, www.bppe.ca.gov, toll-free number 888.370.7589 or by fax 916.263.1897.

STATE REGULATIONS REQUIRING ALL CALIFORNIA APPROVED DEGREE GRANTING INSTITUTIONS, TO OBTAIN ACCREDITATION BY JULY 2020

§71775.5. Pre-enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.

(a), An approved unaccredited institution enrolling a student in a degree program shall, prior to execution of an enrollment agreement, provide the student with the following notice, which shall be in at least 12-point type in the same font as the enrollment agreement:

“Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Institutional Representative Initials: _____ Student Initials: _____
Date: _____ Date: _____”

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student’s records.

(c) The notice shall also be posted immediately adjacent to wherever an institution’s degree granting programs are described and shall include, at a minimum, the following locations:

- (1) The institution’s catalog where each degree program is described.
- (2) The institution’s website where each degree program is described.
- (3) The institution’s degree program brochures.

(d) This section shall remain in effect until July 1, 2021, and as of that date is repealed.

NOTE: Authority cited: Sections 94803, 94877, 94885 and 94885.1, Education Code. Reference: Sections 94885, 94885.1, 94897, 94900, 94900.5, 94909, 94927.5 and 94932 Education Code.

ADMISSIONS

ADMISSIONS PHILOSOPHY

The University welcomes all students and does not discriminate on the basis of color, race, national origin, disability, gender or religion.

GENERAL ENTRANCE EXAMINATION

No general entrance examinations such as SAT, GRE or GMAT are required. Frederick Taylor University does not admit ability-to-benefit students.

OFFICIAL TRANSCRIPT

An official transcript is one that is sent directly to FTU from the issuing institution. It should bear the institution’s seal, date, and appropriate signature. If you completed your courses and degree at a foreign institution, your transcript must be submitted in English or should be translated and evaluated by a qualified academic evaluation agency.

ENGLISH FLUENCY FOR INTERNATIONAL APPLICANTS

Frederick Taylor University does not offer English as a Second Language instruction. All instruction occurs in English.

Proficiency in reading, writing, and understanding English is essential to your success at FTU. Students are to demonstrate their proficiency in the English language. At the Office of Admissions' discretion, proficiency may be demonstrated by:

- An official score report of a standardized exam, such as Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the TOEFL PBT, or 61 on the TOEFL bit, or International English Language Testing System (IELTS) with a minimum score of 6; or
- Completion of college level certificate or degree program in a country where English is primary language; or
- Completion of a post-secondary ESL course or college-level English course in a postsecondary institution; or
- Proof of English proficiency through other English tests with a minimum passing score of 70%, or submission of a writing sample.

ACCEPTANCE POLICY AND PRELIMINARY LETTER OF ACCEPTANCE

Applicants must send all official transcripts with their application form. However, if these transcripts are unavailable, FTU may provisionally accept students into the program. Students must provide official transcripts within 90 days of enrollment. FTU supplies official transcript request forms to students for verification of their prior academic studies. Applicants can also download the transcript request forms from the FTU website.

ADMISSION AND ENROLLMENT PROCEDURES

Frederick Taylor University maintains continuous enrollment throughout the year. There is no application fee for the admission process.

The Admissions Committee meets regularly to evaluate applications. The applicant might be contacted by an Admissions Counselor if further information is needed. Upon a favorable evaluation, a preliminary letter of acceptance will be issued to the student. Most students will begin their programs within two weeks after receipt of their acceptance letter.

The admission process at FTU involves the following 5 steps:

Step 1: Submit Application and supporting documents

Applicants must submit their application forms along with their past academic transcripts. International students from non-English speaking countries are required to provide proof of their English Proficiency. All materials must be submitted in English, and applicants must verify any translated documents by including the original or a notarized copy of the original.

The completed Application Form and supporting materials (such as transcripts and test scores) become the property of the University and will not be returned to the applicants or transmitted to a

third party.

Step 2: Evaluation

After the application and supporting materials have been received, the Office of Admissions will begin its evaluation process; if an item is missing, the Office of Admissions will contact the applicant and request the missing item.

Applicants are required to have access to a personal computer with internet connection since FTU coursework is available online. It is recommended that students have working knowledge of computers and the internet in order to ensure students are successful in the distance learning environment.

Step 3: Decision Making

One of the following decisions shall be made:

1. Denied: If the applicant is not accepted, the Office of Admissions will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient.
2. Provisionally Accepted: Applicants must submit all their official transcripts with their application forms. However, if these official transcripts are unavailable, FTU may provisionally accept students into the certificate or degree program. **Students must provide their official transcripts within 90 days of enrollment.** If an applicant is provisionally accepted for admission, an Acceptance Package will be forwarded to the applicant that contains an enrollment agreement and other admissions documents to formalize the acceptance into the program.
3. Accepted: If the applicant is accepted for admission, an Acceptance Package will be sent to the applicant that contains an enrollment agreement and other admissions documents to formalize the acceptance into the program.

Step 4: Accept Admission Offer

If applicant accepts the offer of admissions, the enrollment agreement and other admissions documents are to be signed and returned to the University along with first tuition installment.

Step 5: Official Enrollment

Once the signed enrollment documents and the first tuition payments are received, applicant will be officially enrolled in the program and first series of assigned courses will be released to the student.

COMPUTER NEEDS

Students enrolling in our certificate or degree programs must have experience working with computers and have access to a personal computer with internet connection.

Electronic communication is the preferred method of communication for students, faculty members,

and staff. In order to take advantage of this technology, it is required that student has access to a computer with the following capabilities:

Hardware

- A processor of 1.6 GHz or faster
- 256MB RAM or greater
- 20 GB hard drive or larger
- Internet connection
- Printer

Operating System

A computer running Windows XP, Vista, or 7 or MAC 10.X+

Software

- Email address
- Internet service provider (ISP) account
- Browser: Microsoft Internet Explorer version 6.0+, Mozilla Firefox 3.0+
- Adobe Reader 7.0 or later
- Microsoft Office 2003, 2004 or 2007

ACADEMICS

NON DEGREE AND DEGREE PROGRAMS

Frederick Taylor University offers the following non degree (certificate) and degree (undergraduate and graduate) programs:

- Certificate in Business Management
- Certificate in Financial Accounting
- Certificate in Human Resources Management
- Certificate in Logistics and Supply Chain Management
- Certificate in Marketing Management
- Bachelor of Science in Management (B.S.)
- Bachelor of Business Administration (B.B.A.)
- Master of Business Administration (M.B.A.)

CERTIFICATE PROGRAMS

The objectives of the certificate programs are to provide:

- Working professionals an opportunity to experience college level study without committing to a full degree program;
- Academic experience and a credential in a given discipline;
- The option of pursuing a business administration degree at FTU upon successful completion of the Certificate Program;
- Practical knowledge with an understanding of the integrated nature of business functions; and
- The opportunity to explore the issues that characterize the contemporary business environment.

Admission Requirements:

- A minimum of a High School Diploma or completion of the GED. Frederick Taylor University does not admit ability-to-benefit students.

Pace:

Students are permitted to set their own study-pace. However, students should adhere to the following deadlines:

- Demonstrate academic progress by completing at least one course every three (3) months.
- Complete a certificate program within six (6) months of the certificate program start date.
- To complete the program within six (6) months a minimum of one course is to be completed every twelve (12) weeks.

Graduation Requirements:

Students shall satisfy a total of 150 clock hours of study.

CERTIFICATE IN BUSINESS MANAGEMENT

The business management certificate is an excellent option for certificate students to obtain continuing education and gain an edge over their peers. It is also an excellent opportunity for those who have graduated in a non-business field to develop foundational business expertise.

Certificate in Business Management:

Coursework Requirements:

CBA 200	Introduction to Business	75 clock hours
CBA 265	Small Business Management	75 clock hours

CERTIFICATE IN FINANCIAL ACCOUNTING

Employees with expertise in financial accounting inform and drive some of the most critical decisions impacting any business organization. Also a solid foundation in finance is required of any entrepreneur. This certificate program will develop students' expertise in financial accounting. Students can use the program for continuing education, professional advancement, or simply to broaden their business acumen.

Certificate in Financial Accounting:**Coursework Requirements:**

CBA 200	Introduction to Business	75 clock hours
CBA 225	Accounting	75 clock hours

CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

The courses that make up FTU's human resources management certificate are designed to give students a well-rounded foundational knowledge of the most critical issues facing human resources professionals today.

Certificate in Human Resources Management:**Coursework Requirements:**

CBA 200	Introduction to Business	75 clock hours
CEM 260	Human Resources Management	75 clock hours

CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Supply chain management is driving the world's major global companies. Emerging markets such as China, India, and Brazil are becoming more interlinked and integrated with the established industrial economies, such as USA and Europe.

Logistics and supply chain management are undergoing the greatest changes among the traditional business functions. Development in technology, business relationships, and globalization makes the evolution of logistics the key to sustainable competitive advantage.

The program provides students with grounding in operations, logistics, and supply chain management.

Certificate in Logistics and Supply Chain Management:

Coursework Requirements:

CBA 200	Introduction to Business	75 clock hours
CSC 270	Supply Chain Management	75 clock hours

CERTIFICATE IN MARKETING MANAGEMENT

Marketing Managers are to develop effective and productive marketing plans for their organizations. Marketing Specialists are widely hired by retail, service, manufacturing, healthcare and education industries.

This course will offer students the opportunity to expand their knowledge and understanding in customer relationships, product development, brand identity, competitive pricing, distribution channels, marketing communications, advertising, public relations, marketing plans and personal selling.

Certificate in Marketing Management:

Coursework Requirements:

CBA 200	Introduction to Business	75 clock hours
CMM 250	Marketing Management	75 clock hours

BACHELOR OF SCIENCE IN MANAGEMENT (B.S.)

The Bachelor of Science in Management program is designed to provide students with a practical education in the field of management. The program educates students to understand and apply the concepts of effective management in professional environments. The program focuses on the subjects of management, accounting, finance, marketing, operations, human resources management and business planning to prepare students for management responsibilities.

The objectives of the Bachelor of Science in Management program are to:

1. Provide students with the managerial skills needed to function effectively in modern businesses and organizations
2. Provide students with a concrete understanding of financial reporting in order to analyze financial information for management decision-making

3. Improve decision-making skills by providing students with the management theory and applications needed for successful business operations
4. Promote appreciation for teamwork and other important managerial tools critical to success in a diverse business environment
5. Provide a solid foundation for continuous personal, professional, and intellectual growth

Admission Requirements:

- A minimum of a High School Diploma or completion of the GED. Frederick Taylor University does not admit ability-to-benefit students.

Pace:

Students are permitted to set their own study-pace. However, students should adhere to the following deadlines:

- Demonstrate academic progress by completing at least one course every six (6) months.
- Complete the Bachelor of Science in Management program within thirty-six (36) months of the program start date.
- To complete the program within thirty-six (36) months a minimum of one course is to be completed every six (6) weeks.

General Education Requirements:

Students pursuing a Bachelor's degree must complete a minimum of 30 semester units of **general education** courses, which is 25% of the total units required for awarding of the baccalaureate degree. A maximum of 40 semester units of the general education courses may be selected from the following courses:

GE 115	College Algebra	5 units
GE 116	Mathematics for Business and Finance	5 units
GE 120	English Grammar	5 units
GE 121	Communication	5 units
GE 130	Introduction to Anthropology	5 units
GE 131	Social Groups	5 units
GE 140	Introduction to Psychology	5 units
GE 150	U.S. History I	5 units
GE 151	U.S. History II	5 units

Comparable courses within these subject areas may also satisfy the General Education requirement. Students who have not completed general education courses at other colleges and universities must do so at FTU.

Graduation Requirements:

Students shall satisfy the course work requirements for a total of 120 semester units as follows:

- **Transfer of Credit**

A maximum of 90 semester units of prior academic credit may be transferred to the bachelor's degree program.

- **Completion of Course Work Requirements**

After evaluation of transfer credits, remaining course work requirements should be met by completing the University's distance learning course work programs.

Bachelor of Science in Management

Coursework Requirements: (80 units required)

LR 200	Library Research Methods	5 units
BA 200	Introduction to Business	5 units
BA 202	Human Behavior in Organization	5 units
BA 210	Principles of Macroeconomics	5 units
BA 215	Principles of Microeconomics	5 units
BA 220	Principles of Marketing	5 units
BA 225	Accounting I	5 units
BA 226	Accounting II	5 units
BA 230	Business Law	5 units
BA 235	Principles of Management	5 units
BA 240	Managerial Accounting	5 units
BA 247	Financial Statement Analysis	5 units
BA 255	Career Planning	5 units
EM 260	Human Resources	5 units
EM 270	Operations Management	5 units
BA 285	Business Plan	5 units

EM 290	Direct Study in Management	5 units
EM 295	Independent Project in Management	5 units

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

The Bachelor of Business Administration degree program is designed to provide undergraduate students with practical education in business administration. The core courses offer a well-rounded education in management, accounting, marketing, finance, international business, and economics. Additional elective courses are selected to focus on Management, Accounting, Human Resources Management, Marketing, International Business, Healthcare Administration, Information Systems, and Operations Management.

The objectives of the Bachelor of Business Administration program are to:

- Provide business students with the valuable knowledge, practical skills, and relevant techniques of management needed to advance within a modern business organization.
- Improve decision-making skills by providing students with the management theory and applications needed for successful business operations
- Provide students with an understanding of the fundamentals of financial reporting in order to analyze financial information for better decision-making
- Promote appreciation for teamwork and other important managerial tools critical to success in a diverse business environment
- Enable students to integrate the lessons of a formal academic education with their personal real-world experiences so that learning is meaningful, dynamic, and relevant to one's professional and practical needs

Admission Requirements:

- A minimum of a High School Diploma or completion of the GED. Frederick Taylor University does not admit ability-to-benefit students.

Pace:

Students are permitted to set their own study-pace. However, students should adhere to the following deadlines:

- Demonstrate academic progress by completing at least one course every six (6) months.
- Complete the Bachelor of Business Administration program within thirty-six (36) months of the program start date.
- To complete the program within thirty-six (36) months a minimum of one course is to be completed every six (6) weeks.

General Education Requirements:

Students pursuing a Bachelor's degree must complete a minimum of 30 semester units of general education courses, which is 25% of the total units required for awarding of baccalaureate degree. A maximum of 40 semester units of the general education courses may be selected from the following courses:

GE 115	College Algebra	5 units
GE 116	Mathematics for Business and Finance	5 units
GE 120	English Grammar	5 units
GE 121	Communications	5 units
GE 130	Introduction to Anthropology	5 units
GE 131	Social Groups	5 units
GE 140	Introduction to Psychology	5 units
GE 150	U.S. History I	5 units
GE 151	U.S. History II	5 units

Comparable courses within these subject areas may also satisfy the General Education requirement. Students who have not completed general education courses at other colleges and universities must do so at FTU.

Graduation Requirements:

Students shall satisfy the course work requirements for a total of 120 semester units as follows:

- **Transfer of Credit**

A maximum of 90 semester units of prior academic credit may be transferred to the bachelor's degree program.

- **Completion of Course Work Requirements**

After evaluation of transfer credits, remaining course work requirements should be met by completing the University's distance learning course work programs.

Bachelor of Business Administration

B.B.A. Core Courses: (65 units required)

LR 200	Library Research Methods	5 units
BA 200	Introduction to Business	5 units
BA 202	Human Behavior in Organization	5 units

BA 210	Principles of Macroeconomics	5 units
BA 215	Principles of Microeconomics	5 units
BA 220	Principles of Marketing	5 units
BA 225	Accounting I	5 units
BA 226	Accounting II	5 units
BA 230	Business Law	5 units
BA 235	Principles of Management	5 units
BA 240	Managerial Accounting	5 units
BA 247	Financial Statement Analysis	5 units
BA 255	Career Planning	5 units
EM 280	Sales Management	5 units
BA 285	Business Plan	5 units

Elective Course Work Requirements: (15 units required)

Accounting:

BA 227	Budgeting and Performance Analysis	5 units
BA 240	Managerial Accounting	5 units
AC 295	Independent Project in Accounting	5 units

Health Care Administration:

HC 215	Health Care Policy	5 units
HC 290	Direct Study in Health Care	5 units
HC 295	Independent Project in Health Care	5 units

Information Systems:

IS 215	Information Technology	5 units
IS 290	Direct Study in Information Systems	5 units
IS 295	Independent Project in Information Systems	5 units

International Business:

BA 260	International Business	5 units
IB 290	Direct Study in International Business	5 units
IB 295	Independent Project in International Business	5 units

Human Resources Management:

EM 260	Human Resources Management	5 units
HR 290	Direct Study in Human Resources	5 units
HR 295	Independent Project in Human Resources	5 units

Management:

BA 265	Small Business Management	5 units
EM 290	Direct Study in Management	5 units
EM 295	Independent Project in Management	5 units

Operations Management:

EM 270	Operations Management	5 units
OP 290	Direct Study in Operations	5 units
OP 295	Independent Project in Operations	5 units

Marketing:

MM 250	Marketing Management	5 units
MM 290	Direct Study in Marketing	5 units
MM 295	Independent Project in Marketing	5 units

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The Master of Business Administration is a professional graduate degree designed to provide an intense educational experience to students and professionals in business who wish to assume senior leadership positions in a business environment. The program focuses on strategic management, organizational behavior, marketing, managerial economics, finance, and managerial accounting.

Additional elective courses are selected to help students focus on various disciplines within business such as Financial Management, Operations, International Business, Information Systems, Healthcare Administration, Human Resource Management, Supply Chain Management, Taxation,

Marketing Management, and Executive Management.

The objectives of the Master of Business Administration program are to:

- Provide students with the advanced theories and concepts needed to thrive within a dynamic business environment
- Foster growth and intellectual accomplishment in order to develop a managerial perspective on business practices
- Help students develop the quantitative and qualitative skills needed to identify and address common business problems and conflicts
- Provide students with the opportunity to develop a global perspective on business operations and to understand how diversity can create a dynamic business environment
- Encourage students to explore their intellectual curiosity and develop their innovative spirit to prepare them for future middle and upper-management positions within business organizations

Admission Requirements:

- A Bachelor's Degree in a related field of study from an accredited or state-approved college or university.
- A minimum of two years of work experience related to the field of study.

Pace:

Students are permitted to set their own study-pace. However, students should adhere to the following deadlines:

- Demonstrate academic progress by completing at least one course every six (6) months.
- Complete the Master of Business Administration program within thirty-six (36) months of the program start date.
- To complete the program within thirty-six (36) months a minimum of one course is to be completed every eighteen (18) weeks.

Graduation Requirements:

Satisfy 32 semester units (8 courses) utilizing an *acceptable* combination of the following methods:

- Transfer of Credit

A maximum of 6 graduate semester units may be transferred to the master's degree program.

- Completion of Course Work Requirements

Frederick Taylor University offers M.B.A. degree programs with electives in the following areas:

Executive Management	Information Systems
Marketing Management	Financial Management
International Business	Health Care Administration
Operations Management	Human Resources Management
Taxation	Supply Chain Management

M.B.A. Core Courses: (20 units required)

BA 400	Advanced Management	4 units
BA 402	Organizational Behavior	4 units
BA 405	Strategic Management	4 units
BA 415	Economics for Managers	4 units
BA 430	Advanced Business Law	4 units
BA 440	Advanced Managerial Accounting	4 units
FM 440	Managing Financial Resources	4 units
MK 452	Developing and Implementing Marketing Plans	4 units
BA 485	Developing Business Plan	4 units

Elective Course Work Requirements: (12 units required)

Executive Management:

FM 445	Advanced Financial Management	4 units
MK 450	Advanced Marketing Management	4 units
BA 465	Entrepreneurship	4 units

International Business:

IB 450	Advanced International Business	4 units
BA 490	Research Project Proposal	2 units

IB 495 International Business Research Project 6 units

Financial Management:

FM 445 Advanced Financial Management 4 units

BA 490 Research Project Proposal 2 units

FM 495 Financial Management Research Project 6 units

Marketing Management:

MK 450 Advanced Marketing Management 4 units

BA 490 Research Project Proposal 2 units

MK 495 Marketing Management Research Project 6 units

Information Systems:

IS 460 Information Systems for Managers 4 units

BA 490 Research Project Proposal 2 units

IS 495 Information Systems Research Project 6 units

Health Care Administration:

HC 465 Health Care Policy and Management 4 units

BA 490 Research Project Proposal 2 units

HC 495 Health Care Administration Research Project 6 units

Operations Management:

OP 450 Advanced Operations Management 4 units

BA 490 Research Project Proposal 2 units

OP 495 Operations Management Research Project 6 units

Human Resources Management:

HR 450 Advanced Human Resources Management 4 units

BA 490 Research Project Proposal 2 units

HR 495 Human Resources Research Project 6 units

Supply Chain Management:

SC 450 Advanced Supply Chain Management 4 units

BA 490 Research Project Proposal 2 units

SC 495 Supply Chain Management Research Project 6 units

Taxation:

TX 450 Tax Options and Opportunities 4 units

BA 490 Research Project Proposal 2 units

TX 495 Taxation Research Project 6 units

TUITION AND FEES

FTU charges a fixed rate for each certificate and degree program. The University utilizes open source textbooks. Therefore, students can access their online textbooks at no cost.

CURRENT TUITION & FEES

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fund Non-Refundable	Graduation and Diploma Fee	Tuition	*Total Cost
Certificate in Business Management	\$100.00	\$.00	\$100.00	\$400.00	\$600.00
Certificate in Financial Accounting	\$100.00	\$.00	\$100.00	\$400.00	\$600.00
Certificate in Human Resources Management	\$100.00	\$.00	\$100.00	\$400.00	\$600.00
Certificate in Logistics and Supply Chain Management	\$100.00	\$.00	\$100.00	\$400.00	\$600.00

Certificate in Marketing Management	\$100.00	\$.00	\$100.00	\$400.00	\$600.00
Bachelor of Science in Management	\$100.00	\$.00	\$100.00	\$5000.00	\$5,200.00
Bachelor of Business Administration	\$100.00	\$.00	\$100.00	\$5000.00	\$5,200.00
Master of Business Administration	\$100.00	\$.00	\$100.00	\$5000.00	\$5,200.00

* STRF = \$.50 per \$1,000.00 of tuition, rounded to the nearest \$1,000.00 - (1/1/2013 through 12/31/2014). Effective 1/1/2015 no STRF charges will apply.

** Tuition includes textbooks (FTU provides access to open source textbooks at no cost to students)

*** Estimated charges for the period of attendance and the entire program—DOES NOT INCLUDE GENERAL EDUCATION COURSES (SEE BELOW)

Exceptional Charges:

Some students may be responsible for the following additional charges:

- **General Education Charges:**

Undergraduate students who have not completed the General Education courses at other colleges and universities shall earn the deficient credits at FTU. An additional cost of \$25 (per semester credit) will be applied for the completion of General Education courses at FTU, which may include addition fees for the Student Tuition Recovery Fund as described below.

- **Transcript Fee:**

The University will provide students with one transcript at no charge after graduation. If you wish to order additional transcripts, send a Transcript Request Form containing your name and signature to the Registrar's Office at FTU. The fee for an official copy is \$25. A check or money order must accompany your request or the request will not be processed. A Transcript Request Form can be downloaded online. Please visit: www.ftu.edu/currentstudents.htm

- **Shipping Charges:**

FTU covers shipping charges for packages sent to students within the United States of America. For students outside the U.S., a one-time shipping charge of \$150 (per certificate or degree program) applies.

- **Re-activation Fee:**

To ensure academic progress, students are to complete a minimum of one course every six

months. In case of non-compliance, the student will become inactive. Inactive students may submit a request for re-activation to the Dean of Instruction at FTU. Such requests should be sent with payment of a \$250 reactivation fee. All requests will be handled within three business days. Upon acceptance, student will be notified in writing and his/her status will be restored. Otherwise, reactivation fee will be refunded.

TUITION PAYMENT OPTIONS

- **Option A:** 5% discount if total tuition fees are paid in two equal installments. The first payment is due upon acceptance of the enrollment agreement. The second payment should be made within 30 days after enrollment.
- **Option B:** Pay-as-you-go. FTU will work individually with you to develop a program that meets your needs.

Tuition may be paid by check(s), Visa, MasterCard, PayPal or through the Western Union. International students may pay by Certified Check, Bank Wire Transfer or through the Western Union.

SCHOLARSHIPS

Frederick Taylor University offers scholarships to help students who need financial assistance to pursue their studies. The Financial Aid Office provides information and evaluates students' eligibility for the available student financial aid programs.

Undergraduate Scholarships:

Up to 50 partial-tuition scholarships are awarded annually to qualified students entering undergraduate programs.

Graduate Scholarships:

Up to 50 partial-tuition scholarships are awarded annually to qualified students entering the Master's Degree Program.

STUDENT'S RIGHT TO CANCEL

This institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to: Frederick Taylor University, 346 Rheem Boulevard, Suite 203, Moraga, CA 94556. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial

materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in good condition, within 45 days of withdrawal.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday within the catalog.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

2016 Holidays

Friday, January 1, 2016 – New Year's Day
Monday, January 18, 2016 - Martin Luther King Jr. Day
Monday, February 15, 2016 - Presidents' Day
Thursday, March 31, 2016 - Cesar Chavez Day - observed
Monday, May 30, 2016 - Memorial Day
Monday, July 4, 2016 – Independence Day

Monday, September 5, 2016 - Labor Day
Monday, October 10, 2016 - Columbus Day
Friday, November 11, 2016 - Veterans Day - observed
Thursday, November 24, 2016 – Thanksgiving Day
Friday, November 25, 2016- Day after Thanksgiving
Monday, December 26, 2016 – Christmas Day (in lieu)

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

STUDENT SERVICES

TEXT AND STUDY MATERIALS

FTU utilizes open source textbooks. Therefore, students can access their online textbooks at no cost.

LIBRARY

Due to the independent study nature of its programs, the University does not maintain a traditional library for student use. However, FTU requires students to utilize their nearest academic library for preparation of their research papers and projects. **In the absence of such academic libraries, students are required to join an online library.** Students are to complete and return to FTU certification that such facilities are accessible.

FTU provides a discounted membership rate for its students for accessing online facilities of Questia, a major online library that provides 24/7 access to millions of electronic textbooks, journals, newspapers, data sources, and other resource materials. Student members will also have access to the services of library specialists at the vendor's facility.

The University will reimburse students in an amount not to exceed \$25.00 per academic year for joining an online library or an academic library in their geographical areas.

FTU has also compiled a number of free online library resources. This collection of resources includes articles, books, and journals. Some of the resources are available in summary form, while others are available in full text.

STUDENT IDENTIFICATION CARDS

Students receive I.D. cards for the purpose of obtaining library privileges at colleges and universities in their area. Presentation of student I.D. may also qualify students to acquire discounts at some theatres, museums, musical, and sporting events.

STUDENT INTERACTION

As with any distance learning program with students throughout the world, it is difficult for students to convene in traditional study groups for learning purposes. The University provides for electronic interaction between students and their faculty members to offset this limitation. Through electronic means, students are in direct one-on-one contact with their faculty members and staff to enhance their learning.

If study groups are requested by students, the University will aid by providing names, email addresses, and phone numbers of other students enrolled in the same program.

STUDENT HOUSING

As a distance learning institution, Frederick Taylor University does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. Rental.com can provide students with an estimated housing cost for rental properties in their area.

VISA SERVICES

Due to the distance learning nature of the University programs, **FTU** does not provide visa services.

CAREER PLANNING & JOB PLACEMENT

The university does not provide job placement assistance or guarantee jobs upon graduation. Our certificate and degree programs are not designed to fit or prepare students for specific job titles.

UNIVERSITY POLICIES

STANDARDS FOR STUDENT ACHIEVEMENT AND GRADING SYSTEM

Student achievement should be comparable to that of students in traditional programs. Students should demonstrate their knowledge and academic achievement through tests and/or written papers. The FTU grading system consists of A-D as passing, and U as unsatisfactory.

FTU does not require any final tests, examinations, or intern/externships for completion of a program.

FTU awards letter grades as follows:

A	4.0 grade points
A-	3.7 grade points
B+	3.3 grade points
B	3.0 grade points
B-	2.7 grade points
C+	2.3 grade points
C	2.0 grade points
C-	1.7 grade points
D+	1.3 grade points
D	1.0 grade points
D-	0.7 grade points
U	0.0 grade points

A minimum G.P.A. of 2.0 for a Certificate or Bachelor's Degree and 3.0 for a Master's Degree is required for successful completion of the program and graduation.

DEGREE CREDIT REQUIREMENTS

Credits for a course are a means of measuring a student's progress in an academic program and represent the standards for the amount and quality of work required in a course. Frederick Taylor University awards credit based on a semester system.

Bachelor of Science in Management: 120 semester units are required for graduation, at least 30 of which must be completed at FTU.

Bachelor of Business Administration: 120 semester units are required for graduation, at least 30 of which must be completed at **FTU**.

Master of Business Administration: 32 semester units are required for graduation, at least 26 of which must be completed at **FTU**.

TRANSFER OF CREDIT POLICIES

The University may accept any course work successfully completed at other accredited or state-approved colleges and universities, if it comparably meets FTU course work requirements. All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The Bachelor degree requires a total of 120 semester credits. Frederick Taylor University may accept a maximum of 90 semester credits in transfer toward the Bachelor degree for course work completed at an accredited or state approved institution. In addition, credit earned on national examinations such as CLEP, or in military schooling may be accepted in transfer. Credit earned in undergraduate courses for which a grade of “C” or higher was earned will be considered for transfer. In order to evaluate prior academic work, Frederick Taylor University must have official transcripts of college work, official transcripts of CLEP results, and a certified copy of the DD-214 for military schooling or 5454R Evaluation of Military Training.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Frederick Taylor University recognizes the College Level Examination Program of the College Board. A student who has earned a minimum score of 500 on the General Examinations can be awarded credit for each examination. A maximum of 30 credits may be granted for CLEP.

RECORD KEEPING PROCEDURES

Frederick Taylor University maintains student records at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

The University recommends that a student obtain an official copy of his/her transcript and file it in a safe place.

RELEASE OF ACADEMIC INFORMATION

The University adheres to the Family Educational Rights and Privacy Act. Therefore, students may review contents of their permanent records as they are maintained at Frederick Taylor University Offices. Such inspection must be completed in person by the student at the location where the information is retained.

Since the University subscribes to the policy that a student’s academic record is confidential, information will be released only upon written instruction from the student except as noted below:

- The student's academic records are open for inspection only to the student and those members of the University staff who have responsibility for working with the student or maintaining records.
- Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the permanent records.

UNDERGRADUATE INDEPENDENT PROJECT

Each student may select one independent study project in lieu of a textbook-based course to fulfill the course work requirements. The student will be required to submit to his/her faculty advisor the topic of the proposed independent project for approval. Each topic must be directly related to the fields of Business Administration and Management. Each submission will be graded in the same manner as a textbook course.

DIRECT STUDY AND ELECTIVE RESEARCH PROJECT

Each student may undertake a direct study or elective research project by utilizing his/her knowledge to handle a practical problem in the field. The learning outcome is to acquire new knowledge and be able to apply such knowledge by problem solving specific issues. The student is required to submit a study/project proposal to the University for approval. The final project must be typed, and a proper citation, bibliography and glossary of terms should be included.

CREDIT FOR EXPERIENTIAL LEARNING

The University does not grant any credit for prior experiential learning.

CHALLENGE EXAMINATIONS

Students may satisfy course work requirements by passing designated challenge/achievement examinations. Courses successfully challenged will satisfy the graduation requirement. The cost of taking a challenge examination is equivalent to the cost of taking that course.

ATTENDANCE AND LEAVE OF ABSENCE

FTU has no attendance requirements. Leave of absence may be granted for good reasons at the discretion of the University. Students are required to submit a petition for any extended leave of absence. To ensure academic progress, students are to complete a minimum of one course in every 6 months. In case of non-compliance, the student will become inactive. Inactive students may submit a request for re-activation to the Dean of Instruction at FTU.

STATEMENT OF SEXUAL ASSAULT AND HARASSMENT

Frederick Taylor University will not tolerate any forms of harassment in respect to any individual associated with the University. All complaints should be submitted to the President's Office in writing.

DISCIPLINARY SUSPENSION OR DISMISSAL

The University reserves the right to suspend or dismiss a student for violation of its policies or regulations or for conduct inimical to the best interest of the University. This conduct includes presenting inaccurate information or forged documentation in the FTU application form.

ACADEMIC DISCIPLINE, PROBATION AND DISMISSAL

You must have a cumulative GPA of at least 2.0 (certificate or undergraduate) or 3.0 (graduate) in order to graduate. You must demonstrate your ability to progress toward graduation by achieving at least this minimum level of performance during your certificate or degree study at FTU.

Academic Probation: If the cumulative GPA for the first half of your course work requirements drops below the minimum for your program (2.0 for undergraduates, 3.0 for graduate students), you will be placed on Academic Probation. At the discretion of the Academic Dean, you may be limited to taking one course in every three months. You may also be required to participate in a supervised study setting. If you are placed on Academic Probation you will need to earn an overall GPA of 3.0 (B) or better in your next three courses to raise your cumulative GPA above the minimum for your program.

Academic Dismissal: If your cumulative GPA has not significantly improved at the end of your probationary period, then you will be Academically Dismissed and may not continue taking courses for credit. When Academic Dismissal occurs, you must wait at least for a period of six months before applying for re-admission to the University.

ACADEMIC INTEGRITY

Academic freedom is a fundamental right. Honesty and integrity are the preconditions of this right. The University's intellectual reputation is dependent upon its students, who must assume responsibility for maintaining honesty in all work submitted, and its faculty, whose cooperation is paramount in the application of the standards of academic integrity. The standards set by the University demonstrate our concern with academic dishonesty and our responsibility to our students to maintain this reputation. Integral to our Standards of Academic Integrity is a fair procedure for resolving complaints of academic dishonesty.

All work submitted in a course must be the Student's own work. The knowing submission of another's work represented as that of the Student without properly citing the source of the work will

be considered plagiarism. Consequences for plagiarism will be determined by, and at the discretion of, the Academic Dean in consultation with the Faculty Member. The Student who is accused of academic dishonesty can accept the accusation made by the faculty member and accept the subsequent consequences or appeal to the Academic Committee, who will make a decision on the accusation. Consequences include receiving a failing grade on the assignment and being placed on academic probation; or being dismissed from the University.

STUDENT'S RIGHTS TO APPEAL A GRADE

A Student has the right to appeal a grade received in a course to the Faculty Advisor from whom the grade was received. The appeal must be in writing and must be postmarked no later than 15 days after the student received notification of the grade. If the appeal is denied, or if the Faculty Advisor does not respond within 15 days after receiving the appeal, the Student may appeal directly to the Academic Dean within an additional 15-day period. The Dean will render a final decision on the grade within 15 days after receiving the student's appeal.

STUDENT RIGHTS AND GRIEVANCE PROCEDURE

In the event that a Student has a complaint, grievance or dispute with Frederick Taylor University regarding University procedures, decisions, or judgments, the Student has a right to seek a satisfactory resolution through the following formal appeal procedure:

Step 1: Notification. The Student must notify the relevant Faculty Member, staff or administrator in writing, by certified or registered mail postmarked no later than 15 days after the occurrence, stating the basis for the grievance, the details of the matter, and the remedy requested. The individual shall be responded to with a decision in writing within 15 days of receipt of the grievance.

Step 2: Appeal. If the remedy requested is denied, or if the relevant University administrator does not respond within 15 days after the notification of Step 1 has been mailed, the Student may appeal in writing, sent by certified or registered mail, directly to the President within an additional 15 day period. The President will review the grievance and render a decision within 15 days of receipt of the Student's appeal. The President will meet with the individuals involved to investigate the matter and will render a decision within 15 days of receipt of the Student's appeal. The grievance procedure does not apply to appeals of grades, or dismissal.

EVALUATION OF LESSONS SUBMITTED BY STUDENTS

Students' lessons will be evaluated within ten business days of the University's receipt of the lessons. Final projects will be graded within fifteen business days of University's receipt.

FEDERAL AND STATE FINANCIAL AID PROGRAMS

Frederick Taylor University does not participate in any federal and state financial aid programs.

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

FINANCIAL RESOURCES AND FINANCIAL REPORTS

The University has satisfactorily maintained and continues to maintain the financial resources required to ensure its educational quality and operational stability. FTU has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

RESERVATION OF RIGHTS

Frederick Taylor University reserves the right to change its policies and the content of this catalog without prior notice. The change may include, but is not limited to, tuition charges, fees, course offerings, certificate or degree requirements, certificate or degree programs, and admission policies.

OFFICE HOURS

Our offices are open Monday through Friday 10:00 a.m. – 3:00 p.m. Pacific Time. Voice mail is available 24 hours a day, 7 days a week.

COURSE DESCRIPTIONS

GENERAL EDUCATION COURSE DESCRIPTIONS

GE 115 College Algebra (5 units)

This course will help students to attain a firm grasp of college algebra.

GE 116 Mathematics for Business and Finance (5 units)

This introductory course in mathematics for business and finance covers fractions, percentages, interest, discounting, amortization, mortgage payoff, annual percentage rate.

GE 120 English Grammar (5 units)

This course highlights the connection of grammar to both writing and reading by presenting good writing and grammar in action, via excerpts from works by world-famous authors.

GE 121 Communication (5 units)

This course creates a foundation for effective communication in a professional setting.

GE 130 Introduction to Anthropology (5 units)

The course covers human culture, language and culture, patterns of substance, economic systems, and related topics in detail.

GE 131 Social Groups (5 units)

The course covers the social organizations, kinship, and non-kinship social groups, sex and marriage rules, and other related matters. Course will also cover how our cultures and personalities are acquired.

GE 140 Introduction to Psychology (5 units)

This course covers a summary of major theories, concepts, and treatment approaches in the field of psychology.

GE 150 U.S. History I (5 units)

The course offers students a detailed overview of United States History from Beginning until 1865.

GE 151 U.S. History II (5 units)

This course offers students an overview of United States History during and after Reconstruction era.

CERTIFICATE COURSE DESCRIPTIONS

- CBA 200 Introduction to Business Management (75 clock hours)**
- The course offers knowledge and understanding of business focusing on legal structure of business, management and organization, human behavior and labor relations, accounting and finance, marketing and sales promotions, as well as governmental regulations.
- CBA 225 Accounting (75 clock hours)**
- This course provides a basic understanding of the accounting process, financial statements, content of assets, liabilities, and owner's equity accounts.
- CMM 250 Marketing Management (75 clock hours)**
- This course is a study of marketing functions in the organization and application to tangible goods and services.
- CEM 260 Human Resources Management (75 clock hours)**
- Study covers human resource planning, recruiting, selection, and training. It also covers development of personnel policies and government regulations.
- CBA 265 Small Business Management (75 clock hours)**
- Study covers the opportunities and qualifications for establishing, financing, developing managerial policies and procedures for small businesses.
- CSC 270 Supply Chain Management (75 clock hours)**
- This course covers supply chain management, which involves the coordination of production, inventory, location, and participants in a supply chain.

BACHELOR'S DEGREE COURSE DESCRIPTIONS

Prerequisites courses are marked by (*)

- LR 200 Library Research Method (5 units)**
- This course will cover various methods of library research, utilizing online and traditional methodologies.
- BA 200 Introduction to Business Management (5 units)**
- The course offers knowledge and understanding of business focusing on legal structure of business, management and organization, human behavior and labor relations, accounting and finance, marketing and sales promotions, as well as governmental regulations.

- BA 202 Human Behavior in Organization (5 units)**
This course is an introduction to organizational behavior.
- BA 210 Principles of Macroeconomics (5 units)**
This course covers economic indicators, aggregate demands, aggregate supply, money, credits, and borderless world.
- BA 215 Principles of Microeconomics (5 units)**
Course covers market process, consumer response, producer response, as well as revenue, costs, price and profit.
- HC 215 Health Care Policy (5 units)**
This course is a study of requirements of quality and efficiency in healthcare environments.
- IS 215 Information Technology (5 units)**
This course covers the terminology and programming of data processing systems.
- BA 220 Principles of Marketing (5 units)**
This course covers marketing theory and strategic implications; price policies, trade channels, promotion techniques, product and service management.
- BA 225 Accounting I (5 units)**
This course provides a basic understanding of the accounting process, financial statements, content of assets, liabilities, and owner's equity accounts.
- BA 226 Accounting II (5 units)**
This course provides an advanced understanding of Financial Accounting.
- BA 227 Budgeting and Performance Analysis (BA 225*) (5 units)**
The course is a study of the financial planning and forecasting, evaluating financial performance, managing cash flow, management of capital, and capital budgeting analysis.
- BA 230 Business Law (5 units)**
The course provides a study of business law including history of law, contract, agency, partnerships, corporations, property, sales of goods, and other related matter.
- BA 235 Principles of Management (5 units)**
This course is an advanced study of concepts and historical context of management.
- BA 240 Managerial Accounting (BA 225*) (5 units)**

This course includes costs-volume analysis, costing systems, direct materials and direct labor variances, and performance measurement.

BA 247 Financial Statement Analysis (5 units)

This course will cover the principles of financial analysis and its major role in a sound financial management system.

MM 250 Marketing Management (BA 220*) (5 units)

This course is a study of marketing functions in the organization and application to tangible goods and services.

BA 255 Career Planning (5 units)

This course will cover topics on career exploration, career life planning, and self-exploration. It will give students the opportunity to identify, plan, and develop their own career path.

BA 260 International Business (5 units)

This course is a study of the environmental economic, political, and social constraints on doing business abroad

EM 260 Human Resources Management (5 units)

Study covers human resource planning, recruiting, selection, and training. It also covers development of personnel policies and government regulations.

BA 265 Small Business Management (5 units)

Study covers the opportunities and qualifications for establishing, financing, developing managerial policies and procedures for small businesses.

EM 270 Operations Management (5 units)

The course covers operation techniques and problems of managing people, equipment, and material. The course also covers efficient allocation of resources in an organization.

SC 270 Supply Chain Management (5 units)

This course covers supply chain management, which involves the coordination of production, inventory, location, and participants in a supply chain.

EM 280 Sales Management (5 units)

The course offers the study of how to manage the sales force and the selling function. It covers the sales process and how to be a successful sales manager.

BA 285 Business Plan (5 units)

The course covers in detail the necessary components in a sound business plan. Students also review the business plan of a select corporation. Afterward, students develop a business plan of their own.

EM 290 Direct Study in Management (BA 235*) (5 units)

This course is an individual study of selected topics in management under supervision of faculty.

HC 290 Direct Study in Health Care (HC 215*) (5 units)

This course is an individual study of selected topics in health care under supervision of faculty.

HR 290 Direct Study in Human Resources Management (EM 260*) (5 units)

This course is an individual study of selected topics in human resources.

IB 290 Direct Study in International Business (BA 260*) (5 units)

This course is an individual study of selected topics in international business.

IS 290 Direct Study in Information Systems (IS 215*) (5 units)

This course is an individual study of selected topics in information systems under supervision of faculty.

MM 290 Direct Study in Marketing (MM 250*) (5 units)

This course is a study of selected topics in marketing under supervision of faculty.

OP 290 Direct Study in Operations Management (EM 270*) (5 units)

This course is an individual study of selected topics in operations management with faculty supervision.

SC 290 Direct Study in Supply Chain Management (SC 270*) (5 units)

This course is a study of selected topics in supply chain management under supervision of faculty.

AC 295 Independent Project in Accounting (BA 225* or BA 226*) (5 units)

Students apply their accounting knowledge in a practical situation.

EM 295 Independent Project in Management (BA 235*) (5 units)

Students apply their managerial skills to overcome a managerial problem in a work-related situation.

HC 295 Independent Project in Health Care Administration (HC 215*) (5 units)

Students utilize their knowledge of health care administration to complete a related

project.

HR 295 Independent Project in Human Resources (EM 260*) (5 units)

Students apply their knowledge of human resources to complete a major project.

IB 295 Independent Project in International Business (BA 260*) (5 units)

Students apply their knowledge of international business management to complete a major project in a related issue.

IS 295 Independent Project in Information Systems (IS 215*) (5 units)

Students apply their knowledge of information systems to develop a practical solution for a real problem.

MM 295 Independent Project in Marketing (MM 250*) (5 units)

Students develop a major project in the subject of marketing.

OP 295 Independent Project in Operations Management (EM 270*) (5 units)

Students complete a project in operations management.

MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

Prerequisites courses are marked by (*)

BA 400 Advanced Management (4 units)

This course will offer a study of business management focusing on formal organizations and management principles, management styles, organizational structures, organization dynamics, motivation, and methods of communications. The course also provides information about performance appraisal, total quality management, and just-in-time methodologies.

BA 402 Organizational Behavior (4 units)

The course will cover organizational behavior focusing on managing OB for quality and results, international OB, individual differences, various means of motivation, behavior modification, and self-management.

BA 405 Strategic Management (4 units)

The course covers the study of development of company policy and strategy and impact of a company's internal and external environments on strategic decisions.

BA 415 Economics for Managers (4 units)

This course provides a study of macroeconomics and microeconomics, domestic and

international economic policies, and major issues in business economics; emphasis is on the application of economic analysis to current business issues.

BA 430 Advanced Business Law (4 units)

The course offers a comprehensive review of the business law covering the history of law, contract, agency, partnerships, corporations, negotiable instruments, secured transactions, and bankruptcy. It also addresses economic relations and the law, including competitive torts and the law of ideas.

BA 440 Advanced Managerial Accounting (4 units)

The course emphasizes the needs of the manager for financial information and timely reports on the firm's operations in order to make correct managerial decisions.

FM 440 Managing Financial Resources (4 units)

This course offers students an opportunity to expand their knowledge and understanding of financial resources, money and financial institutions, financing and investing through securities markets, risk management and other related topics.

FM 445 Advanced Financial Management (BA 440*) (4 units)

Course work covers working capital management, capital budgeting, long-term capital structure, securities valuation, and dividend policy. Techniques of financial analysis are introduced.

HR 450 Advanced Human Resources Management (4 units)

The course provides an advanced study of human resources planning, selection, recruitment, and training. Students will submit a research paper in the subject matter.

IB 450 Advanced International Business (4 units)

Course work offers a study of the environmental, economic, political, and social constraints on doing business abroad; effects of business investments on domestic and foreign economies are also covered.

MK 450 Advanced Marketing Management (4 units)

This course is a strategic analysis of marketing functions in the organization, and applications to tangible goods, and services. Heavy emphasis is made on strategic implications of marketing decisions making.

OP 450 Advanced Operations Management (4 units)

This course is a survey of operations management processes involving the coordination of personnel, equipment, and materials.

SC 450 Advanced Supply Chain Management (4 units)

This course provides an advanced study of supply chain management, which involves the coordination of production, inventory, location, and participants in a supply chain to achieve the best mix of responsiveness and efficiency for the market.

TX 450 Tax Options and Opportunities (4 units)

This course offers tax information related to business legal structure, ownership of business assets, various methods of compensation, planning for business continuity, and valuation of the business.

MK 452 Developing and Implementing Marketing Plans (4 units)

This course will offer students knowledge and understanding in customer relationships, product development, brand identity, competitive pricing, distribution channels, public relations, personal selling, and other related matters.

IS 460 Information Systems for Managers (4 units)

This course will cover the role of the information systems within an organization from a management point of view. Topics include the information resource center and strategic planning for information systems.

BA 465 Entrepreneurship (4 units)

This course will offer understanding in entrepreneurship, business management, and the challenges of starting and managing a new ventures.

HC 465 Health Care Policy and Management (BA 400*) (4 units)

This course is a comprehensive overview of the U.S. health care system with an emphasis on the political, economic, social, and ethical forces influencing health care delivery.

BA 485 Developing Business Plan (4 units)

Course work describes the major elements involved in preparing a sound business plan. Students will prepare a comprehensive business plan.

BA 490 Research Project Proposal (2 units)

In this course the student prepares an outline for a project related to the elective program.

FM 495 Financial Management Research Project (Core Courses, FM 445*) (6 units)

In this course, students apply their financial management knowledge to handle a practical situation in the field.

HC 495 Health Care Administration Research Project (Core Courses, HC 465*) (6 units)

In this course, students use their knowledge of health care administration to present a paper on a major issue.

- HR 495 Human Resources Research Project (Core Courses, HR 450*) (6 units)**
- In this course, students apply their knowledge of human resources management to complete a major human resources project.
- IB 495 International Business Research Project (Core Courses, IB 450*) (6 units)**
- In this course, students apply international business administration to a real-world situation of their own choice.
- IS 495 Information Systems Research Project (Core Courses, IS 460*) (6 units)**
- In this course, students perform a field study of their own choice in management information systems.
- MK 495 Marketing Management Research Project (Core Courses, MK 450*) (6 units)**
- In this course, students exercise their marketing management knowledge in a practical situation.
- OP 495 Operations Management Research Project (Core Courses, OP 450*) (6 units)**
- In this course, students utilize the acquired knowledge and insight in Operations Management to present a research project on a major issue.
- SC 495 Supply Chain Management Research Project (Core Courses, SC 450*) (6 units)**
- In this course, students utilize the acquired knowledge and insight in Supply Chain Management to present a research project on a practical issue.
- TX 495 Taxation Research Project (Core Courses, TX 450*) (6 units)**
- In this course, students apply their knowledge of taxation and finance to complete a tax related research project.

QUESTIONS AND ANSWERS

Q: Is FTU an approved University?

A: Yes, the University has the authorization to operate and award certificates and undergraduate and graduate degrees by the Bureau for Private Postsecondary Education of the State of California.

Q: Are FTU students qualified for tuition reimbursement assistance by their employers?

A: Some FTU students, working for major corporations and governmental agencies, receive tuition reimbursement assistance from their employers. To check your eligibility, please contact your employer.

Q: Does FTU offer financial aid or scholarships?

A: Yes, some qualified students may be awarded partial-tuition scholarships. Students may also pay their tuition fees in installment plans with no interest charges.

Q: How long will it take to complete my degree?

A: That depends on your motivation and the number of courses required, taking into consideration your transferred credits. In general, most students complete their degree programs in 12-18 months.

Q: Does the University provide transcripts?

A: Transcripts are available from the Registrar's Office, upon request.

Q: May courses taken elsewhere be transferred to FTU?

A: Yes, transfer of credit is allowed if compatible with FTU standard course work programs.

Q: Can I purchase textbooks and other learning materials from the FTU bookstore?

A: Purchase is not necessary. The University utilizes open source textbooks. Therefore, students can access their online textbooks at no cost.

Q: **How soon can I start my certificate or degree program?**

A: Many students begin their certificate or degree program within two weeks of the date of the acceptance letter.

Q: **Will distance learning be worded on my certificate, degree or transcript?**

A: No. Certificate, degree and transcripts are similar to those of traditional institutions.

ADMINISTRATION

Mansour Saki, Ph.D., President and Chief Academic Officer

Sheila Nayeri, D.B.A., Vice President of Operations

Dennis Perez, A.A., Manager of Information Systems

LIST OF FACULTY

Maryam Boller

B.A. in Economics, University of California at Berkeley; M.S. in Economics, University of London

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M.B.A. in Global Management, University of Phoenix; Master of Management, University of Dallas.

Sheila Nayeri

B.S. in Business Administration, Tehran University; M.B.A. Armstrong College; M.S. in Accounting, Armstrong College; D.B.A. CSM Institute of Graduate Studies.

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