

General Catalog

2016 – 2019



CALIFORNIA TRINITY UNIVERSITY

MISSION OF CALIFORNIA TRINITY UNIVERSITY (CTU)

CTU STRIVES TO GUIDE STUDENTS TOWARDS THEIR
FULLEST EDUCATIONAL, INTELLECTUAL, AND HUMAN
POTENTIAL BY EXPLORING THEIR CAPABILITIES AND INTERESTS.
BY COMBINING THE TRADITIONAL WITH CONTEMPORARY,
PARTNERING ACADEMIC WITH NON-ACADEMIC,
CTU ENCOURAGES STUDENTS TO ADVANCE KNOWLEDGE,
PROMOTE UNDERSTANDING, AND SERVE OUR DIVERSE
HUMANITY WITH WISDOM.

OBJECTIVES

- To provide a learning environment that will help students acquire the necessary knowledge, competency and practical experience that they can apply in their respective fields;
- To train students to think critically and to support decisions using analytic tools and innovative approaches;
- To equip students with the necessary interpersonal and communication skills to become effective managers, team leaders and team members;
- To develop students into future leaders with strong professional and ethical standards, and social responsibility.



General

About This Catalog

The California Trinity University Winter 2016 - 2019 Catalog is intended to aid prospective and enrolled students in making decisions toward the fulfillment of their academic objectives. By enrolling with the University, the student agrees to comply with University rules and regulations which the University 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 CTU website 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:	Physical Address
P.O. Box 980818	2535 Capitol Oaks Drive, Suite 400
West Sacramento, CA 95798-0818	Sacramento California, 95833

Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896
Web site: www.bppe.ca.gov

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

University History



California Trinity University (CTU) is a non-profit private institution that was established in May 1994. In the Fall of 1994, CTU earned an approval as a degree-granting institution from the Bureau for Private Postsecondary and Vocational Education (BPPE), a state agency, which is the body regulating all private postsecondary institutions in the State of California.

In 2010, CTU with its tradition of integrative approach to its program, saw the need to change its educational objective to include courses in business and education that aimed to carry the University as a 21st Century institution of learning. In August 2012, the Bureau for Private Postsecondary Education approved and granted CTU's Application for Change in Educational Objectives, and added higher education courses in business and education.

CTU leadership firmly believes in continuing improvement of its programs to provide education to the community, and to the society at large, with the objective of becoming a school for the 21st Century learning.

Board of Trustees

The Board of Trustees, 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, resolutions, standing orders, or rules of procedures, in whole or in part, at its discretion.

CTU 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.).

Approvals



CTU is private institution that is approved by the Bureau for Private Postsecondary Education (BPPE) to operate and offer the following degree programs:

Degree Programs

- Doctor of Acupuncture and Oriental Medicine
- Doctor of Business Administration
- Master of Business Administration
- Bachelor of Business Administration
- Associate of Arts in Accounting
- Associate of Arts in Early Childhood Education
- Master of Art in Physical Education

Non-Degree Programs

- Medical Massage Therapy
- English as a Second Language (ESL)

The degrees granted by the University are approved under the provisions of the State of California Education Code Section 94750 by the BPPE. United States government requires that all schools are approved by the governing body of the State in which they are located.

CTU's BPPE school code#:3009291



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 CTU University 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 University 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.

CTU'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.

Notice to Prospective Degree Program Students

The degree programs offered by CTU are 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.

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.

CTU has filed for and is on the initial stages of accreditation application for its Masters 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.

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by 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
- If it is viable, provide a teach-out plan to finish the educational program or provide a refund within 45 days upon request by a student.

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

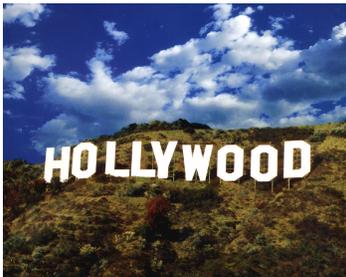
California Trinity University

Campus Location

Welcome to California Trinity University. We believe that our school offers an outstanding and unique educational experience. Our school provides both the community and our students a wealth of resources. CTU's faculty works closely with students to ensure their success, and we have great student services to help students meet their goals.

California Trinity University is located at 2333 Beverly Blvd in the heart of Los Angeles. From the school, you can catch a view of the iconic Hollywood Sign and the towering high-rises of Downtown Los Angeles.

The campus occupies a 5-story building with 23,000 square feet facility that consists of classrooms, administrative offices, library and a student lounge. The campus is situated within range of many famous and diverse locations such as The Grove, Hollywood, Koreatown, Dodger Stadium, Chinatown, and the Staples Center. Our academic excellence and the school's prime location in a vibrant urban area attract students from all over the world.

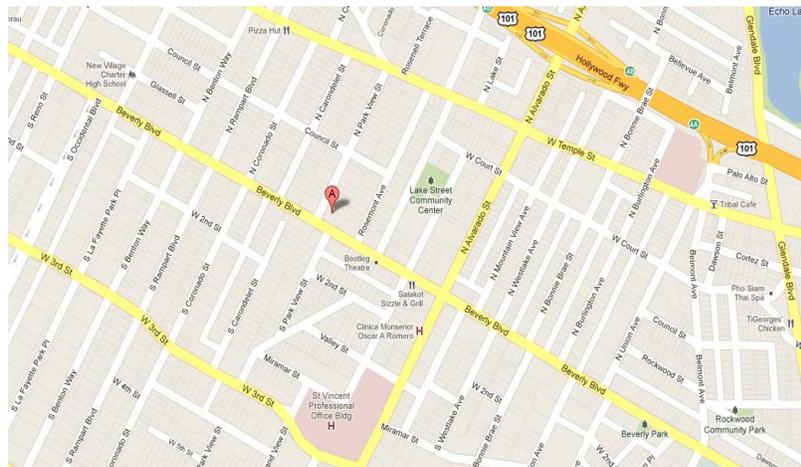


Campus Address

California Trinity University
2333 Beverly Blvd.
Los Angeles, California 90057

Contact Information

Tel. (213) 484-4440
Fax. (213) 402-6838
E-mail: admin@catu.edu
Website: www.catu.edu



Non-Discrimination Policy

It is the policy of CTU that applicants for admission shall not be discriminated against on the basis of race, color, ethnicity, national origin, religion, gender, age and physical handicap. CTU'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 Academic Freedom

California Trinity adheres to the principle of providing complete academic freedom to its students and faculty. CTU 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.

General Admission

Admission Policy

The University admits qualified domestic 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 institutions(s) they attended.

The University does not discriminate on the basis 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 CTU's Office of Admission.
 - 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. For Associate and Bachelor program applicants, an official transcript from an educational institution recently attended indicating a completion of at least a high-school diploma.

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 University, and applicable fees paid, the applicant's application will be evaluated by the Academic Dean. If the applicant is accepted for admission, a letter of acceptance is forwarded to the applicant.

Transfer of Credit Policy

The University 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 catalog course description from their previous school. The Academic Dean will then conduct an assessment to determine a match of equivalent or corresponding CTU courses. The University does not grant credit to prior experiential learning.

Transferability of Credits Earned at Our Institution

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

International Admission

Specific Admission Requirements

Non-immigrant international students may apply with CTU for the issuance of a Form I-20 as certificate of eligibility for admission by the Student Exchange and Visitor Program (SEVP) to enable students 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:

1. Proof of financial ability in the form of Affidavit of Support, Bank or Financial Statements showing liquid funds to cover tuition and living expenses in the United States for one year academic term.
2. Copy of diploma (provide a certified translation for non-English diploma).
3. English language proficiency through submission of an official IELTS Academic or TOEFL result. Refer to the section on English Proficiency Requirements.
4. Copy of valid passport.
5. Copy of most recent U.S. Visa.
6. Copy of latest I-94.
7. For change of Visa Status applicants approved in the U.S., an I-797 F1 Approval Form from the USCIS.

English Proficiency Requirements

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. 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. CTU requires a TOEFL score of 45 or higher for IBT, 133 or higher for CBT, 450 or higher for PBT.
- 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. CTU requires an IELTS Academic score of 4.5 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 and schedule, testing fees, and other details can be obtained from the respective websites:

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

Evaluation of Diploma and Transcripts

International students must submit a certified translation of their non-English transcripts and diplomas. A list of independent translation evaluation services recognized by the National Association of Credential Evaluation Services or the Association of International Credential Evaluators can be obtained from the admissions office.

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 CTU 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.

International Student Responsibilities

SEVP 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 CTU's minimum unit requirements per quarter for F-1 students to maintain full-time registration for each level of study:

- Associate of Arts in Accounting: 12 units per quarter
- 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 *Reduced Course Load Request Form*, consult with and obtain approval from the Academic Dean and/or provide medical documentation.

Leave of Absence

Students must notify the Registrar if they do not intend to register in a given quarter. Students are allowed to apply for a Leave of Absence (non-medical) after attending three consecutive quarters. Any student who does not register for the next quarter after the expiration of a Leave of Absence must apply for readmission and is subject to all current academic and administrative policies and procedures, including any new degree requirements in effect at the time of readmission.

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

Upon graduation, the student has 60 days grace period to either:

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

OPT

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 (pre-completion) and/or within 60 days after completing their academic studies (post-completion). 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 a Registration Fee, tuition and related fees. Students must register for the required minimum number of quarter units, as applicable for their course. The academic unit awarded at CTU is the standard quarter unit. Each didactic quarter unit will represent 10 hours of classroom study for 10 weeks and one week of final exams. A late fee of \$20.00 will be assessed on students who register beyond the announced registration period.

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.

Class Location

All undergraduate and graduate classes are held six days a week, Monday through Saturday, on the campus premises of California Trinity University at 2333 Beverly Blvd., Los Angeles, CA 90057.

Online Classes

Online classes will be conducted through the school's web-based learning platform at <http://edx.catu.edu>. Students registered in an online class will view and access course videos online, and download course materials provided weekly by the instructor. Student attendance and performance in an online class will be tracked and graded through participation in online discussions, assignment submissions, online quizzes and exams.

Satisfactory Academic Progress (SAP)

Continuing students are expected to meet the academic standards required by the Bureau for Private Postsecondary Education. CTU 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 CTU are:

1. Students entering into the first quarter of the Master of Business Administration and Associate of Arts in Accounting degree programs are expected to complete the graduation requirements no more than 36 quarters, averaging satisfactory completion of at least 8 units per quarter for MBA and at least 12 units per quarter for AA in a 12-month academic year (as a full-time student).
2. Minimum cumulative grade point average (GPA) is 2.7 on a 4.0 scale ("B-") for courses attempted at CTU with no single grade lower than 2.0 ("C") on a 4.0 scale.

Under special mitigating circumstances, the Academic Dean may rule that a student who does not meet the above standards is nonetheless considered to be making satisfactory academic progress to stay eligible for an existing scholarship grant.

Add and Drop Policy

To add or drop a course during the first ten days of instruction, students must obtain a signature of approval from his/her instructor on a "Drop/Add" form and submit it to the Registrar's Office no later than the tenth day of the quarter.

Courses may be added or dropped through the tenth day of the quarter without penalty. (No entry will be made on the student's permanent record until after the tenth day of the quarter.)

Dropping a course will not be permitted during the last three weeks of instruction except under the following conditions:

1. Serious illness or accident resulting in considerable loss of class time
2. Serious financial difficulty or other personal problems of grave nature which require withdrawal from an overburdening academic load
3. Verified emotional disturbances requiring professional attention
4. Other pertinent reasons and mitigating circumstances beyond the control of the student, such as a natural disaster or major misfortune in the family.

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 CTU is as follows:

Grade	Evaluation	Percent	Grade Point
A	Excellent	95-100	A =4.0
A-	Superior	90-94	A- =3.7
B+	Very Good	87-89	B+ = 3.3
B	Good	83-86	B = 3.0
B-	Satisfactory	80-82	B- = 2.7
C+	Satisfactory	77-79	C+ = 2.3
C	Average	73-76	C = 2.0
C-	Below Average	70-72	C- = 1.7
D+	Below Average	67-69	D+ = 1.3
D	Below Average	63-66	D = 1.0
D-	Minimal	60-62	D- = 0.7
F	Failure	0-59	F = 0.0
P	Pass with Credit		0.0*
I	Incomplete		0.0**
TC	Transfer Credit		0.0 "P"
W	Withdrawal		0.0
AUD	Audit		0.0
R	Repeated Course		0.0

Pass with Credit (P)

A student receiving an “P” grade denotes a “Pass with Credit” when no letter grade is given. No more than 25 percent of credits earned at CTU may be graded with a “Pass with Credit”. P grades are not included in the calculation for GPA.

Incomplete Grades (I)

A student receiving an “I” grade must contact the course instructor or Academic Dean and make up the necessary requirements within two quarters or it will be converted into “F” grade.

Transfer Credit (TC)

TC denotes a credit earned through a “Transfer of Credit” from another institution which may be applied toward the minimum course requirements for undergraduate and master’s degrees. No letter grade is given and TC grades are not included in the calculation for GPA.

Withdrawal (W)

Students may withdraw from courses after the third week of the quarter without affecting their grade point average. After this period, courses may be dropped only for compelling reasons. If the request for dropping course/s is/are approved, a “W” grade will be awarded. Students who do not officially withdraw from a course will automatically receive a grade of an “F”.

Audit Courses (AUD)

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

Repetition of Course (R)

A student, in order to raise his/her grade point average, may repeat only those courses in

which a grade of B-, C, C-, D+, D, D-, or F was given. Students who repeat a course more than once must obtain the prior approval of the Academic Dean. Lower grades, therefore, will be removed from the student's permanent record.

Make-up and Exam Policies

Make-up assignments for missed classes, quizzes, exams, re-tests, or other special arrangements are made only by the instructor and only at the instructor's discretion. Only the original or specified substitute instructor may administer a makeup exam or re-test. If makeup exams or re-tests are approved, special fees will have been assigned.

If a student takes a final exam and fails the exam, the student's instructor may recommend that a re-test be given. The instructor must indicate in writing (on an Examination Request Form) to the Academic Dean. The re-test, if approved by the Academic Dean, shall be scheduled in agreement with, and at the convenience of the instructor. The exam must be completed before the end of the fourth week of the next quarter.

Leave of Absence (Local Students)

If a student anticipates being unable to enroll for the next quarter, he or she should apply to the Registrar for a Leave of Absence. Three consecutive quarters (one calendar year) will be the maximum non-medical Leave of Absence granted.

Medical disability or military service Leaves of Absence may justifiably extend the time limit for completion of degree requirements. Students who fail to re-register after an approved Leave of Absence expires will be regarded as withdrawn from CTU and subject to current admission policy requirements.

Violation of Academic Honesty

All students at CTU 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.

Academic Probation Policy

Any student whose cumulative grade point average falls below 2.7 (B-) on a 4.0 scale 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 on academic probation may not be allowed to take a full course load. A student who receives a Notice of Academic Probation is required to schedule monthly conferences with the Academic Dean and submit a plan for improving his/her grade point average. During this period, the Academic Dean will closely monitor the probationer's academic activities 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 2.7 or higher.

Student Services and Facilities

Academic Advising and Counseling

One of the advantages of attending a small institution, such as CTU is that the administrators, faculty members and counselors are not only easily accessible but are willing to spend a considerable amount of time in providing all types of counseling to students. Counseling hours (by appointment) are from 10:00 A.M.-6:00 P.M., Monday through Friday. Counseling on overall academic planning, course selection and other types of academic counseling in needs of students can be obtained from the head of the respective academic departments, Academic Dean.

On Campus Employment

On Campus employment is available to qualified students who would like to share their knowledge and expertise to CTU and its students. Students may apply for part-time jobs as an assistant to student services and admission.

Community Involvement

CTU is located in the central area of Los Angeles, among most 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 that widen the student's experience and social awareness.

Library

The University maintains a library located on the 3rd floor that houses a collection of books and reference materials in the areas of business, management, accounting, investments, finance, information technology, and information management. A student can use the library facilities, check out books using their school ID, and access online library resources to conduct research and to complement their learning experience. The library also provides Wi-Fi internet access, printing and copying services, and ample study areas.

Library hours:

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

10:00 AM to 4:00 PM Saturday

Closed on Sunday

Computer Laboratories

The University has a computer laboratory that is equipped with Internet-connected personal computers with Microsoft Office productivity tools for word processing, spreadsheets, presentation and database that students can use during class room instruction. If no classes are being held, a student can request access from the administrative staff to use the computer laboratory to do assignments, projects and research.

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

Educational Equipment

All classrooms are equipped with an LCD projector, projector screen, whiteboard, and laptop. Microsoft Office educational licenses are available for use depending on course requirements.

Student Email Account

On first time registration, students are provided with a catu.edu email account that is assigned through the duration of the program. Usage of the university email account is subject to the condition that it should primarily be 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.

Gradelink

Students have access to www.gradelink.com to stay updated on their academic progress at CTU and get information on class assignments, projects and due dates. 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

Students can obtain from the administration office their login credentials and other instructions.

Student Lounge

The student lounge is located inside the library where the student can enjoy a relaxed atmosphere in a quiet setting. The student lounge and all classrooms are Wi-Fi enabled to ensure that students have access to the internet for research and/or classroom projects and activities.

Cafeteria

The school cafeteria is located on the 5th floor where students can eat, study, relax and socialize with fellow students. The cafeteria opens out to a rooftop where students take in the view of Mount Lee, the Santa Monica Mountains and the iconic Hollywood sign in the distant background.

Parking

There is a student parking lot available within the CTU facility. Additional parking is available on the street adjacent to the University.

Housing

CTU does not provide campus housing 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.

Placement Services

CTU does not offer placement services to the student in any of its programs.

Student Records

Student Records and Retention Policy

CTU student records of enrollments, grades and units earned, degree studied and/or obtained, graduation dates and transcripts are stored permanently in CTU's secure data system. CTU also retains physical files of the records containing the admission applications, executed enrollment agreements, financial records, and course registrations,

CTU policies concerning the protection and confidentiality of the student records are in compliance with the Federal Education Rights and Privacy Act (FERPA). Students have the right to inspect their records during the normal business hours and demand correction if discrepancies are found. CTU regulates and limits access to students' records and does not disclose students' records without the written consent of the students. Students have the right to file a complaint with the Department of Education should a student believe his or her rights under FERPA have been denied.

It is the policy of CTU to ensure accuracy of each student's records. However, students have the right to make certain that their records are accurate.

Privacy of Student Records

In order to minimize the risk of improper disclosure of students' records, access to students' records are strictly controlled and regulated. Student's transcript of academic performance contains only information concerning academic status and performance. Information concerning disciplinary action or counseling files shall not available to unauthorized persons.

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 counseling;
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 CTU'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. Official transcripts are only sent directly to other schools/ agencies. No one outside of the institution shall have access to, nor will the University 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, CTU regards the following information about students enrolled at CTU 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 CTU's Student Directory:

1. Student's name,
2. Student's local address and telephone number, and
3. Student's class standing.

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

Student's Rights and Responsibilities

Student Orientation

Students are oriented to the University and its Program by the Academic Dean during the student's application interview. This is when program costs, probable length of time to acquire the degree, school policies and other matters are discussed before matriculation.

A school-wide orientation is likewise conducted at the start of every quarter to ensure that students and faculty are updated and in-tune with school policies and guidelines.

Student Code of Conduct and Disciplinary Policies

Students are expected to conduct themselves in an ethical manner and to abide by the regulations of CTU. A student who violates CTU regulations and the following student code of conduct may require CTU 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:

- (a) Cheating is defined as and includes the use of study aids, examination files, other related materials, and receiving unauthorized assistance during any academic exercise;
- (b) Fabrication is the falsification or invention of any information in an academic exercise;
- (c) Facilitating academic dishonesty is intentionally helping or attempting to help another student to commit an act of academic dishonesty;
- (d) 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:

- (a) Preventing other students from learning;
- (b) Preventing the teacher from teaching;
- (c) Hurting, offending or threatening teachers, students or staff.

The Dean or 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:

- Bothering other students, teachers and staff physically or verbally
- Not cooperating in class
- Not allowing other students to participate in class
- Not bringing the textbook and materials to class
- Sleeping in class
- Placing another person in fear of imminent physical or bodily harm
- Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any persons on campus
- "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.

- Repeatedly speaking one's native language during class.
- Being violent or any form of violence, threats, or sexual harassment may result in expulsion from the program immediately.
- 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 and loss of I-20 status if the disruptive behavior is found to be continuing

Disciplinary Policies

Students are obligated to comply with the course requirements as set by the instructor. The instructor will report to the Academic Dean any acts of academic dishonesty committed by a student who will then be required to see the Academic Dean for counseling. 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 Academic Dean 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 Academic Dean, and students have the right to appeal.

Drug and Alcohol Policies

It is the policy of CTU that the learning environment be free of prohibited or controlled substances including drugs and alcohol. Violation of this policy could lead to suspension, expulsion and termination.

Sexual Harassment Policy

CTU declares that it will not tolerate any sexual harassment by any instructor or student on another person. Alleged victims may file a written complaint to the Administrative office. Within two weeks of receipt of the complaint, CTU 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 CTU may hold an administrative hearing after giving notice due to the accused. CTU 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 University
3. Dismissal from the University

Grievance Resolution and Appeal Procedure

All members of the CTU administrators, faculty and staff are dedicated to providing its students the highest quality of undergraduate and graduate education programs. They strive to guide and assist students so that they can successfully complete their academic objectives. However, problems may arise, necessitating them to take disciplinary actions.

Students who are disciplined due to a serious violation of the Student Code of Conduct shall have the right to appeal to the Academic Dean. CTU aims to resolve all complaints, such as grade disputes and other problems in a manner that is fair and just to all parties involved. When submitting a formal appeal to the Academic Dean, students are advised to assemble the following supportive evidence:

1. Documentation of the nature of the problem or dispute;
2. Evidence of the date that the alleged problem or dispute occurred;
3. The name of the individuals involved in the dispute;
4. A brief statement concerning the ruling sought and copies of all supportive documents.

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

Right to File a Complaint

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 Postsecondary Education
P.O. Box 980818
West Sacramento, CA95798-0818

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

General Financial

Financial Assistance

CTU does not receive federal financial aid assistance such as the Pell Grant and Stafford Student Loan programs.

CTU, however, provides a limited number of financial assistance awards (scholarships) on the basis of high scholastic achievement and financial needs. Scholarships are awarded on the condition that the student finishes his/her degree at CTU. Transferring to another school means forfeiture of all scholarship and the student is obligated to reimburse the school the full cost of tuition and fees. Students are urged to inquire about the availability of such awards to the university's administration.

Cancellations, Withdrawals and Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of all charges paid less the non-refundable fee 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 registration 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 non-refundable registration fee.

A student should send either through certified postal mail, hand deliver, or fax a written notice of cancellation or withdrawal addressed to the University Registrar at California Trinity University 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 University 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 University'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.

Student Tuition Recovery Fund (STRF) Statement

By law, all educational institutions authorized to operate in the State of California must participate in the Student Tuition Recovery Fund. The full text of the Student Tuition Recovery Fund is reproduced as below:

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition to all institutions authorized to operate in the State of California (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid but unused money. Institutional participation is mandatory.

It is important that students keep a copy of any enrollment agreement, contract or application to document enrollment as well as tuition receipts or canceled checks to document the total amount of tuition paid; these records will show the percentage of the course which has been completed. Such

records would substantiate a claim for reimbursement from the STRF, to be considered, which must be filed within sixty (60) days of the school's closure.

Student Loan Responsibilities

CTU 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 moneys not paid from federal financial aid funds.

School of Business Administration



Associate of Arts in Accounting
Bachelor of Business Administration
Master of Business Administration
Doctor of Business Administration

Associate of Arts in Accounting

Mission

CTU Strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency.

Purpose

CTU's Associate of Arts in Accounting program is designed to provide the graduates with the skills necessary to assume bookkeeping, accounting, computerized accounting, word processing, and other related business duties and functions in an organization.

Objectives

The Associate of Arts in Accounting shares the objectives of

- Being skilled individuals of business organization
- Being professional accounting personals in the field of business
- Being effective communicators

Admission Requirements

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

1. Associate degree application for admission
2. \$100 non-refundable application fee
3. A copy of the applicant's high school diploma or G. E. D. certificate
4. Official high school transcript showing a minimum cumulative GPA of 2.00 - Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the university directed by students or person other than the providing institution are not acceptable.
5. Proof of English proficiency for international students (see below)

English Proficiency

Applicants whose primary language is not English must provide proof of English proficiency either through:

- TOEFL score of 45 or higher for IBT, 133 or higher for CBT, 450 or higher for PBT, taken within the past 2 years.
- IELTS Academic score of 4.5 or higher taken within the past 2 years.

International students who have not 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 and schedule, testing fees, and other details can be obtained from the respective websites:

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

Academic

Standard of Student Achievement and Graduation Requirements



Students must complete a minimum of 92 quarter units or 920 hours of the following coursework or with a cumulative grade point average of 2.00 on a 4.00 scale.

- Complete 28 units of general education courses
- Complete 52 units of common core courses
- Complete 12 units of unrestricted courses
- Successfully complete the degree requirements within the time limit

Time Limit

The Associate of Arts in Accounting program must be completed within 2 years (maximum 3 years) from the time the student commenced the course. This time limit may be extended due to special circumstances.

General Education Courses

7 Courses - 28 Units - 280 Academic Hours

- Complete 28 units of general education courses in the following fields:

Course Number	Course Title	Units
GE 100	English	8 units
GE 200	Mathematics	4 units
GE 300	Natural Sciences	4 units
GE 400	Humanities	4 units
GE 500	Social Sciences	4 units
GE 600	Foreign Language	4 units



Common Core Courses

Course Number	Course Title	Units
AC 101	Accounting 1	4
AC 102	Accounting 2	4
AC 103	Accounting 3	4
AC 106	Managerial Accounting	4
AC 108	Payroll Accounting	4
AC 110	Computerized Accounting 1	4
AC 111	Computerized Accounting 2	4
AD 101	Auditing	4
BS 101	Introduction to Business	4
BS 102	Principles of Business Management	4
BS 103	Business Law 1	4
BS 104	Business Law 2	4
BS 110	Business Ethics	4
BS 111	Business Communication	4
BS 112	Business Plan	4
DB 101	Spread Sheet	4
DB 110	Data Base	4
EC 101	Introduction to Economics	4
TX 101	Principle of Taxation	4
WP 101	Word Processing 1	4
WP 102	Word Processing 2	4

Course Descriptions

Course Number	Course Title	Units
AC 101	Accounting 1	4 quarter units/40 clock hours
This class introduces the fundamentals of accounting and the accounting cycle, including journalizing, posting, and the preparation of work sheets, and all financial statements. Students also learn closing procedures.		
AC 102	Accounting 2	4 quarter units/40 clock hours
This class teaches students about special journals, handling cash receipts, cash payment, banking activities, and payroll concepts and procedures.		
AC 103	Accounting 3	4 quarter units/40 clock hours
This class teaches students combined journals, preparation of worksheets and complete accounting for merchandising businesses. Students are also taught accounting for bad debts, notes receivable and notes payable.		
AC 106	Managerial Accounting	4 quarter units/40 clock hours
This is an introduction to accounting for management planning, control, and decision making.		
AC 108	Payroll Accounting	4 quarter units/40 clock hours
This course explains the methods of calculating wages and salaries. Record keeping, government reports, deductions, and planning are all stressed.		
AC 110	Computerized Accounting 1	4 quarter units/40 clock hours
This class provides students with realistic accounting work to be completed on computers. This segment is designed to teach the student to apply the principles of the accounting cycle.		
AC 111	Computerized Accounting 2	4 quarter units/40 clock hours
This class continues with the automated accounting software, including accounts payable, accounts receivable, and payroll.		
AD 101	Auditing 1	4 quarter units/40 clock hours
This is an introduction to auditing and assurance services. This course covers the decision making process, research auditing standards and procedures with an emphasis upon ethics, legal liability, internal control, audit evidence, and testing. Students will also be given an introduction to statistical sampling and EDP auditing.		

- BS 101 Introduction to Business** 4 quarter units/40 clock hours
This course will introduce the students to the nature of different forms of business.
- BS 102 Principles of Business Management** 4 quarter units/40 clock hours
This class teaches students objectives of business, environmental forces affecting business, and social responsibility and ethics of business. In addition, students will learn about different business organizations (forms of ownership) and enterprise management.
- BS 103 Business Law 1** 4 quarter units/40 clock hours
This course teaches students different rules and laws that govern different forms of business.
- BS 104 Business Law 2** 4 quarter units/40 clock hours
This course is an analysis of the legal requirements of the formation, operation and financing of partnerships, corporations, and other business organizations.
- BS 110 Business Ethics** 4 quarter units/40 clock hours
This course is a study of the ethical principles of business management of personal and public life with special emphasis on current issues facing society.
- BS 111 Business Communication** 4 quarter units/40 clock hours
This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communication program. The various types of business communication media are also covered.
- BS 112 Business Plan** 4 quarter units/40 clock hours
This course teaches students the principles and techniques for developing a business plan.
- DB 101 Spreadsheet** 4 quarter units/40 clock hours
This program introduces electronic spreadsheet software. This application of the software package enables the students to apply the analytical process associated with programming solutions to business problems.
- DB 110 Database** 4 quarter units/40 clock hours
In this course students will familiarize themselves with database concepts and how to create and maintain a database. Students will also learn about different database software that is used.
- EC 101 Introductions to Economics** 4 quarter units/40 clock hours
This course teaches students a basic understanding of the economic system. The direct and indirect effects of structure, organization, and operation of our economy are covered, as well as the effects of inflation, taxation, jobs, role of money, business fluctuations, and production.
- TX 101 Principle of Taxation** 4 quarter units/40 clock hours
This course concentrates on the preparation of tax returns for personal and business needs.
- WP 101 Word Processing 1** 4 quarter units/40 clock hours
This course segment acquaints students with up-to-date word processing software, creating and saving a document, bold text, cutting and pasting, and other basic word processing procedures.
- WP 102 Word Processing 2** 4 quarter units/40 clock hours
This course segment continues with word processing software and emphasizes more advanced editing procedures.



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Admission Fees

Application Fees (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

Academic Courses	\$150
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Miscellaneous Fees

Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation Fee	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing	\$300



Estimated Charges per Quarter

Tuition (\$150 x 12 Quarter Units)	\$1,800
Books and Supplies (Estimate)	\$100
Cost per Quarter	\$1,950

Estimated Total Charges for Entire Program (8 Quarters)

Tuition (\$150 x 92 Quarter Units)	\$13,800
Books and Supplies (Estimate)	\$800
Others (Estimate)	\$520
Total Program Cost	\$15,120

Master of Business Administration

Mission

CTU Strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. CTU encourages students to advance knowledge, promote understanding, and serve our diverse humanity with the knowledge and competency.

Purpose

CTU's Master of business Administration (M.B.A.) program provides opportunities for the students to develop the knowledge, skills, and dispositions necessary to meet their personal and professional goals in the field of Business Administration. Graduates will receive an education that will reflect knowledge bases for professional preparation, collaboration with appropriate stakeholders, and alignment with national standards.

Objectives

The Master of Business Administration (M.B.A.) program provides students with a business core that offers a broad knowledge of business functions while emphasizing the global business environment.

- To develop an executive level perspective on economic systems and on the relationship between business and society
- To develop a global perspective on business operations
- To provide a foundation in concepts and applications of quantitative methods and information technology in the business setting
- To stimulate the students intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles

Admission Requirements

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

1. Graduate application for admission
2. \$100 non-refundable application fee
3. A bachelor's degree from an accredited four-year college or university which demonstrate a Cumulative GPA of 2.00 or higher on a 4.00 scale
4. Two letters of recommendation
5. Official university transcript showing a minimum cumulative GPA of 2.00 - Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the university directed by students or person other than the providing institution are not acceptable.
6. Proof of English proficiency for International Students (see below).

English Proficiency

Applicants whose primary language is not English must provide proof of English proficiency either through:

- TOEFL score of 45 or higher for IBT, 133 or higher for CBT, 450 or higher for PBT, taken within the past 2 years.
- IELTS Academic score of 4.5 or higher taken within the past 2 years.

International students who have not 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 and schedule, testing fees, and other details can be obtained from the respective websites:

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

Academics

Standard of Student Achievement and Graduation Requirements



Students must complete a minimum of 68 quarter units or 680 hours of the following coursework with a cumulative GPA average of 2.00 on a 4.0 scale:

- Complete 40 units of common core courses
- Complete 28 units of concentration courses
- Successfully complete the degree requirements within the time limit

Time Limit

The M.B.A. program must be completed within 3 years from the time the student commenced the first course. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

Common Core Courses

10 Courses – 40 Academic Units – 400 Academic Hours

Course Number	Course Title	Units
MA 625	Financial Accounting	4
MA 630	Managerial Accounting	4
MA 635	Statistics for Managerial Decision Making	4
MA 640	Applied Managerial Economics	4
MA 642	Organizational Behaviors	4
MA 647	Marketing Management and Strategies	4
MA 650	Managerial Communication Strategies	4
MA 651	Global Marketing	4
MA 655	Strategic Human Resources Management	4
MA 660	Executive Leadership	4
MA 664	Business Law	4
MA 665	Financial Analysis and Management	4
MA 668	Financial Risk Management	4
MA 670	Financial Investment and Practice	4
MA 672	International Financial Management	4
MA 675	International Business and Decision Making	4
MA 680	Operations Management	4
MA 682	Management Information System	4
MA 685	Business Entrepreneurship and New Venture Information	4
MA 703	Management of Innovation	4
MA 710	Business Cycles and Forecasting	4
MA 717	Research Methods in Business	4
MA 720	Business Plan	4
MA 730	Advanced E-commerce	4
MA 740	Small Business Management	4

MBA Concentration in Business and Management

CTU's MBA Concentration in Business and Management prepares students in the field of business and management. Students learn how to make more effective business decisions.

7 Courses – 28 Units – 280 Academic Hours

Course Number	Course Title	Units
MA 625	Financial Accounting	4
MA 630	Managerial Accounting	4
MA 635	Statistics for Managerial Decision Making	4
MA 640	Applied Managerial Economics	4
MA 642	Organizational Behavior	4
MA 647	Market Management and Strategies	4
MA 680	Operations Management	4
MA 682	Management Information System	4



MBA Concentration in Management Information System

CTU's MBA Concentration in Management Information System prepares students to manage business in information systems. Students learn how manage and evaluate technology investment, to be more effective and inform business decisions.

7 Courses – 28 Units – 280 Academic Hours

Course Number	Course Title	Units
MS 710	Software Concepts	4
MS 715	Information Systems Planning and Strategies	4
MS 716	Information Systems Project Management	4
MS 720	Data Communication and Networking	4
MS 722	Analysis, Modeling, and Design	4
MS 724	Web Development and Electronic Commerce	4
MS 726	Data Management	4
MS 730	Web Technologies and Innovations	4
MS 740	Control and Auditing Information Systems	4
MS 750	Research Seminar in Information Systems (Thesis)	4

Course Descriptions for MBA Core Courses

Course Number	Course Title	Units
MA 625	Financial Accounting	4 quarter units/40 clock hours
<p>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.</p>		
MA 630	Managerial Accounting	4 quarter units/40 clock hours
<p>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' reviews 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.</p>		
MA 635	Statistics for Managerial Decision Making	4 quarter units/40 clock hours
<p>This course introduces students to the role of applied statistics in business decision-making. Topics and concepts include probability, statistical inference, estimators, analysis of data generation, evaluation techniques, survey design, survey sampling, sample data analysis, dirty data, hypothesis, hypothesis testing for claims, rejecting claims, hypothesis testing for means and proportions, chi-squares, regressions, regression modeling, T-squares, and statistical methodology. Students learn skills for work-life situations that deal with uncertainty, assertions, and quality assurance. Students gain confidence for smart decisions, linking variables together such as revenues to customers and products. This course connects the means to measure, ways to minimize variations and ensure consistency. Students will also use the excel program for statistical data analysis and SSPS software statistics program for business.</p>		
MA 640	Applied Managerial Economics	4 quarter units/40 clock hours
<p>This course provides instructions in the application of microeconomics and macroeconomics theories to managerial decisions and planning such as the economic theory, price theory, and theory of exchange. 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. Also, students will also learn quantitative techniques using statistics that includes basic calculus, correlations, and regression analysis. Overall, the students will explore firm and country-level economic factors that impact business decisions.</p>		
MA 642	Organizational Behavior	4 quarter units/40 clock hours
<p>This course will review how organizations function, have impacted people, and how people in organizations behavior 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. Therefore, this course will enhance students' ability to understand, explain and predict human behavior within organizations which are rare and valuable skills as a top-level executive. 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.</p>		
MA 647	Marketing Management and Strategies	4 quarter units/40 clock hours
<p>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, with the emphasis on consumer satisfaction in the areas of finance, operations, and management. The course 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.</p>		
MA 650	Managerial Communication Strategies	4 quarter units/40 clock hours
<p>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. This course looks at strategic communication process and the communication tactics for differing channels and contexts. Students will 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.</p>		

- MA 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.
- MA 655 Strategic Human Resources 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.
- MA 660 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. Having a clear-cut IT strategy is key establishing a competitive advantage over any competition. It can be the difference maker between a business' success and its failure. There are several different types of executive leadership, including servant leadership, authentic leadership, and paternalistic leadership. Characteristics of strong executive leaders 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. To do so, executive leaders will use processes such as company and individual employee performance measurement and risk assessment/analysis. Other leadership traits such as empathy, willingness to collaborate and the ability to listen are especially valuable to successful executive leaders.
- MA 664 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. 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.
- MA 665 Financial Analysis and Management 4 quarter units/40 clock hours**
 This course develops and uses tools of financial analysis to evaluate the performance and assess the value of companies in an industry context. This course covers various valuation approaches and financial analysis needed for project and enterprise valuation. Students will understand the theory and apply techniques in corporate finance and valuation, develop your analytical skills and communication strategies for discussing financial analysis and valuation, the big picture of valuation, understanding how things fit together and exposure to the language of financial analysis and valuation.
- MA 668 Financial Risk Management 4 quarter units/40 clock hours**
 This course will examine the measurement and management of foreign exchange, interest rates, equity and commodity risk assessment models, implementation strategies, risk management, and capital allocation will be covered. This class will provide students with an introduction to financial derivatives. Students will review the financial derivatives are assets, which derive their value from other assets. This will include options, futures, and swaps and other examples of derivatives. In this class, we will discuss the characteristics and uses of these assets.
- MA 670 Financial Investment and Practice 4 quarter units/40 clock hours**
 This course will focus on applications of financial theory to investments. This course will explore topics of portfolio optimization and asset pricing theories, as well as their applications to problems in contemporary financial practice. This course also explores the application of various financial instruments in investment management and introduces the basic techniques of portfolio evaluation.
- MA 672 International Financial Management 4 quarter units/40 clock hours**
 This course will examine three key issues in international finance and 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.

- MA 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.
- MA 680 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.
- MA 682 Management Information System 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.
- MA 685 Business Entrepreneurship and New Venture 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.
- MA 686 Entrepreneurship: Venture Capital and Enterprise Development 4 quarter units/40 clock hours**
 This course will go over the standard techniques of venture capital financing for high-risk, high-growth and entrepreneurial startups, as well as early-stage companies. Then, examine in more detail relatively new and unique financing practices from both a venture investor's and an entrepreneur's perspective. Students will learn effective strategies for blending traditional financial and management theories with current venture-investing practices, particularly in the Silicon Valley, the world's leading source of venture capital sourcing. Students will brainstorm and work in teams to select an idea that they believe will be the team's new venture proposal for which a comprehensive Start Pitch will be prepared and presented in class. After, completing this class students will have a new perspective on entrepreneurship and venture financing, have learned venture capital financing techniques from a traditional standpoint, as well as current venture capital practices in Silicon Valley, have an understanding of the importance of the planning process and learn how to develop, write and present an effective business plan for a new venture while developing the business plan.
- MA 703 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.
- MA 704 Advanced Management of Innovation 4 quarter units/40 clock hours**
 This course will focus on the review of the principles of innovation and innovation management, the new phrases of innovation and managing innovation in the workplace. This course will likewise examine various case studies for practical understanding, and the issues related to management and innovation. Students will discuss entrepreneurial creativity and innovation, generate ideas and innovate, learn new trends in entrepreneurship, risk-taking, and disruptive innovation, learn about innovation and how to overcome barriers, and describe different innovation strategies.
- MA 710 Business Cycles and Forecasting 4 quarter units/40 clock hours**
 This course examines the business cycle and techniques for forecasting fluctuations. This course will look at the gain hands-on exposure to specific business forecasting techniques and learn how to apply them to limit the range of uncertainty in management decision-making. Students will use the decomposition of time series into trend, seasonal, cyclical, and irregular components using various time series models including Deterministic Trend Model, Exponential Smoothing Models, Box-Jenkins Models, and Unobservable Components Models. Students will also

MBA Concentration in Business and Management

Course Number	Course Title	Units
MA 625	Financial Accounting	4 quarter units/40 clock hours
<p>This course addresses understanding of accounting procedures and judgments underlying corporate financial statements, the ability to read and analyze these statements, make inferences about financial health, likelihood of success, and other important attributes of various business entities are included.</p>		
MA 630	Managerial Accounting	4 quarter units/40 clock hours
<p>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' reviews 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.</p>		
MA 635	Statistics for Managerial Decision Making	4 quarter units/40 clock hours
<p>This course introduces students to the role of applied statistics in business decision-making. Topics and concepts include probability, statistical inference, estimators, analysis of data generation, evaluation techniques, survey design, survey sampling, sample data analysis, dirty data, hypothesis, hypothesis testing for claims, rejecting claims, hypothesis testing for means and proportions, chi-squares, regressions, regression modeling, T-squares, and statistical methodology. Students learn skills for work-life situations that deal with uncertainty, assertions, and quality assurance. Students gain confidence for smart decisions, linking variables together such as revenues to customers and products. This course connects the means to measure, ways to minimize variations and ensure consistency. Students will also use the excel program for statistical data analysis and SSPS software statistics program for business.</p>		
MA 640	Applied Managerial Economics	4 quarter units/40 clock hours
<p>This course provides instructions in the application of microeconomics and macroeconomics theories to managerial decisions and planning such as the economic theory, price theory, and theory of exchange. 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. Also, students will also learn quantitative techniques using statistics that includes basic calculus, correlations, and regression analysis. Overall, the students will explore firm and country-level economic factors that impact business decisions.</p>		
MA 642	Organizational Behavior	4 quarter units/40 clock hours
<p>This course will review how organizations function, have impacted people, and how people in organizations behavior 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. Therefore, this course will enhance students' ability to understand, explain and predict human behavior within organizations which are rare and valuable skills as a top-level executive. 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.</p>		
MA 647	Marketing Management and Strategies	4 quarter units/40 clock hours
<p>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, with the emphasis on consumer satisfaction in the areas of finance, operations, and management. The course 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.</p>		
MA 680	Operations Management	4 quarter units/40 clock hours
<p>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.</p>		
MA 682	Management Information System	4 quarter units/40 clock hours
<p>This course addresses information as an organizational resource, decision-making frameworks, transaction processing systems, office automation,</p>		

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.

MBA Concentration in Management Information System

Course Number	Course Title	Units
MS 710	Software Concepts	4 quarter units/40 clock hours
<p>This course provides students with knowledge and exposure to software development metrics and project management concepts. This course introduces students to business application software and the fundamentals of the computer hardware. The concepts reviewed in this course are database development, graphics, word processing, spread-sheeting, photo-editing, digital imaging, windows, operating system, internet, computer security, and website development software. Students will be able to understand the capabilities of being computer literate in our technological age.</p>		
MS 715	Information Systems Planning and Strategies	4 quarter units/40 clock hours
<p>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.</p>		
MS 716	Information Systems Project Management	4 quarter units/40 clock hours
<p>This course includes project management terms, concepts, techniques, and tools that are explored in this course. The topics reviewed in this course are that of integration, scope, time, cost, quality, human resources, communication, risk, and procurement management are discussed. This course will focus on the business leaders and technology managers of today with an understanding of methods used for scheduling, budgeting, and completing projects. This class will examine the role of the project manager and how important techniques are used for controlling costs, performance parameters, schedules, best practice, benchmarking, project planning, execution and control, communications, business requirements, software applications, hardware applications, and systems development.</p>		
MS 720	Data Communication and Networking	4 quarter units/40 clock hours
<p>This course provides an introduction to data communications and networking concepts, addressing both technical and business aspects of data communications and computer networks in modern organizations. Students develop a conceptual understanding and appreciation of practical networking applications in business.</p>		
MS 722	Analysis, Modeling and Design	4 quarter units/40 clock hours
<p>This course introduces the various tools and techniques for systems analysis, modeling and design, change management concepts, and processes presented within the context of a systems development projects. Management and organizational aspects related to information technology projects are discussed throughout the course. This course prepares the student to become a systems analyst, or a well-informed user of business information systems.</p>		
MS 724	Web Development and Electronic Commerce	4 quarter units/40 clock hours
<p>This course provides students with various web development tools like e-commerce concepts and its software.</p>		
MS 726	Data Management	4 quarter units/40 clock hours
<p>This course provides students the knowledge and skills to manage an organization's data in ways that will streamline processes and increase profits. They gain the tools necessary to design, implement, and manage the various data systems that can affect decision-making strategies at businesses and corporations.</p>		
MS 730	Web Technologies and Innovation	4 quarter units/40 clock hours
<p>This course is an overview of the modern Web technologies used for the Web development. The purpose of this course is to give the basic understanding of how things work in the Web world from the technology and business point of view as well as to give the basic overview of the different technologies. The topics include (although in some cases briefly). History of the Web, Hypertext Markup Language (HTML), Extensible HTML (XHTML), Cascading Style Sheets (CSS), and a JavaScript. Through the study of web technologies and design students in this class will be prepared to develop and learn to make informed decisions and apply to the field of information technology in business. Students will understand and use technological systems, select and use applications effectively and productively, troubleshoot systems and applications, and transfer current knowledge to learning of new technologies.</p>		
MS 740	Control and Auditing Systems	4 quarter units/40 clock hours
<p>This class provides students with accounting and technology required to properly inform and execute management decisions in areas of IT assurance, information security, IT governance, and IT risk management.</p>		
MS 750	Research Seminar in Information Systems (Thesis)	4 quarter units/40 clock hours
<p>This course pursues advanced research in special area of interest and competency with opportunities for independent study, field research, or other special assignments.</p>		

Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Registration Fees

Application Fee (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

Academic Courses	\$200
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Miscellaneous Fees

Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing	\$300

Estimated Charges per Quarter

Tuition (\$200 x 8 quarter units)	\$1, 600
Books and Supplies (Estimate)	\$ 100
Cost per Quarter	\$1, 700

Estimated Total Charges for Entire Program

Tuition (\$200 x 68 Quarter Units)	\$13, 600
Books and Supplies (Estimate)	\$800
Others (Estimate)	\$520
Total Program Cost	\$14, 920



Bachelor of Business Administration

Purpose

CTU's Bachelor of Business Administration (B.B.A) program emphasizes study of business administration and quality sports concentration education with business management such as golf, martial arts, beauty and hair, real estate, and art. Completion of the B.B.A requirements ensures students will comprehend the relationships among marketing, qualitative theory, accountancy, economic principles and financial, human and organizational management. This course gives students the fundamental education for career opportunities and advancement in business.

Objectives

The Bachelor of Business Administration shares the objectives of

- Graduates will have an intimate knowledge and practical skills in modern techniques of management practice that can be implemented in organizations so that those graduates may step into positions of responsibility in any organization setting.
- Graduates will have a clear understanding of ethical and behavioral concerns that managers face in the workplace to encourage respect for the individual and the environment.
- Graduates will acquire hands-on experience in using a computer as an analytical and management tool.

Admission Requirements

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

6. Bachelor degree application for admission
7. \$100 non-refundable application fee
8. A copy of the applicant's high school diploma or G. E. D. certificate
9. Official high school transcript showing a minimum cumulative GPA of 2.00 - Requested and/or required official transcripts from other institutions must be sent directly to the admission office. Transcripts delivered to the university directed by students or person other than the providing institution are not acceptable.
10. Proof of English proficiency for international students (see below)

English Proficiency

Applicants whose primary language is not English must provide proof of English proficiency either through:

- TOEFL score of 45 or higher for IBT, 133 or higher for CBT, 450 or higher for PBT, taken within the past 2 years.
- IELTS Academic score of 4.5 or higher taken within the past 2 years.

International students who have not 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 and schedule, testing fees, and other details can be obtained from the respective websites:

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

Academic

Standard of Student Achievement and Graduation Requirements



Students must complete a minimum of 92 quarter units or 920 hours of the following coursework or The Bachelor of Business Administration (B.B.A.) degree is conferred upon completion of a minimum of 180 quarter units. The 180 quarter units shall be composed of 45 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirement can be summarized as follows:

- Complete 60 units of general education courses.
- Complete 72 units of common core courses.
- Complete 48 units of concentration courses.
- Successfully complete the degree requirements within the time limit.

Time Limit

The B.B.A. program must be completed within 4 years from the time the student commenced the first course. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

General Education Courses

15 Courses – 60 Academic Units – 600 Academic Hours

Complete 60 units of general education courses in the following fields:

Course Number	Course Title	Units
GE 100	English	12 units
GE 200	Mathematics	12 units
GE 300	Natural Sciences	12 units
GE 400	Humanities	8 units
GE 500	Social Sciences	8 units
GE 600	Foreign Language	8 units



Common Core Courses

18 Courses – 72 Academic Units – 720 Academic Hours

Course Number	Course Title	Units
AC 101	Accounting 1	4
AC 102	Accounting 2	4
BS 101	Introduction to Business	4
BS 102	Principles of Business Management	4
BS 103	Business Law 1	4
BS 120	Introductions to Sales and Marketing	4
BS 225	Business Systems and Procedures	4
BS 210	Human Resource Management	4
BS 240	International Business	4
BS 310	Internet Business Models and Strategies	4
BS 325	Entrepreneurial Leadership	4
BS 335	Internet Sales and Marketing	4
BS 375	New Venture Creation	4
BS 415	Organizational Theory and Development	4
CS 300	Managing Information System	4
TX 101	Principle of Taxation	4
BS 455	E- Business Systems Development	4
BS 440	Business Forecasting and Simulation	4
BS 470	Investment and Practice	4
CS 315	E- Commerce Management	4
BS 465	Small Business Management	4
BS 110	Business Ethics	4
BS 112	Business Plans	4
BS 375	New Venture Creation	4
BS 227	Business, Government and Society	4
BS 340	Financial Management	4

Concentration in Business and Management

CTU's B.B.A. Concentration in Business and Management prepares students in the field of business and management. 12 courses, 48 units

Course Number	Course Title	Units
BA 345	Labor Relations	4
BA430	Competitive Strategies	4
BA210	Human Resource Management	4
BA470	Investment and Practice	4
BA325	Entrepreneurial Leadership	4
BA 343	Operations Management	4
BA 340	Financial Management	4
BA 400	Advanced Financial Management	4
BA 230	Business Statistics	4
BA 450	Advertising Management	4
BA 463	Research in Management	4
BA 125	Global Marketing	4

Concentration in Golf Management

CTU's B.B.A. Concentration in Golf Management prepares students to manage business in the sport of golfing.

12 Courses, 48 units

Course Number	Course Title	Units
GF 101	Introduction to golfing	4
GF 110	History of Golfing	4
GF112	Golf Rules and Etiquette	4
GF 115	Golf Coaching	4
GF 118	Golf Tournament Management	4
GF 120	Golf Motion Analysis	4
GF 125	Techniques of Golfing 1	4
GF 130	Special Issues in Golfing 1	4
GF 131	Special Issues in Golfing 2	4
GF 132	Special Issues in Golfing 3	4
GF 140	Research in Golfing	4
GF 150	Internship	4

Concentration in Martial Arts

Tae Kwon do, Hapkido, Kung Fu, HRD, MA Dance

CTU's B.B.A. Concentration in Martial Arts prepares students to manage business in the sport of Martial Arts.

12 Courses, 48 Units

Course Number	Course Title	Units
MR 101	Introduction to Martial Arts	4
MR 110	History of Martial Arts	4
MR 112	Martial Rules and Etiquette	4
MR 115	Martial Arts Coaching	4
MR 118	Martial Arts Tournament Management	4
MA120	Martial Arts Motion Analysis	4
MA 125	Techniques of Martial Arts 1	4
MA 130	Special Issues in Martial Arts 1	4
MA 131	Special Issues in Martial Arts 2	4
MA 132	Special Issues in Martial Arts 3	4
MA 140	Research in Martial Arts	4
MA 150	Internship	4

Concentration in Beauty and Hair

CTU's B.B.A. Concentration in Beauty and Hair prepares students to develop contemporary, relevant, and technical excellence in Beauty and Hair.

12 Courses, 48 units

Course Number	Course Title	Units
BH 101	Business Manners	4
BH 102	Basic Physiology and Anatomy	4
BH 103	Facial Treatments	4
BH 104	Make-up Techniques	4
BH 105	Hair Cut	4
BH 106	Beauty Color & Illustration	4
BH 107	Cosmetology	4
BH 108	Public Health & Hygiene Regulation	4
BH 109	Foot Health Care	4
BH 110	Nail Art	4
BH 111	Hair Coloring	4
BH 112	Field Training	4

Concentration in Real Estate

CTU's B.B.A. Concentration in Real Estate prepares students to expand their planning and analytical skills required for real estate development.

12 Courses, 48 units

Course Number	Course Title	Units
RE 350	Real Estate Law	4
RE 355	International Financial Management	4
RE 360	Real Estate Finance	4
RE 365	Real Estate Investment	4
RE 370	Land Use Management	4
RE 375	Land Use Planning and Controls	4
RE 380	Financial Reporting 1	4
RE 385	Real Estate Law 2	4
RE 390	Construction Law	4
RE 395	Principles of Statistics	4
RE 400	Urban and Regional Economics	4
RE 405	Geographic Information Systems	4

Concentration in Art

CTU's B.B.A. Concentration in Art prepares students to develop professional skills in art and broaden expectations of the specific area of art profession or art field.

12 Courses, 48 units

Course Number	Course Title	Units
FA 300	Art Fundamentals	4
FA 305	Foundation Drawing	4
FA 310	Sketching for Design	4
FA 315	Rendering	4
FA 320	Painting	4
FA 325	Two Dimensional Design	4
FA 330	Three Dimensional Design	4
FA 335	Special Issues in Art	4
FA 340	Special Issues in Art	4
FA 345	Special Issues in Art	4
FA 350	Computer Assisted Drawing and Painting	4
FA 355	Art History Since 1945	4



Common Core Course Descriptions

Course Number	Course Title	Units
AC 101	Accounting 1	4 quarter units/40 clock hours
This class introduces the fundamentals of accounting and the accounting cycle, including journalizing, posting, and the preparation of work-sheets, and all financial statements. Students also learn closing procedures.		
AC 102	Accounting 2	4 quarter units/40 clock hours
This class teaches students about special journals, handling cash receipts, cash payment, banking activities and payroll concepts and procedures.		
BS 101	Introduction to Business	4 quarter units/40 clock hours
This course introduces the students to the nature of different forms of business.		
BS 102	Principles of Business Management	4 quarter units/40 clock hours
This class teaches students objectives of business, environmental forces affecting business, and social responsibility and ethics of business. In addition, students learn about different business organizations (forms of ownership) and enterprise management.		
BS 103	Business Law 1	4 quarter units/40 clock hours
This course teaches students different rules and laws that govern different forms of business.		
BS 120	Introduction to Sales and Marketing	4 quarter units/40 clock hours
This course is a study on effective methods for marketing products and services. Advertising techniques and Direct Mail are discussed. Consumer profile, organizational principles and demographics are presented as components of market research and analysis.		
BS 225	Business Systems and Procedures	4 quarter units/40 clock hours
This course discusses the importance of planning, organizational duties and responsibilities, the importance of office policies and procedures, and time management.		
BS 210	Human Resource Management	4 quarter units/40 clock hours
This course introduces students to personnel law, administration, and selection, productivity reviews, incentives, etc.		
BS 240	International Business	4 quarter units/40 clock hours
This course focuses on how the global economic, political, and cultural environment affects domestic and international business, international operations and dependency, and public policy decisions.		
BS 310	Internet Business Models and Strategies	4 quarter units/40 clock hours
This course addresses the impact of the internet on business performance through theory and case studies. Included will be information on internet start-ups, the challenges faced by bricks-and-mortar firms, and the worth of start-ups.		
BS 325	Entrepreneurial Leadership	4 quarter units/40 clock hours
The study of successful leaders and their companies are covered in this course. Topics of goal setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities are also included.		
BS 335	Internet Sales and Marketing	4 quarter units/40 clock hours
This course emphasizes the importance of ecommerce, technology, social issues, and legal issues as applied to sales and marketing. Additional topics include security, encryption, payment systems, marketing communications, web retailing, online service industries, supply chain management, and collaborative commerce.		
BS 375	New Venture Creation	4 quarter units/40 clock hours
This course provides research and information concerning the entrepreneurial process. The topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plans will be covered.		
BS 415	Organizational Theory and Development	4 quarter units/40 clock hours
This course examines the field of organizational development and provides background in theory and application. It also includes the topics of the history of the organizational development theory, models for organizational structure and change, and advances in organizational the theory.		
CS 300	Managing Information System	4 quarter units/40 clock hours
This course focuses on the information system which supports business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategy role, and the organizational and management changes driving electronic commerce, electronic business and emerging digital firms.		

TX 101	Principles of Taxation	4 quarter units/40 clock hours
This course concentrates on the preparation of tax returns for personal and business needs.		
BS 455	E-Business Systems Development	4 quarter units/40 clock hours
This course examines the application of economic theories and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, and interactions between firms and the marketplace.		
BS 440	Business Forecasting and Simulation	4 quarter units/40 clock hours
This course examines the application of economic theories and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, and interactions between firms and the marketplace.		
BS 470	Investment and Practice	4 quarter units/40 clock hours
This class utilizes theory in the broadest sense and shows where it succeeds and fails in practice.		
CS 315	E-Commerce Management	4 quarter units/40 clock hours
This course provides the theory and practice of conducting business over the internet and the worldwide web. It integrates concepts from economics, organizational strategy, and entrepreneurship to web design.		
BS 465	Small Business Management	4 quarter units/40 clock hours
This course provides students with the education and tools necessary to start and operate a self managed business. The focus is placed on how to research and develop a selected business opportunity.		
BS 110	Business Ethics	4 quarter units/40 clock hours
This course is a study of the ethical principles of business, managing personal and public life with special emphasis on current issues facing society.		
BS 112	Business Plans	4 quarter units/40 clock hour
Principles and techniques for developing a business plan are covered.		
BS 375	New Venture Creation	4 quarter units/40 clock hours
This course provides research and information concerning the entrepreneurial process. The topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plans are included.		
BS 227	Business, Government, and Society	4 quarter units/40 clock hours
This course educates students about the relationship between government and the business system, the impact of foreign investment and free trade, consumerism and environmental protection.		
BS 340	Financial Management	4 quarter units/40 clock hours
This is an introduction to finance and its importance and relevance. Financial environment and financial objectives, financial statements, cash flow, taxes, risk, rates of return, time value of money, bonds, stocks, and capital will be discussed.		

Concentration in Business and Administration

Course Number	Course Title	Units
BS 125	Global Marketing	4 quarter units/40 clock hours
This course provides an overview of various issues involved in global marketing. It introduces an analytical approach to strategic marketing problems facing a business competing in the global market.		
BS 210	Human Resource Management	4 quarter units/40 clock hours
This course introduces students to personnel law, benefit administration and selection, productivity reviews and incentives, etc.		
BS 230	Business Statistics	4 quarter units/40 clock hours
This is an introductory course to the relationship of business and statistics. Statistical methods and hypothesis will be discussed. Major topics include mean, median, mode, random variable, binomial probabilities and confidence limits.		
BS 325	Entrepreneurial Leadership	4 quarter units/40 clock hours
The study of successful leaders and their companies will be covered to teach students the techniques to move a company from mediocrity to greatness. Also, goal setting, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.		
BS 340	Financial Management	4 quarter units/40 clock hours
This is an introduction to finance and its importance and relevance. Financial environments, financial objectives, financial statement, cash flow, taxes, risk, bonds, stocks, etc. are covered.		
BS 343	Operations Management	4 quarter units/40 clock hours
This course addresses the management of operations in manufacturing and service organizations. Diverse activities, such as determining the size and type of production process, purchasing the appropriate raw materials, planning and scheduling the flow of materials, and the nature and content of inventories, and deciding on production hardware are discussed.		
BS 345	Labor Relations	4 quarter units/40 clock hours
This course introduces the basic concepts of employee relations and satisfaction based upon company policy and legal regulations. Topics include compensation, benefits, OSHA requirements, unionization and collective bargaining, and ethical issues.		
BS 400	Advanced Financial Management	4 quarter units/40 clock hours
This is a continuation course of finance management and includes topics such as capital budgeting, capital structure and leverage, distributions, dividends, current asset management and financing, hybrid financing, mergers, LBOs, and holding companies.		
BS 430	Competitive Strategies	4 quarter units/40 clock hours
This course addresses the complex future faced by existing businesses. Topics of strategic and organizational issues, restructuring, mergers and acquisitions, technological changes, strategic alliances, and the challenges of creating and serving markets around the world are covered.		
BS 450	Advertising Management	4 quarter units/40 clock hours
This course aims at skill as well as perspective building for students in the field of advertising management. It seeks to deliver skills for managing advertising businesses by combining theoretical learning in the field of communications with the right blend of management education.		
BS 463	Research in Management	4 quarter units/40 clock hours
This course provides students with a structured introduction to the theory and practice of main focus of the course is on generic management, organizational and business research skills.		
BS 470	Investment and Practice	4 quarter units/40 clock hours
This class utilizes theory in the broadest sense and shows where it succeeds and fails in practice.		

Concentration in Golf Management

Course Number	Course Title	Units
GF 101	Introduction to Golf	4 quarter units/40 clock hours
This course provides students with the fundamental understanding of golf. It also covers the various aspects of golf, such as principles, theories, philosophies, rounding talks, rules and regulations, tournament hosting and management.		
GF 110	History of Golf	4 quarter units/40 clock hours
This course discussed in detail the history of golf: the origins and how it became popular sports in the world.		
GF 112	Golf Rules and Etiquette	4 quarter units/40 clock hours
This course introduces students to the overall rules and etiquettes of golf that are applies to the game in order to make it safer and minimize possible injury.		
GF 115	Golf Coaching	4 quarter units/40 clock hours
This course offers fundamental and effective techniques of teaching. This course concentrates in swing, short game like pitching, chipping, putting, sand play and mental preparation.		
GF 118	Golf Tournament Management	4 quarter units/40 clock hours
This course provides students with the knowledge of managing golf tournaments.		
GF 120	Golf Motion Analysis	4 quarter units/40 clock hours
This is a tendency for golfers to develop motor patterns around physical limitations. In this course diagnostic cures for these issues are covered.		
GF 125	Techniques of Golfing 1	4 quarter units/40 clock hours
This class is an extension of GF 115 and offers further fundamental, effective, and sophisticated techniques of golf.		
GF 130	Special Issues in Golfing 1	4 quarter units/40 clock hours
This course addresses selected current issues in golfing. Important topics in the area of golf management and golfing techniques are covered.		
GF 131	Special Issues in Golfing 2	4 quarter units/40 clock hours
This course discusses further selected current issues in golfing.		
GF 132	Special Issues in Golfing 3	4 quarter units/40 clock hours
This course addresses the most selected current issues in golfing.		
GF 140	Research in Golfing	4 quarter units/40 clock hours
This course pursues special areas of interest and competency, opportunities for independent study, field research, or other special assignments.		
GF 150	Internship	4 quarter units/40 clock hours
This course provides students with an opportunity to gain practical experience in the specific areas of golf management. It may be arranged at the initiative of the student or the faculty member. Seminars, participation, and reports are required.		

Concentration in Martial Arts

Course Number	Course Title	Units
MR 101	Introduction to Martial Arts	4 quarter units/40 clock hours
This course introduces students to the basic understanding of Martial Arts. It concentrates on the principles, theories, and philosophies related to Martial Arts.		
MR 110	History of Martial Arts	4 quarter units/40 clock hours
This course explores the origin and history of various Martial Arts.		
MR 112	Martial Rules and Etiquette	4 quarter units/40 clock hours
This course introduces students to the overall rules and etiquette of martial arts with concentration on issues of safety and managing injuries from participation in Martial Arts.		
MR 115	Martial Arts Coaching	4 quarter units/40 clock hours
This course introduces students to the profession of athletic coaching in Martial Arts. This course focuses on major sophisticated coaching theories, methods, practices, martial arts strategies and approaches that apply to many martial arts disciplines.		
MR 118	Martial Arts Tournament Management	4 quarter units/40 clock hours
This course deals with the fundamental principles of effectively organizing and running a martial arts tournament. This course covers overall knowledge and skills required in martial arts tournaments.		
MR 120	Martial Arts Motion Analysis	4 quarter units/40 clock hours
This course provides students with the opportunity to learn the skills and methods needed to analyze and evaluate specific motions in Martial Arts.		
MR 125	Techniques of Martial Arts 1	4 quarter units/40 clock hours
This course provides students with various techniques of Martial arts, such as Hand technique, basic stance, basic kicks, high kicks, combi- nation kicks, self defense, sparring, and wood breaking.		
MR 130	Special Issues in Martial Arts 1	4 quarter units/40 clock hours
This course addresses selected current issues in martial arts.		
MR 131	Special Issues in Martial Arts 2	4 quarter units/40 clock hours
This course addresses further selected current issues in martial arts.		
MR 132	Special Issues in Martial Arts 3	4 quarter units/40 clock hours
This course addresses selected sophisticated issues in martial arts. The topics of coaching, rules and etiquette, tournament management, and techniques of martial arts are included.		
MR 140	Research in Martial Arts	4 quarter units/40 clock hours
This course pursues special areas of interest and competency, opportunity for independent study, field research or other special assignments.		
MR 150	Internship	4 quarter units/40 clock hours
This course provides students with an opportunity to gain practical experience in specific areas of martial arts. It may be arranged at the initiative of the student or the faculty member.		

Concentration in Beauty and Hair

Course Number	Course Title	Units
BH 101	Business Manners	4 quarter units/40 clock hours
This class offers students an opportunity to learn the fundamentals of establishing and maintaining a successful business enterprise, with an emphasis on customer relations, marketing, advertising and client services through best-practices concepts that incorporate both effective and legal means in which to maintain a successful business.		
BH 102	Basic Physiology and Anatomy	4 quarter units/40 clock hours
This course provides students with fundamentals of human physiology and anatomy, such as structure and function of tissues, organs and organ systems necessary for beauty and hair.		
BH 103	Facial Treatments	4 quarter units/40 clock hours
This class introduces techniques and theories of various facial treatments which are the core procedures for skin care.		
BH 104	Make-up Techniques	4 quarter units/40 clock hours
Students are instructed in the following areas: fundamental beauty make-up theories and techniques, facial features and shapes, skin enhancing, eye, eyelash, and eyebrow definition and tint, lip color, shapes, and correction, make-up techniques.		
BH 105	Hair Cut	4 quarter units/40 clock hours
This course provides students with the very best fundamental techniques, perfect lines, graduation, layering and their combinations.		
BH 106	Beauty Color & Illustration	4 quarter units/40 clock hours
This class introduces students to color chart theory, total, partial and combination color techniques through demonstrations and daily hands on work sessions so that students learn the basic color theories, selecting colors, and color tone application techniques.		
BH 107	Cosmetology	4 quarter units/40 clock hours
Students will be given a clear understanding of the effects of the major ingredients of skin care products on the skin. This training will enable them to determine the appropriateness of any product, for a specific application, based on the ingredient list stated on the product container.		
BH 108	Public Health & Hygiene Regulation	4 quarter units/40 clock hours
Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes to aid in the prevention of disease.		
BH 109	Foot Health Care	4 quarter units/40 clock hours
This course provides students with a complete grounding in foot anatomy, care and diagnosis.		
BH 110	Nail Art	4 quarter units/40 clock hours
This course introduces students to basic nail art skills in order to manage healthy and beautiful nails.		
BH 111	Hair Coloring	4 quarter units/40 clock hours
This course covers innovative selecting and application techniques and gives guidance on effective color choice and correct mixing.		
BH 112	Field Training	4 quarter units/40 clock hours
Student are required to carry out virtually all the duties that are generally performed in a private practice, from providing services and procedures on clients to schedule appointments and housekeeping duties, all under the supervision of a Director in each skin care clinic or beauty shop.		

Concentration in Real Estate

Course Number	Course Title	Units
RE 350	Real Estate Law 1	4 quarter units/40 clock hours
This course introduces students to law of real property transfers, deeds, leases, title insurance, escrows, land contracts, foreclosures, recordings, etc. Students learn a law as it affects brokers and salesmen.		
RE 355	International Financial Management	4 quarter units/40 clock hours
This course studies the management of the financial resources of the multinational firm. It also discusses the basic differences of an international operation from domestic financial management. Topics include international financial markets, evaluating foreign investment opportunities, theories, and practices of financing multinational operations.		
RE 360	Real Estate Finance	4 quarter units/40 clock hours
This class addresses the sources of funds, procedures for making and servicing loans, economic aspects of real estate financing, laws relating to ownership, zoning and transfer of real property.		
RE 365	Real Estate Investment	4 quarter units/40 clock hours
This class introduces process and techniques of analyzing real property as an investment medium. Effects of market conditions and government policies upon real estate investment also will be covered.		
RE 370	Land Use Management	4 quarter units/40 clock hours
This is an introduction to planning implementation and evaluation of land use in both urban and non-urban contexts. Emphasis will be put on sustainable use with a constraints related to individual resources as well as energy. Constraints related to individual property rights and distribution of wealth will be treated.		
RE 375	Land Use Planning and Controls	4 quarter units/40 clock hours
This course addresses the theories and methods of urban land use, planning, and controls, including the rational planning process, comprehensive, functional and neighborhood plans.		
RE 380	Financial Reporting 1	4 quarter units/40 clock hours
This course studies the current accounting objectives, principles, theories, and practice in the preparation, interpretation, and analysis of general purpose financial statements for external users, as established by the Financial Accounting Standards Board and predecessor organizations.		
RE 385	Real Estate Law 2	4 quarter units/40 clock hours
This is a continuation course of real estate law and includes topics such as legal environment of real estate, land use regulation, eminent domain, growth controls, impact fees, and other regulation of the use of real estate.		
RE 390	Construction Law	4 quarter units/40 clock hours
This course focuses on the legal and ethical environment of basic construction law concepts in the U.S.A. Topics include the legal aspects of engineering and construction contracts and specifications, contract formation, interpretation, rights and duties, and changes, legal liabilities and professional ethics of architects, engineers, and contractors, etc.		
RE 395	Principles of Statistics	4 quarter units/40 clock hours
This course addresses advanced statistical techniques, including multiple regression, the cross-sectional time series model, analysis of variance, and non-parametric statistics.		
RE 400	Urban and Regional Economics	4 quarter units/40 clock hours
This course provides students with analysis of the structure and functioning of economic activities in urban and non-urban areas, including location and growth of cities and regions, inter and intra-metropolitan distribution of firms and residences, operation of land markets, planning local public services, and urban fiscal problems.		
RE 405	Geographic Information Systems	4 quarter units/40 clock hours
This class utilizes survey of computer-based techniques in the storage, retrieval, analysis, and representation of spatially referenced data. It concentrates on the application of GIS technology to geologic problems such as natural hazard mapping, surface runoff and erosion, and environmental impact assessment.		

Concentration in Art

Course Number	Course Title	Units
FA 300	Art Fundamentals	4 quarter units/40 clock hours
This course provides students with a general art appreciation survey that offers a broad introduction to works of art through the study of theory, terminology, themes, design principles, media and the history of the visual arts across time and diverse cultures.		
FA 305	Foundation Drawing	4 quarter units/40 clock hours
This course addresses theories of and techniques in drawing with pencil, pen, brush, charcoal, pastel and experimental drawing media leading to acute observation of form and to its expressive representation through line, tone and shape organization.		
FA 310	Sketching for Design	4 quarter units/40 clock hours
This course introduces students to quick sketching techniques for beginning design and illustration students utilizing a variety of media including pencil, pen, markers and a variety of papers. Developing visual communication skills for advertising, graphics, illustration, jewelry, product and interior design are emphasized.		
FA 315	Rendering	4 quarter units/40 clock hours
This course offers graphic visualization for convincing representation emphasizing contemporary presentation techniques with markers, chalk and pencil.		
FA 320	Painting	4 quarter units/40 clock hours
This course provides students with fundamental application of principles, theories and techniques of painting to problems of imaginative and representational expression.		
FA 325	Two Dimensional Design	4 quarter units/40 clock hours
This is a beginning foundation course in design theory. It addresses applications to problems involving study and interpretation of natural and human-made objects.		
FA 330	Three Dimensional Design	4 quarter units/40 clock hours
This class applies the design principles to three dimensional forms. Students experiment and create studies in spatial construction using variety of materials.		
FA 335	Special Issues in Art	4 quarter units/40 clock hours
This course introduces students to the specific issues depending on their specific concentration.		
FA 340	Special Issues in Art	4 quarter units/40 clock hours
This course discusses further selected issues in art.		
FA 345	Special Issues in Art	4 quarter units/40 clock hours
This course addresses the most selected current issues in art.		
FA 350	Computer-Assisted Drawing and Painting	4 quarter units/40 clock hours
This course introduces students to drawing and painting concepts, skills and techniques using the computer. Investigation of a vector and object-oriented drawing program and a bit-mapped painting program simulating traditional artist's tools and media.		
FA 355	Art History Since 1945	4 quarter units/40 clock hours
This course provides students with a survey of major developments in 20 th century European and American art since the Second World War.		

Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Admission Fees

Application Fees (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

Academic Courses	\$150
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Miscellaneous Fees

Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation Fee	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing Fee	\$300

Estimated Charges per Quarter

Tuition (\$150 x 12 Quarter Units)	\$1, 800
Books and Supplies (Estimate)	\$100
Cost per Quarter	\$1, 900

Estimated Total Charges for Entire Program (16 Quarters)

Tuition (\$150 x 180 Quarter Units)	\$27, 000
Books and Supplies (Estimate)	\$1,600
Others (Estimate)	\$520
Total Program Cost	\$29, 120



Doctor of Business Administration

Purpose

CTU's Doctor of Business Administration (D.B.A) program has been designed for the advanced practitioners in the international business community interested in expanding their knowledge base, professional contacts, and options for the future. The global perspective is at the core of the California Trinity University curriculum, which uses both the theoretical and practical approaches to solve complex problems. Students will study international finance, management, and marketing in the Core and Concentration Courses preliminary to deciding upon an area of interest for dissertation research.

After admission to the program, students must pass the Qualifying Examination at the completion of the Core Courses before proceeding to the Concentration Courses. Students must pass the Comprehensive Examination before enrolling in the Dissertation Course sequence.

The university offers a D.B.A. Program with concentrations in

- International Finance
- International Marketing
- International Management

Objectives

The Doctor of Business Administration (D.B.A) program prepares forward-looking business leaders to take front line positions in the dynamic and complex world of business and e-commerce. Graduates will be prepared to take high profile roles as corporate executives, entrepreneurs, or practitioners/consultants.

The curriculum views the world of business and commerce through the prism of internationalism. Class work emphasizes higher order thinking skills and critical analysis. Theory and practice are linked through learning opportunities provided by the experience of faculty members in seminars, research projects, case studies, mentoring by leaders in the business community, and field-based assignments.

Admission Requirements

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

1. Doctoral program application for admission
2. two recent passport size photos
3. \$100 non-refundable application fee
4. A master's degree from a U.S. Department of Education recognized educational institution or its equivalent.
5. Official transcripts of all degrees. All documentation must be translated into English - Requested and/or required official transcripts from other institutions must be sent directly to the admission office. A graduate GPA of at least 3.00
6. An interview with the D.B.A. Admissions Committee either in person, by telephone, or through teleconferencing
7. Three letters of recommendation from previous professors or employers commenting on the applicant's ability to do doctoral level work
8. A 750 word Statement of Purpose indicating the applicant's interest in pursuing the advanced degree and future goals.
9. Curriculum Vitae
10. Proof of English language proficiency. A score of 80 on TOEFL iBT, or 6.5 on the International English Language Testing System (IELTS)

Academic

Standard of Student Achievement and Graduation Requirements



To graduate, students must complete a minimum of 64 quarter units or 640 hours of the following coursework with a cumulative GPA average of 3.00 on a 4.0 scale:

- Complete 24 units of core courses.
- Complete 20 units of concentration courses.
- Complete 20 units of research/dissertation courses.
- Successfully complete the degree requirements within the time limit.

Time Limit

The D.B.A. program must be completed within 2 years from the time the student commenced the first course. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

Course Numbering System

600-649	Core Courses
650-699	Concentration Courses
700-740	Dissertation Courses

Qualifying Examination

Students must pass the Qualifying Examination at the completion of the Core Courses before proceeding to the Concentration Courses.

Comprehensive Examination

Students may not proceed to dissertation courses until they have passed the Comprehensive Exam composed of questions from the Core and Concentration courses. These questions test a student's command of the theoretical underpinnings and breadth of knowledge.

Dissertation

The entire D.B.A. program has its foundation in theoretical and practical applications as worked through the prism of research. All instructors have terminal degrees and are experts in their fields; therefore, work in the Core, Concentration, and Dissertation courses are of high quality; Directions for dissertation writing emphasize the importance of theory and research:

The following are requirements for the dissertation:

1. Dissertation topics must be within the context of one of the D.B.A. Concentrations, International Finance, International Management and International Marketing.
2. Dissertation topics must satisfy three additional requirements:
 - 1) Be original research
 - 2) Add new knowledge to the field;
 - 3) Focus on current business issues.

Specific topics can be selected from business problems that appear in the current business media, suggestions for additional research from journal articles in the appropriate concentrations. Research that merely repeats someone else’s work using a different population is not appropriate for a doctoral dissertation. Studies that are focused on the application of existing knowledge to solve problems in a business, or in a country are valid business research, but are not appropriate for a doctoral dissertation. Dissertation topics in an area of interest that is not within the context of one of the D.B.A .concentrations at AIU may be appropriate for a doctoral dissertation, but not at this university.

The D.B.A. Director and Associate Director have oversight of the D.B.A. Dissertation Committee. A series of steps is in place to establish, monitor, and evaluate the work of these committees before a student has completed all the requirements for this degree. Two bound copies of the dissertation must be submitted to the Registrar before the degree can be awarded.

Course Sequence

Quarter	Course No	Course Title	Unit
CORE COURSES			
FIRST	DBA 600	Quantitative Methods for Management Decision Making	4
	DBA 610	Legal Environment of International Business	4
SECOND	DBA 620	International Business Strategy and Organizational Structure	4
	DBA 625	Technology and Information Systems Management	4
THIRD	DBA 630	Strategic Management	4
	DBA 640	Culture, Values, and Ethics in a Global society	4
		Qualifying Examination (10th Week of the Quarter)	0
CONCENTRATION COURSES			
FOURTH	DBA 660	International Economics and Trade	4
	DBA 670	Seminar in Special Topics: International consulting, International Entrepreneurship, and the Corporate Executive	4
FIFTH	DBA 680	Critical Role and Responsibilities of the Senior Executive	8
SIXTH	DBA 690	Advanced Seminar: Topics in International Finance, International Management, and International Marketing	4
		Comprehensive Examination (10th Week of Quarter)	0
DISSERTATION COURSES			
SEVENTH	DBA 700	Dissertation Research Design and Proposal: International Finance, International Management, and International Marketing	8
EIGHT	DBA 720	Dissertation Research Implementation	8
NINETH	DBA 740	Dissertation completion and Defense	4
Total Units Required for Awarding of Degree			64 units



Course Descriptions

Course No	Course Title	Units
DBA 600	Quantitative Methods for Management Decision- Making	4 quarter units/40 clock hours
Presents quantitative tools and mathematical models for management decision making. Activities build upon an advanced knowledge of business statistics, including an intensive application of probability theory to managerial decision-making within uncertain business environments, extensive coverage of University Statistics, Linear Programming, and Pert/CPM. Class activities include a review of hypotheses testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. Major emphasis on the formulation of projects and related data gathering and interpretation: focus groups, sample surveys, data management, statistical analysis, graphics, and communication of results are tools and techniques used.		
DBA 610	Legal Environment of International Business	4 quarter units/40 clock hours
Examines legal problems which arise from conducting business in a global environment, and considers the operation and business law of various legal systems, and of multi-national rule-making bodies. Emphasis upon the identification of potential legal problems in a worldwide context and the exploration of ways various cultures view the function of law and business regulation including corporate security.		
DBA 620	International Business Strategy and Organizational Structure	4 quarter units/40 clock hours
Analyzes contemporary theory of strategic management with emphasis on the role of the global manager and the challenges faced in an intercultural context. Topics include: developing and linking marketing and sourcing strategies, the impact of changing exchange rates, the impact of government incentives and controls, global configuration and coordination of value- creating activities, global competitive battles in specific industries, and the interplay of nations' economic strategies and those of multinational companies.		
DBA 625	Technology and Information Systems Management	4 quarter units/40 clock hours
Considers the impact of technology on organizations. Topics include: new product development; invest decisions and capital budgeting; decision support systems; expert systems; information technology; organizational design; e-Commerce; and management of information systems. Field trips to new technology and advanced information systems centers.		
DBA 630	Strategic management	4 quarter units/40 clock hours
A study of the strategic management issues that is unique to profit, not for profit, and government organizations. Topics include: defining characteristics of organization; the unique role of management in responding to the convergence of environmental demands; major contributions made by strategic management paradigms; the role of power and leadership in strategic behavior; and the role of culture and organizational inertia.		
DBA 640	Culture, Values, and Ethics in a Global Society	4 quarter units/40 clock hours
Examines the relationship of culture, values, and ethics within the global business environment and the ability of managers to respond effectively to societal, ethical, and cross-cultural managerial issues. Topics include: the dimensions of culture; national and ethic cultures; thinking patterns, value systems and reality models of different cultures; the alignment between environment, manager, and culture; and the development and implementation of strategies that build socially responsive and responsible global organizations.		
DBA 660	International Economics and Trade	4 quarter units/40 clock hours
Prerequisite: Entry is limited to those students who have passed the Qualifying Examination. Examines the theory of international trade and the economic and trade concepts fundamental to managerial decision-making, including an analysis of the global business environment of industrialized and developing countries. Key marketing functions considered: product price, place and promotional activities as a basis for evaluating marketing opportunities and implementing an overall organizational strategy. The application microeconomic and macroeconomic principles support selected strategies.		
DBA 670	Seminar in Special Topics: International Consulting, International Entrepreneurship, and Corporate Executive	4 quarter units/40 clock hours
Prerequisite: Entry is limited to those students who have passed the Qualifying Examination Introduce three aspects of highly differentiated career paths in business management. Those interested in international consulting will study basic consulting theory, the history of management consultation, the worldwide consulting industry, and the development of personal consulting skills. Field research on international consulting issues and practices. Those interested in international entrepreneurship will apply entrepreneurial theory and models to cases of international and global entrepreneurship. Topics include: International corporate development; venture capital and investment markets; differences in culture models of new business formation and related issues. Culminating activity: Venture/Business plan. Those interested in studying the corporate execute model will examine social psychological and group dynamics theory as applied to traditional and contemporary business settings. Topics include: leadership theory from historic research through contemporary applications, including cross-cultural perspectives: motivation in work organizations, group and team dynamics, and organizational climate and culture. Externship opportunity.		
DBA 680	Critical Role and Responsibilities of the Senior Executive	8 quarter units/80 clock hours
Prerequisite: Entry is limited to those students who have passed the Qualifying Examination Analyzes the complex role of the senior executive whose leadership is critical to overall business operations. Focuses on finances, accounting, and marketing issues as cornerstones in the decision- making process. Emphasis on: financial growth strategies: planning and control techniques through accounting data and information; and the acquisition of analytical decision-making tools that apply to managerial aspects of marketing functions and tasks. Other topics include: environmental analysis; the international context; social, legal, and macroeconomic influences; the role of the CEO with boards, media, and other publics, and business ethics.		

DBA 690 Advanced Seminar: Topics in international Finance, International Management, and International Marketing **4 quarter units/40 clock hours**

Prerequisite: Entry is limited to those students who have passed the Qualifying Examination
 Focuses on current and recent research in International Management, International Finance, and International Marketing preliminary to student selection of possible research questions for the dissertation. Topics include: the identification of major issues, the examination of theoretical and applied models in each management specialization, the application of concepts for further research from case studies, dissertation, journal articles, the Internet, and other sources.

DBA 700 Dissertation Research Design and Proposal: International Finance, International Management, and International Marketing **8 quarter units/80 clock hours:**

Prerequisite: Entry is limited to those students who have passed the Comprehensive Examination. The class meets eight hours per week for 8 units of credit
 This course prepares students for their doctoral dissertation research. It includes identification and analysis of current critical issues as potential topics for the dissertation; the preparation of a dissertation proposal, including research design.
 Students will focus on one of three areas: International Finance, International Management, or International Marketing. Special emphasis in completing of the Review of the literature (Chapters 2).

DBA 720 Dissertation Research Implementation **8 quarter units/80 clock hours**

Prerequisite: DBA 700
 Students may receive a maximum of four units of credit, but must continue course registration until prepared for DBA 740. Activities focus on the completion of the dissertation chapters with input and guidance from the student’s committee members. Special emphasis in completing of the Research Problem (Chapter 1) and the Methodology (Chapter 3) and the final version of any data-collection instrument or form required for the study. The course is completed when the student has assembled the entire set of findings corresponding to the research questions, and has written and obtained approval for the Findings (Chapter 4).

DBA 740 Dissertation Completion and Defense **4 quarter units/40 clock hours**

Prerequisite: DBA 720
 Activities consist of : Submission and the gaining of approval for the Conclusions and Recommendations (Chapter 5); Successful completion of the oral defense; and incorporation of any suggestions or directives given during the oral defense concerning modifications, deletions, or additions to the printed material. Approval of the chairperson and committee members is required for the submission of the dissertation for publication. Copies must be made available to the Registrar and the University Librarian before the conferring of the degree.



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Admission Fees

Application Fees (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

Academic Courses	\$300
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Miscellaneous Fees

Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation Fee	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing Fee	\$300

Special Examination Fees

Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100



Estimated Charges per Quarter

Tuition (\$300 x 8 Quarter Units)	\$2, 400
Books and Supplies (Estimate)	\$100
Cost per Quarter	\$2, 500

Estimated Total Charges for Entire Program (8 Quarters)

Tuition (\$300 x 64 Quarter Units)	\$19, 200
Books and Supplies (Estimate)	\$800
Others (Estimate)	\$520
Total Program Cost	\$20, 520



School of Education

Associate of Art in Early Childhood Education
Master of Science in Physical Education



Associate of Art in Early Childhood Education

Purpose

CTU's purpose for Associate of Arts degree in Early Childhood Education is to provide the highest standards of educational excellence within the early childhood development program, implemented through the following:

- Assisting early-care educators in applying the principles of child development and age-appropriate education within the context of the program;
- Providing a positive influence with the state legislatures, child care licensing agencies, and other professional child development organizations;
- Offering opportunities for students in the program to build a well-trained staff based on developmentally appropriate concepts;
- Encouraging students to participate in community events which promote the benefits of a developmental approach to early childhood education.

Objectives

The Early Childhood Education Program is designed to meet individual career goals, foster positive parenting skills and increase individuals' general understanding and appreciation of childhood. Students will gain an understanding of cognitive, psychosocial, and physical development of the child from conception through kindergarten and the application of this knowledge to work with children and families. It will prepare students for employment in child development programs including preschools, children's centers, family childcare centers, school age programs, and infant and toddler programs.



Admission Requirements

Students may apply at any time and may start at the beginning of any quarter or month. However, all required documents listed below must be submitted to the Admissions Office at least 10 days prior to the beginning of the first day of class. Applicants who are judged to be fully qualified to successfully complete the University's educational programs will be notified in writing for a personal interview with the Academic Dean. For those who live far from the campus and find it impractical to make a special trip, the required pre-admission interview may be made by telephone, at the discretion of the Registrar. All applicants are required to submit the following:

1. Has completed high school with at least a GPA of 2.0 or higher on a 4.0 scale;
2. Proof of age showing at least 18 years of age at the time of enrollment;
3. Go through a formal evaluation and credential process of their academic records and transcripts (foreign country educated students only);
4. No criminal records

The Admission Committee will consider all applicants that meet minimum requirements, however this is not a guarantee of acceptance.



Academic



Standard of Student Achievement and Graduation Requirements

An associate degree in Early Childhood is awarded to students who have developed skills necessary to work as teachers with infants, toddlers or preschoolers in early childhood settings. This program enables candidates to be able to work not only as a teacher but also as a child care provider in a day care.

Courses emphasize strong theoretical and practical skills needed to work with children from new born to 5 years of age including children with disabilities. Students need to take a total of 90 quarter units or 900 hours in order to earn the Associate Degree in Early Childhood Education.

Degree Requirements

66 Units -Early Childhood Courses

Early Childhood Growth, Development	(3)
Children in Relation with Home & Community	(3)
Child Creative Experience	(3)
Curriculum in Early Childhood Education	(3)
Organization & Management of Child Care Center	(3)
Organization & Management of Child Care Center II	(3)
Early Childhood Health	(3)
Introduction to Early Childhood Education: Principles and Practices	(3)
Parent-Teacher-Child Interaction	(3)
Observing and Recording Children’s behavior	(3)
Fostering Literacy Development in Young Children	(3)
Administration and Supervision of Early Childhood Programs I	(3)
Administration and Supervision of Early Childhood Programs II	(3)
The Child in a Diverse Society	(3)
Programs for Children with Special Needs I	(3)
Programs for Children with Special Needs II	(3)
Positive Guidance in Early Childhood Settings	(3)
Adult Supervision and Early Childhood Mentoring	(3)
Early Childhood Research	(6)
Early Childhood Field Study Experience	(6)

TOTAL QUARTER UNITS: (66)

24 Units -Required Courses for Associate Degree (A.A)

10 quarter units of English, English Literature, ESL or related field	(10)
6 quarter units of Biology, Chemistry, Physics, Math or related field	(6)
4 quarter units of Foreign Language, Dance, Art, or related field	(4)
4 quarter units of History, Anthropology, Geography, Sociology, human development or related field	(4)

TOTAL QUARTER UNITS: (24)



Course Descriptions

EC 101 Early Childhood Growth and Development (3)

3 quarter units/30 clock hours

A study of the basic principles of development and learning for early childhood development, including children's cognitive, language, social, emotional, and physical development for children. Students will be able to gain knowledge of the nature of children and principle of human development; understand diverse areas of human development according to the theories of child development; develop the sense of observation skills through the field experience for the preparation of teaching practice designing lesson plans and teaching experiences with specific age and areas of child development; be an expert in the area of child development in theory and practice.

EC 102 Children in Relations with Home & Community (3)

3 quarter units/30 clock hours

This course is designed to bring about understanding, recognition and cooperation between home, school, and community. Students will be able to understand changing family patterns and ways to work with various types of families; recognize the importance of teacher/parent partnerships; develop communication skills with parents; explore helpful community and education resources for children and their families; identify issues related to home, family, school, and community that affect children; develop ways to handle child advocacy for those under particular circumstances.

EC 103 Child Creative Experience (3)

3 quarter units/30 clock hours

This class is a study of values of creative experiences for children. Dramatic play, art, blocks, and music activities are explored, as well as skills in curriculum planning, class organization, language arts, social studies, mathematics, manipulative, science, and cooking. Students will be able to develop a lesson plan for art, language, science, music, cooking and other extra curricula. They will be able to design any learning activities in developmentally appropriate ways and integrate any theme to there lessons plan.

EC 104 Curriculum in Early Childhood Education (3)

3 quarter units/30 clock hours

This course is designed to study the historical, philosophical, psychological and spiritual basis of curriculum for early childhood education and to learn how to create, execute, and evaluate the successful curriculum and instruction for young children within child care programs. Students will be able to apply various teaching methods and practices into their curriculum; develop appropriate learning centers for young children to promote their development in different areas; apply successful classroom management skills to promote enjoyable teaching and learning environment.

EC 201 Organization & Management of Child Care Center I (3)

Required 3 quarter units/30 clock hours

Child Care Center directors are responsible for understanding licensing certification and other regulations pertaining to provisions of services for young children. Each individual regulation has been developed by government bodies. Directors must understand the regulations and apply it to their programs and ensure that all requirements are fulfilled in a timely manner. Through this class, the essential information to do the work of center director will be discussed. The course will help students perform the tasks that are necessary for efficient program maintenance according to government rules and regulations.

EC 202 Organization & Management of Child Care Center II (3)

3 quarter units/30 clock hours

Continuation of EC201

EC 203 Early Childhood Health (3)

3 quarter units/30 clock hours

Students will learn the nutritional needs and physical and medical well-being of children from birth to adolescence. This course also includes topic in special needs and/or disabilities. All necessary topics of early childhood health are covered.

EC 204 Introduction to Early Childhood Education: Principles and Practices (3)

3 quarter units/30 clock hours

Prerequisite: Annual TB test record

This course covers an overview of the field of early childhood education. Students will learn about various career opportunities, the responsibilities of being a teacher and general curriculum development. Students will also learn about the principles and practices of early childhood education.

EC 205 Parent Teacher Child Interaction (3)

3 quarter units/30 clock hours

This topic teaches the parent-teacher conference techniques. It also includes the learning of role-playing and personal interviews so that students can gain confidence in working with parents and children.

EC 206 Observing and Recording Children's behavior (3)

3 quarter units/30 clock hours

This course teaches observing, recording and interpreting children's behavior. Students need to use diaries, note voice recording and other forms of written records to analyze students' behavior.

EC 207 Fostering Literary Development in Young Children (3)

3 quarter units/30 clock hours

Students will study how to promote early literacy for children. Students will do hands on projects related to developmentally appropriate approaches in promoting and reinforcing early literacy. Students will study fostering literacy through appropriate curriculum, assessment, talking, playing, reading and writing.

EC 208 Administration and Supervision of Early Childhood Programs I (3)

3 quarter units/30 clock hours

This course includes the study of principles and practices of school organization and administration. It includes the study of budgeting, organized structure, personnel policies and practices, records, statistics, reporting and overall relationship with the community guidelines and resources.

- EC 209 Administration and Supervision of Early Childhood Programs II (3)** **3 quarter units/30 clock hours**
A continuation of EC 208 course. This course studies depth about budget, staffing and the use of software and computer systems. This course also studies the proposal writing, staff relations, in-service training, working with parents, working with agencies or boards, and other related administrative laws.
- EC 210 The Child in a Diverse Society (3)** **3 quarter units/30 clock hours**
This course studies about young children in a diverse society including race, language, culture, gender, age, social class and children with special needs or disabilities, including appropriate curriculum development and assessment studies.
- EC 211 Program for Children with Special Needs I (3)** **3 quarter units/30 clock hours**
This course focuses on adapting the curriculum, instructional strategies and physical environment for special needed children. Students will also be exposed to laws and legislations regarding the children and their families. This course also focuses on learning the process and assessment for Individual Family Service Plan.
- EC 212 Program for Children with Special Needs II (3)** **3 quarter units/30 clock hours**
This course is a continuation of the course EC 211. It contains the political and social implication that affects special education and talks about different categories of disabilities. The Individual Educational Plan (IEP) will be discussed, where students will learn in detail about how to implement materials, goals and objectives for students with special needs. Students will also learn teaching techniques and activities for students with special needs.
- EC 213 Positive Guidance in Early Childhood settings (3)** **3 quarter units/30 clock hours**
This course will study the appropriate management techniques for children in childhood settings. Emphasis will be on developing culturally sensitive plans for behavior management of traditional and special needs students.
- EC 214 Adult Supervision and Early Childhood mentoring (3)** **3 quarter units/30 clock hours**
This course focuses on studying modalities and principles for supervising teachers, staff and student teachers in an early childhood program. The roles of the director, teacher, staff and student teacher will be studied. Students will learn different styles of supervision.
- EC 215 Early Childhood Research (6)** **6 quarter units/60 clock hours**
This course is designed for students who need to take the directed study.
- INT 101 Early Childhood Field Experience (6)** **6 quarter units/60 clock hours**
Students will go out into the field and have hands-on training in various Day Care Centers. This course also covers observations and evaluation of children in playground, inside and outside of the classroom.
- ESL Course (6)** **6 quarter units/60 clock hours**
Please refer to the ESL catalogue for class information (ESL 110~ESL 232)
- History, Anthropology, Geography, Sociology, human development or related field, General Biology, Physics & Biophysics, Basic Chemistry, General Psychology courses (6)** **6 quarter units/60 clock hours**
Please refer to the MSOM (Master of Science in Oriental Medicine) catalogue for course information
- SPN 100 Introduction to Spanish (4)** **4 quarter units/40 clock hours**
Basic Introduction to Spanish will be covered. Grammar, syntax and vocabularies will be covered.
- KOR 100 Introduction to Korean (4)** **4 quarter units/40 clock hours**
Basic Introduction to Korean will be covered. Grammar, syntax and vocabularies will be covered.
- MOD 102 Modern Dance (4)** **4 quarter units/40 clock hours**
This course is designed for students who like to move, take risks and be expressive. Musical selection includes African beats, blues, and classical and hip hop dance techniques. Through a continuous warm-up, students will get the blood pumping to strengthen and stretch the body.





Required Textbooks

- EC101 EC102 Berk, Laura E., (2005). *Child Development*, (7th Edition). Allyn & Bacon, Inc.
- EC102 & EC103 Barna, George (2007). *Revolutionary Parenting: What the Research Shows Really Works*. Tyndale House Publishers
- EC104 EC104 Jongsma Jr., Arthur E., McInnis, William P., Peterson, L. Mark (2006). *The Childhood Psychotherapy Treatment Planner*. (Paperback-Revised Edition). Wiley, John & Sons, Inc.
- EC201 EC201 Healy, Jane M. (2004). *Your Child's Growing Mind: Brain Development and Learning From Birth to Adolescence*. Broadway Books
- EC201 Rogers, Karen B. (2001). *Re-Forming Gifted Education: How Parents and Teachers Can Match the Program to the Child*. (New Edition). Great Potential Press Inc.
- EC201 Olds, Anita Rui. (2000). *Child Care Design Guide*. The McGraw-Hill Companies
- EC201 Copeland, Tom, Friske, Deloris, Mork, Beth. (2006). *Family Child Care Contracts and Policies: How to Be Businesslike in a Caring Profession* (Redleaf Press Business Series). Consortium Book Sales & Distribution
- EC201 Dorsey, Anne, Sciarra, Dorothy June. (2002). *Developing and Administering an Early Childhood Center*. (Fifth Edition). Cengage Learning.

Other Required Textbooks

New Hampshire. (2006). *Comprehensive plan for early childhood health and development for New Hampshire: A road map to collaboration*. Concord, N.H.: NH Department of Health and Human Services.

Fawcett, M., Selwyn, J., Ebooks Corporation., & Boushel, M. (2008). *Focus on Early Childhood: Principles and Realities*. Chichester: John Wiley & Sons.

Kelly, E. J. (1974). *Parent-teacher interaction: A special educational perspective*. Seattle: Special Child Publications.

Cook, Ruth E. (2007). *Adapting Early Childhood: Curricula for Children With Special Needs*. Prentice Hall.



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Admission Fees

Application Fees (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

Academic Courses	\$120
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Miscellaneous Fees

Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation Fee	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing Fee	\$300

Special Examination Fees

Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100



Estimated Charges per Quarter

Tuition (\$120 x 12 Quarter Units)	\$1, 440
Books and Supplies (Estimate)	\$100
Cost per Quarter	\$1, 500

Estimated Total Charges for Entire Program (8 Quarters)

Tuition (\$120 x 90 Quarter Units)	\$10, 800
Field Study	\$4,800
Books and Supplies (Estimate)	\$800
Others (Estimate)	\$520
Total Program Cost	\$16, 920

Master of Science in Physical Education

Purpose

The University provides the opportunities for students to develop the knowledge, skills, and dispositions necessary to meet their personal and professional goals in the fields of physical education and other exercise occupations. CTU provides our graduate students the education that will reflect knowledge to their profession and they will be able to do collaboration with colleagues. The Master's Program ensures that it reflects the most current knowledge and practices while enabling students to contribute to ongoing research efforts.

Objectives

The Master's in Physical Education shares the objectives of:

- Creating and supporting research and scholarly inquiry;
- Preparing the next generation of educators, scholars, and leaders through exemplary undergraduate and graduate degree programs;
- Collaboratively serving schools and communities through programs that prepare highly competent professionals with an ethic of care;
- Offering challenging learning opportunities in a supportive and diverse environment.



Admission Requirements

Domestic Applicants

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

1. A Graduate Application for Admission
2. \$100 non-refundable application fee
3. Official transcripts from all institutions
4. A bachelor's degree from a regionally accredited institution. Twelve semester units of undergraduate or graduate coursework in education, or a baccalaureate degree or concentration in physical education
5. A minimum baccalaureate grade-point average of 3.0 on a 4.0 scale
6. Two letters of recommendation by professors or employers who have current knowledge of applicant's academic ability and potential
7. Resume or Statement of Experience

International Applicants

Candidates should also meet all standard admission requirements as domestic in addition to the following criteria.

1. I-20 Request Form
2. Proof of English Proficiency through an official TOEFL/IELTS score
3. An affidavit of support and a bank statement proving financial ability to pay for educational costs through personal, family, or sponsor resources
4. Two recent photos

Academic

Standard of Student Achievement and Graduation Requirements



In the graduate program of Physical Education, students apply multiple perspectives to problems related to exercise, fitness, motor skill and development in the contexts of activities of daily living, sports, and other forms of human physical activity.

Graduate students will complete the program with strong theoretical and experience the evaluation of current issues in the field. They are able to apply these skills in a wide variety of careers as well as further graduate studies. The majority of students enrolled in this program are physical education teachers, coaches, athletic directors, sports managers, and even entrepreneurs in the field of sports and fitness training.

Graduates from our program can gain entry into a number of physical and human movement related jobs or seek advanced studies leading to careers in athletic training, cardiac rehabilitation, adapted physical education, coaching, fitness program management, consulting, community-based program development, biomechanical analysis of movement and research in exercise physiology or sports-related endeavors.

Students need to take a total of 62 quarter units or 600 hours in order to earn the Master of Science in Physical Education.



Curriculum

The Master's Program in Physical Education consists of 56 units and includes a PE core, Biomechanics Emphasis courses, and Electives (Undergraduate courses equivalent to Electives can be transferred as a part of the Elective courses). Students can select electives that best meet their professional or personal needs. Final approval of the student's program will be evaluated by the graduates faculty, and all of the units must be completed at the University. Our program is designed to prepare the student to achieve his/her stated career objective.

Curriculum (Total 62 Quarter Units)

M.A. Core Requirements (42 Quarter Units, 12 Courses Required)

Physical Education Core

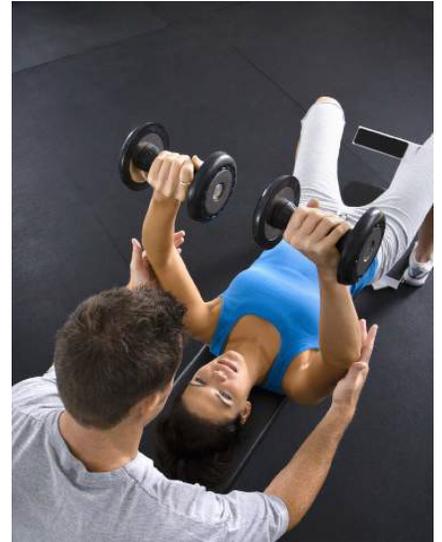
MPE 620 - Management and Administration in Kinesiology
 MPE 621 - Controversial Issues in Health & Society
 MPE 622 - Principles of Coaching & Leadership
 MPE 630 - Sport Psychology
 MPE 560 - First Aid
 MPE 562 - CPR

Biomechanics Emphasis

MPE 623 - Advanced Biomechanics
 MPE 624 - Mechanical Analysis of Human Performance
 MPE 625 - Physiological Basis of Human Performance
 MPE 626 - Neuromuscular Control of Movement
 MPE 627 - Biomechanics of Human Performance
 MPE 628 - Quantitative Biomechanics

M.A. Elective Requirements (20 Quarter Units)

- must choose a minimum of 20 units (7 courses) in electives



Course Descriptions

Core Course

- MPE 620 Management and Administration in Kinesiology (4) 4 quarter units/40 clock hours**
This class will prepare students towards the principles and techniques of administration in health, activity and academic settings including budget, personnel supervision, resource acquisition, leadership techniques, and facility management. Analysis and evaluation of published studies in kinesiology
- MPE 621 Controversial Issues in Health & Society (4) 4 quarter units/40 clock hours**
Encourages critical thought on important health issues and provides a context for controversy. Explores dimensions and approaches the study of health and society. Examines a variety of opposing viewpoints related to health science and personal health using a debate framework. Topics include euthanasia, sexuality and gender issues, human cloning, stem cell research, organ trafficking, gun control, substance abuse, etc.
- MPE 622 Principles of Coaching & Leadership (4) 4 quarter units/40 clock hours**
This class will discuss methods of teaching sport skills and sport management skills. The purpose is to promote athletes' growth, development, and learning, while teaching age-appropriate skills. It includes analysis of National Coaching Standards.
- MPE 623 Advanced Biomechanics (4) 4 quarter units/40 clock hours**
Advanced biomedical concepts applied to human movement, examination of research, and biomechanical analyses of movement activities. Students will be introduced to performance, occupational, and clinical settings. Laboratory techniques including analysis, force platform, and electromyography will also be discussed and examined.
- MPE 624 Mechanical Analysis of Human Performance (4) 4 quarter units/40 clock hours**
Newtonian mechanics applied to human movement. Analysis of sports techniques.
- MPE 625 Physiological Basis of Human Performance (4) 4 quarter units/40 clock hours**
A study of physiological changes that occur with exercise. Emphasis on the cardio-respiratory, muscular, and biochemical adaptations to training, and how these affect human performance. Physiological principles are applied to athletic training, adult fitness, weight regulation, and physical therapy.
- MPE 626 Neuromuscular Control of Movement (4) 4 quarter units/40 clock hours**
An overview of neural mechanisms underlying motor control. Include applications of neuro-physiological principles to human motor performance.
- MPE 627 Biomechanics of Human Performance (4) 4 quarter units/40 clock hours**
Study of the mechanical principles of human motion through detailed analysis and specific movements; general applicability of the principles, forces, moments, stability, and linear and angular momentum.
- MPE 628 Quantitative Biomechanics (4) 4 quarter units/40 clock hours**
Solve problems in the kinematics and kinetics of linear and angular motion using the appropriate equations. Demonstrate an understanding of the information to be obtained from the collection and processing of video, force platform, and electro-myographical instrumentation.



Elective Courses (Choose 20 or more units for elective courses)

Students should choose at least 5 courses out of 16 courses as below.

- MPE 512 Sport Psychology: Counseling (4)** **4 quarter units/36 clock hours**
 Educates professionals in learning theoretical constructs and implementing related counseling interventions with athletes. Students will investigate the application of sport psychology/counseling strategies across many different fields and domains, such as physical education, counseling, and sport administration.
- MPE 513 Sports in Society: Contemporary Issues (4)** **4 quarter units/36 clock hours**
 This course is a study of organized sport in contemporary society. By increasing understanding of many of the issues and controversies based in the structure of sport, individuals will be able to understand the complex nature of this social institution. Issues such as race, social class, gender, politics, religion, economics, media, physical disabilities, sexual orientation, and ethics as they relate to sports will be studied.
- MPE 514 Sports and Fitness Conditioning (4)** **4 quarter units/36 clock hours**
 This course will introduce students to the bases of sports and fitness conditioning, including aerobic and anaerobic power, strength, flexibility, and analysis of conditioning components for sports and fitness.
- MPE 515 Motor Development (4)** **4 quarter units/36 clock hours**
 Examination of principles of growth and developmental theory with emphasis on factors affecting changes in movement potential of individuals.
- MPE 521 Practice of Combined Martial Arts Techniques (4)** **4 quarter units/36 clock hours**
 Improve the ability of teaching and concept for Martial Arts such as Taekwondo, Judo, Hapkido and so on. Practice comprehensive Martial Arts techniques in general.

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- MPE 524 Practical Application of Humanity and Social Science of Sport Knowledge 4 quarter units/36 clock hours**
Apply sport knowledge to the real sports filed. Practice and discuss the result of this application.
- MPE 530 Nutrition/Health Promotion (4) 4 quarter units/36 clock hours**
The course introduces students to the theory and research concerning fitness and wellness programs in nutrition, physical activity, smoking cessation, and stress management.
- MPE 531 Fitness Management (4) 4 quarter units/36 clock hours**
Students will examine the development of the fitness/wellness industry. The course also focuses on planning, organizing, promoting, and managing fitness/wellness programs.
- MPE 532 Obesity, Exercise and Health (4) 4 quarter units/36 clock hours**
Critically examines scientific and medical evidence concerning obesity, exercise, and health across the life span.
- MPE 533 Physical Activity and Aging (4) 4 quarter units/36 clock hours**
Examines and discusses the theoretical and applied health-related research on physical activity and aging.
- MPE 534 Current Health Issues (4) 4 quarter units/36 clock hours**
This course is an advanced seminar investigating current health issues. Students will examine factors that influence health status, current and historical trends in health and disease, and the healthcare system in the U.S.
- MPE 535 Tests & Measurement in Physical Education (4) 4 quarter units/36 clock hours**
Descriptive statistical methods including central tendencies, dispersion, standard scores, correlation, based on probability theory will be addressed. The elements of test construction: table of specifications, reliability, validity and item analysis will be considered. Students will become familiar with norm referenced, criterion referenced and performance instruments and will study the diagnostic teaching model of instruction. Technology will be used to simulate evaluation and statistical analysis.
- MPE 550 Analysis of Curriculum and Teaching in Physical Education (4) 4 quarter units/36 clock hours**
This course reviews the curriculum innovation and materials, teaching styles and behavior analysis in physical education. Students will become familiar with the program development, teacher personality and learning climate and verbal and non-verbal behaviors as related to learning.
- MPE 551 Coaching Theory and Techniques (4) 4 quarter units/36 clock hours**
Principles of effective coaching, including the role of the coach, practice planning, leadership theory, sport psychology and teaching motor skills will be the main focus of this class.
- MPE 552 Observation and Analysis of Teaching PE and Coaching (4) 4 quarter units/36 clock hours**
Students will focus on the observation and analysis of teaching physical education and coaching sports with special emphasis in pedagogical systems.
- MPE 553 Physical Education for the Exceptional Individual (4) 4 quarter units/36 clock hours**
Principles and objectives of programming for exceptional individuals in physical activity will be discussed in this class. The course will focus on the diagnostic techniques, activity modifications, contra-indicated activities and causes of disabilities.

***Elective Course 1 Units: 9 Hrs**



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Admission Fees

Application Fees (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

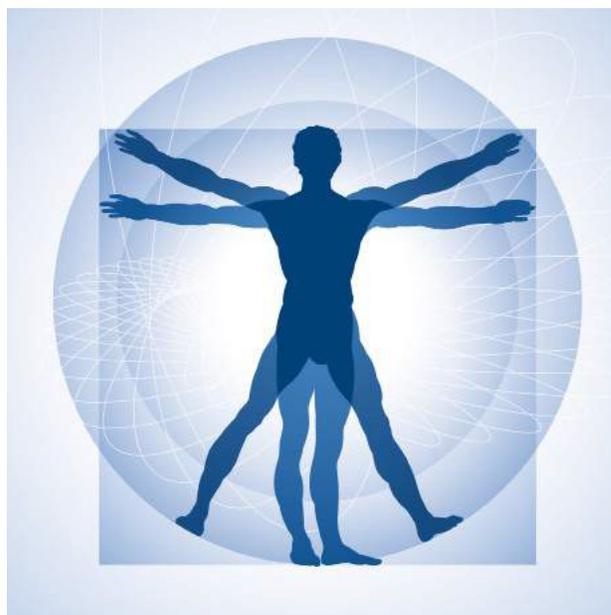
Academic Courses	\$210
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Miscellaneous Fees

Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation Fee	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing Fee	\$300

Special Examination Fees

Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100



Estimated Charges per Quarter

Tuition (\$210 x 8 Quarter Units)	\$1, 680
Books and Supplies (Estimate)	\$100
Cost per Quarter	\$1, 780

Estimated Total Charges for Entire Program (8 Quarters)

Tuition (\$210 x 62 Quarter Units)	\$13, 020
Books and Supplies (Estimate)	\$800
Others (Estimate)	\$520
Total Program Cost	\$14, 340



School of Acupuncture & Oriental Medicine

Master of Science in Oriental Medicine
Doctor of Acupuncture and Oriental Medicine

Master of Science in Oriental Medicine

Purpose

Master of Science degree in Oriental Medicine provides rigorous and well-structured curricula in acupuncture and traditional Oriental Medicine.

Objectives

CTU's educational objectives for its graduates are to be able to achieve the following:

1. To acquire competency in acupuncture and other treatments of modality in traditional Oriental Medicine;
2. To equip graduates with competent diagnostic and treatment skills in traditional Acupuncture and Oriental Medicine;
3. To acquire practical experience and knowledge essential in an acupuncture and Oriental Medicine practice;
4. To provide educational experiences that will stress the importance of ethical behavior and responsibility.



Admission Requirements

Students may apply at any time to the University and may start at the beginning of any quarter. However, all required documents listed below must be submitted to the Admissions Office at least 10 days prior to the beginning of the first day of class. Applicants who are judged to be fully qualified to successfully complete the University's educational programs will be notified in writing for a personal interview with the Director of Admissions, Academic Dean or President. For those who live far from the campus and find it impractical to make a special trip, the required pre-admission interview may be made by telephone, at the discretion of the Registrar. All applicants are required to submit the following:

1. Has completed two academic years (60 semester/90 quarter units) of education at the college, or the equivalent, from an institution accredited by an agency recognized by the U.S. Secretary of Education
2. Demonstrate a Cumulative GPA (Grade-Point Average) of 2.0 or higher on a 4.0 scale, for all postsecondary course work;
3. Demonstrate ability to read and write English at the college entrance level. Those who wish to study in English must pass the TOEFL with a IBT score of 80 or more and must be achieved prior to entering the clinical training;
4. Show evidence of maturity and understanding of the roles and responsibilities of a primary healthcare professional;
5. Proof of age showing at least 18 years of age at the time of enrollment;
6. Proof of social security number for future applicants to California License Board Examination;
7. Go through a formal evaluation and credentialing process of their academic records and transcripts (foreign country educated students only)

English Language Requirements

Students who are non-native speakers of English must pass the Test of English as a Foreign Language (TOEFL) iBT score of 45 before entering into the clinical portion of the training program. Non-native speakers of English who want to take classes in the English language program must have a minimum TOEFL iBT score of 80 at the time of admission.

Transfer Credit Policy

The following guidelines apply to accepting transfer credits from other institutions:

1. Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college which is approved by the California Acupuncture Board.
2. Up to 100% of credits earned at a nationally/regionally accredited college or university for Western medicine courses, clinical sciences, case management, practice management, public health, and professional development comparable to those offered by CTU will be accepted.
3. Transfer credits earned at a California Acupuncture Board non-approved institution can be used to fulfill requirements for only up to 50% of the course hours in individual subjects which include courses in acupuncture and Asian Medicine classes.
4. At least 75% of internship shall be in CTU's clinic and must still complete 200 internship hours at CTU.
5. The final 54 credits must be taken at CTU in order to earn a degree for CTU.

Academic



Standard of Student Achievement and Graduation Requirements

- (a) Students need to complete 263 quarter units or 3,180 hours in order to earn the Master of Science in Oriental Medicine. This includes 2,180 hours of coursework and 1,000 hours of clinical experience including Acupuncture, Herbology, Oriental Medicine, Western Medical Science, ethics/practice management, clinical internship, research methodology and a thesis (these include prior general education courses);
- (b) Of the total units of credit presented for the degree, 90 quarter units must be in courses classified as general education;
- (c) Passing grades (2.0 or “C” on a 4.0 scale) must be earned in all academic and clinical courses required by the appropriate state licensing agencies;
- (d) Pass Graduation Assessment Test with a minimum score of 70%;
- (e) Be approved by CTU’s Academic Dean who attests to the candidate’s satisfactory completion of all coursework, internship and thesis requirements;
- (f) Satisfy all administrative and financial obligations to the University.

Minimum Residence Requirement

The minimum residence requirement for the master’s degree may be met by completing one academic year at CTU as a full- time student, or 54 quarter units of didactic instruction.

Clinical Curriculum Requirements

Students are required to fulfill a minimum of 1,000 hours in clinical internship, including 75% of that total at CTU. All intern- ship candidates are required to take and pass the Pre-clinic Diagnostic Assessment Test (PDAT) before beginning internship training. Internship training is provided at the University’s own clinic. The 1,000 hours of clinical internship are divided into six components:

- (a) Observation 200 hours observing interns and clinicians with constant supervision;
- (b) Phase IA & IB 160 hours of beginning treatment with constant supervision;
- (c) Phase IIA & IIB 160 hours of patient care under close supervision with a physically present;
- (d) Phase IIIA & IIIB 160 hours of patient care under moderate supervision;
- (e) Phase IVA & IVB 160 hours of patient care under progressively less supervision (Includes 16 hours of case study);
- (f) Phase VA & VB 160 hours of patient care under supervised advanced diagnostic measurements using Western and Oriental Medical techniques.

Students who have completed abroad all the internship requirements at a foreign school recognized by the California Acupuncture Board must still complete 200 hours of clinical internship at a CTU clinic. Students may begin Clinic Observation I after the 5th quarter of the full-time study schedule, or after the 11th quarter of the part-time study schedule. It is the student’s responsibility to seek counseling from the Clinic Director to plan entry into clinic observation classes and to learn what is required. The Pre-clinic Diagnostic Assessment Test (PDAT) must be completed with a grade of 70% before beginning intern- ship. Students must proceed through the clinic by phase, which can be completed in six quarters (two quarters of observation and a minimum of four quarters of Phases I through V). However, if a student wishes to complete all courses before entering the clinic, special permission must be obtained from the Clinic Director. Two quarters of internship observation courses will be required before Phases I through V may be completed in two or more quarters. This schedule cannot be shortened and all clinic requirements will be strictly enforced. Further information may be found in CTU’s Clinic Handbook.

Course Summary

All courses are identified with their units of credit, classroom hours and course descriptions.

Department of Biomedicine

The University offers 36 quarter units in Biomedicine courses to prepare students for clinical sciences subjects.

Course No	Course Title	Units	Hours
BS-201	General Biology	3	30
BS-202	Physics and Biophysics	3	30
BS-203	Basic Chemistry	3	30
BS-204	General Psychology	3	30
BS-205	Organic Chemistry	3	30
BS-206	Nutrition & Vitamins	3	30
BS-207	Anatomy and Survey	3	30
BS-301	Neurochemistry	3	30
BS-302	Neurophysiology	3	30
BS-303	Endocrinology	3	30
BS-304	Basic Physiology	3	30
BS-402	Pathology & Path Physiology	3	30
Total		36 units	360 hours

Department of Oriental Medicine Principle

The University offers 52 quarter units in Oriental Medicine courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
OM-211	History of A.M.	2	20
OM-212	Fundamental Theory of A.M.	3	30
OM-213	Diagnostics	3	30
OM-214	Terminology	3	30
OM-215	Essentials of T.A.M. 1	3	30
OM-216	Essentials of T.A.M. 2	3	30
OM-217	Essentials of T.A.M. 3	3	30
OM-218	Essentials of T.A.M. 4	3	30
OM-311	Oriental Internal Medicine 1	3	30
OM-312	Oriental Internal Medicine 2	3	30
OM-313	Oriental Internal Medicine 3	3	30
OM-314	Oriental Internal Medicine 4	3	30
OM-411	Treasured Reference	3	30
OM-412	Chinese Philosophy Qi Gong	3	30
OM-413/OM-417	Tai-Chi & Tui Na	1.5/1.5	30
OM-414	Oriental and Western Food Therapy & Nutrition	3	30
OM-415	Wen Bing/Shang Han	3	30
OM-416	Jin Gu/Nei Jing	3	30
Total		52 units	520 hours

Department of Herbology

The University offers 41 quarter units in Herbology courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
HM-221	Botany & Herbology	3	30
HM-222	Herbology 1	3	30
HM-223	Herbology 2	3	30
HM-224	Herbology 3	3	30
HM-225	Herbology 4	3	30
HM-226	Herbology 5	3	30
HM-227	Herbology 6	3	30
HM-228	Herbology 7	3	30
HM-321	Herb Prescription 1	3	30
HM-322	Herb Prescription 2	3	30
HM-323	Herb Prescription 3	3	30
HM-324	Herb Prescription 4	3	30
HM-421	Herb Pharmacy 1	2	40
HM-422	Herb Pharmacy 2	3	60
Total		41 units	460 hours

Department of Acupuncture

The University offers 38 quarter units in Acupuncture courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
AC-231	Introduction to Acupuncture	3	30
AC-232	Point Location	3	30
AC-233	Point Location	3	30
AC-234	Point Location	3	30
AC-235	Point Location	3	30
AC-236	Point Location	3	30
AC-331	Acupuncture Tech 1	3	30
AC-332	Acupuncture Tech	3	30
AC-333	Acupuncture Tech	3	30
AC-433	Dermatology and Ophthalmology	2	20
AC-434	Geriatrics & Family Medicine	2	20
AC-431	Acupressure	3	30
AC-432	Auricular Acu. / Scalp Acu.	3	30
AC-435	Clean Needle Technique	1	10
Total		38 units	380 hours

Department of Clinical Medicine

The University offers 48 quarter units in Clinical Medicine courses to prepare students for clinic internship and patient management.

Course No	Course Title	Units	Hours
OM-241	Western Med. Terminology	2	20
OM-242	Clinical Aspect of Western Med.	3	30
OM-243	Clinical Aspect of Western Med.	3	30
OM-244	Clinical Aspect of Western Med.	3	30
OM-245	Clinical Neurology	3	30
OM-246	Orthopedic	3	30
OM-247	Clinical Aspect of Western Med.	3	30
OM-341	Pharmacology	3	30
OM-342	Survey of Health Care System	2	20
OM-343	Ethics and Pro Issues	2	20
OM-344	Clinic Management	3	30
OM-345	Public Health	3	30
OM-346	Cardio-Pulmonary Resuscitation	1	10
OM-347	Primary Care	3	30
OM-441	Research Methods	3	30
OM-442	Clinical Outcomes	1.5/1.5	30
OM-443	Case Management	3	30
Total		46 units	460 hours

Clinical Training

The University offers 50 quarter units and 1000 instructional hours dedicated for patient care and management.

Course No	Course Title	Units	Hours
COB-1	Observation 1	4	80
COB-2	Observation 2	6	120
CSP-1	Supervisor Practice 1	8	160
CSP-2	Supervisor Practice 2	8	160
CSP-3	Supervisor Practice 3	8	160
CIP-1	Independent Practice 1	8	160
CIP-2	Independent Practice 2	8	160
Total		50 units	1000 hours

Elective

The University offers 48 quarter units in Elective courses.



Course No	Course Title	Units	Hours
CH-151	Conversational Chinese 1	2	20
CH-152	Conversational Chinese 2	2	20
KR-153	Conversational Korean 1	2	20
KR-154	Conversational Korean 2	2	20
BS-501	Psychology of Patient Care	3	30
BS-502	Principles of Nutrition	3	30
AC-531	Acupressure II	3	30
HM-521	Herbal Formula Construction	2	20
OM-511	Tuina I	3	30
OM-512	Tuina II	3	30
AC-532	Acupuncture Points Review	1	10
AC-533	Korean Constitutional Acupuncture	3	30
HM-522	Principles of Homeopathy	3	30
HM-523	Principles of Homeopathy II	3	30
OM-513	O.M.T. 1: Traditional Pathology	3	30
OM-514	O.M.T. 2: Advanced Pediatric	3	30
OM-515	O.M.T. 3: Pulmonary Disorders	3	30
OM-516	O.M.T. 4: Cardiovascular Disorders	3	30
OM-517	O.M.T. 5: Gastrointestinal Disorders	3	30
OM-518	O.M.T. 6: Advanced Gynecology	3	30
OM-519	O.M.T. 7: Immune & Related Condition	3	30
OM-611	O.M.T. 8: Yellow Emperor's Classics COM1: Chinese Medicine Classics	3	30
OM-612	Survey	3	30
OM-613	COM4: Studies on Thematic Diseases COM5: Great Compendium of Acupuncture	3	30
OM-614	Moxotherapy	3	30
OM-615	Four Aspects of Asian Medicine	3	30
CM-541	Seminar	Variable	Variable
CM-542	Special Topics	Variable	Variable
CM-543	Advanced Clinical Internship	5	50
CM-544	Clinical Residency	Variable	Variable
CM-545	Fundamentals of X-Ray	3	30
OM-616	Current Diagnostics in Asian Medicine	3	30
Total		82 units	820 hours

Courses Descriptions

California Trinity University's program, a four-year Master of Science in Acupuncture Oriental Medicine degree, encompasses leading-edge medical practices in Oriental Medicine, in Korea, China, Japan, and other parts of the world, including but not limited to Acupuncture, Herbology, Acupressure (Shiatsu), Tui Na Therapeutic Massage, Therapeutic Diet, Qi Gong system of energy control and Therapeutic Exercises (Tai-Chi) in order to provide a broad diagnostic and treatment base.

CTU's educational programs also underlines a sound foundation. Knowledgeable in Western medical science, to enable its graduates to interface with healthcare providers trained in Western Medicine. The clinical internship program includes rigorous training in patient care and herbal treatment preparation and application.

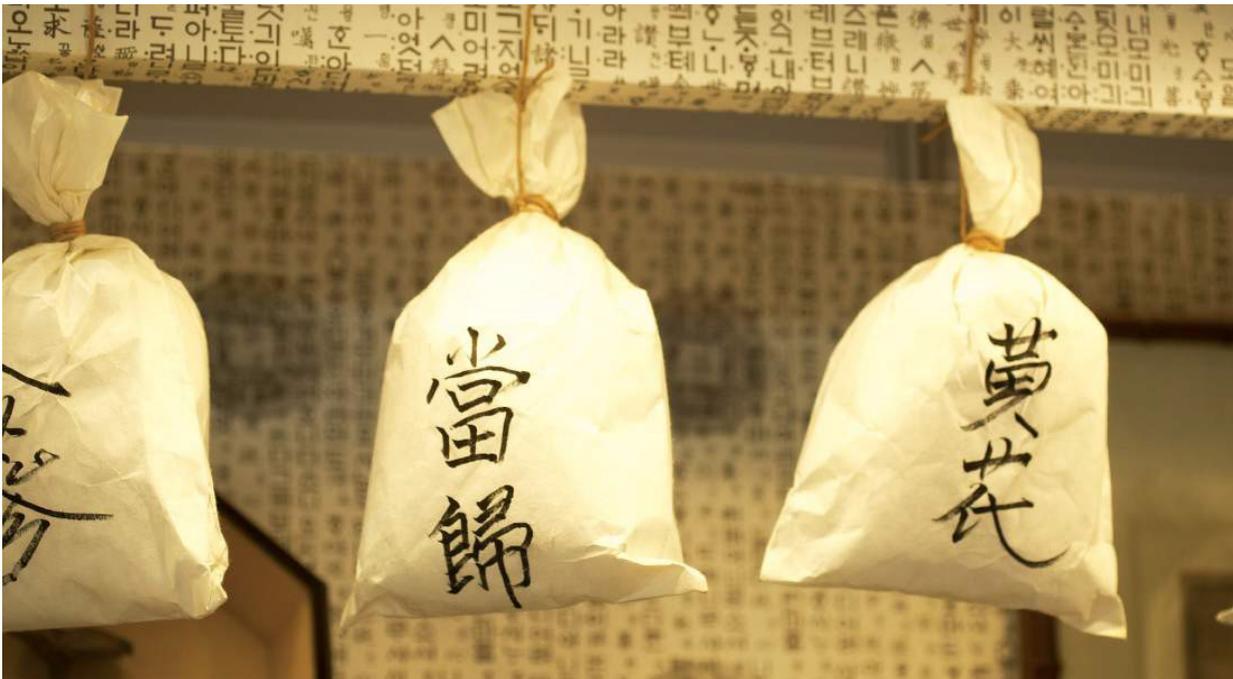
BS-201	GENERAL BIOLOGY (3.0/30)	3 quarter units/30 clock hours
An introductory course on human biology.		
BS-202	PHYSICS & BIOPHYSICS (3.0/30)	3 quarter units/30 clock hours
A study of the physical laws relevant to the study of acupuncture including electromagnetism, heat and light. The electronic equipment used in acupuncture is reviewed and theories of electro acupuncture are emphasized.		
BS-203	BASIC CHEMISTRY (3.0/30)	3 quarter units/30 clock hours
The fundamentals of inorganic chemistry, with an introduction to organic chemistry. Emphasis is on theory rather than mathematical formulations.		
BS-204	GENERAL PSYCHOLOGY (3.0/30)	3 quarter units/30 clock hours
A survey of the basic human behavioral patterns including cognitive, social and emotional responses as well as concepts useful to health care practitioners for patient care.		
BS-205	ORGANIC CHEMISTRY AND BIOCHEMISTRY (3.0/30)	3 quarter units/30 clock hours
An introduction to physiological chemistry including basic cellular biology, metabolism, the structure and function of carbohydrates, lipids, proteins and nucleic acids basic to the study of nutrition.		
BS-206	NUTRITION & VITAMINS (3.0/30)	3 quarter units/30 clock hours
A study of the biochemical aspects of nutrition, including micro- and macronutrients and the diseases resulting from their deficiency.		
BS-207	ANATOMY SURVEY (3.0/30)	3 quarter units/30 clock hours
A study of human surface anatomy, including those landmarks important to the location of acupuncture meridians and points.		
BS-301	NEUROCHEMISTRY (3.0/30)	3 quarter units/30 clock hours
A study of the chemistry of the nervous system.		
BS-302	NEUROPHYSIOLOGY (3.0/30)	3 quarter units/30 clock hours
A study of the structure & functions of the nervous system.		
BS-303	ENDOCRINOLOGY (3.0/30)	3 quarter units/30 clock hours
A study of the glands and hormones of the body and related disorders.		
BS-304	BASIC PHYSIOLOGY (3.0/30)	3 quarter units/30 clock hours
A study of human anatomy and physiology, including the organization of the body and the skeletal and muscular systems.		
BS-402	PATHOLOGY & PATHOPHYSIOLOGY(3.0/30)	3 quarter units/30 clock hours
An introduction to pathology. With a survey of the disease process including the circulatory, nervous neuropathology, endocrine pathology and diseases of the breast & musculoskeletal pathologies.		
OM-211	HISTORY OF MEDICINE AND ACUPUNCTURE (2.0/20)	2 quarter units/20 clock hours
A survey of the history and development of healing systems, with emphasis on contrasting Oriental medical models to Western medical approaches.		
OM-212	FUNDAMENTAL THEORIES OF ORIENTAL MEDICINE(3.0/30)	
An orientation to Oriental medicine and introduction to the concepts of yin and yang, the five elements, basic substances, organ physiology, etiologic factors and the eight principles.		
OM-213	DIAGNOSTIC METHODS OF ORIENTAL MEDICINE (3.0/30)	3 quarter units/30 clock hours
A study of the four traditional methods of Oriental diagnosis including observation, auscultation/olfaction, inquiry and palpation. Studies will include examining their signs, symptoms, tongue analysis and pulse analysis.		

OM-214	ORIENTAL MEDICAL TERMINOLOGY (2.0/20)	2 quarter units/20 clock hours
An introduction to basic Oriental medical terminology and Chinese characters useful in understanding acupuncture, herbology and Oriental Medical theory.		
OM-215	ESSENTIALS OF ORIENTAL MEDICINE I (3.0/30)	3 quarter units/30 clock hours
In depth discussions of signs, symptoms and syndromes relating to factors of exogenous pathogenic nature of Qi, factor of Blood and appropriate herbal and acupuncture treatments.		
OM-216	ESSENTIALS OF ORIENTAL MEDICINE II (3.0/30)	3 quarter units/30 clock hours
In-depth discussions of signs, symptoms and syndromes relating to the differentiation of disease according to Qi and blood, Zang-Fu organs and combination of organ syndromes. Etiology and treatment principles are also discussed.		
OM-217	ESSENTIALS OF ORIENTAL MEDICINE III (3.0/30)	3 quarter units/30 clock hours
In-depth study of signs, symptoms and syndromes according to Shang Hun Lun (Six Channel Differentiation) and Wei-Qi-Ying-Xue Differentiation (Four Level Differentiation) with appropriate herbal and acupuncture treatment modalities.		
OM-218	ESSENTIALS OF ORIENTAL MEDICINE IV (3.0/30)	3 quarter units/30 clock hours
In-depth study of signs, symptoms and syndromes according to Qi and blood, Zang-Fu organs and combination organ syndromes with special emphasis on appropriate herbal and acupuncture treatments.		
OM-311	ORIENTAL MEDICINE: INTERNAL MEDICINE I (3.0/30)	3 quarter units/30 clock hours
Studies in disorders of the respiratory system, various types of pain and urinary disorders.		
OM-312	ORIENTAL MEDICINE: INTERNAL MEDICINE II (3.0/30)	3 quarter units/30 clock hours
Studies in disorders of the gastrointestinal system, neuromuscular system, genital system and hemorrhaging.		
OM-313	ORIENTAL MEDICINE: INTERNAL MEDICINE III (3.0/30)	3 quarter units/30 clock hours
Studies in disorders of the head, cardiovascular system, blood stagnation, tumors, sleep and psychology.		
OM-314	ORIENTAL MEDICINE: OB/GYN & Pediatrics (3.0/30)	3 quarter units/30 clock hours
Studies in disorders of the female reproductive system obstetrics according to Western and Oriental medicine. Studies of clinical aspects and treatment for the common pediatric diseases are examined as well.		
OM-411	ORIENTAL DOCTOR'S TREASURED REFERENCE (3.0/30)	3 quarter units/30 clock hours
Review of the Oriental Medical Version of the Physician's Desk Reference, which provides capsule descriptions of all AM theory and practice including acupuncture, detoxification, herbology/pharmacology, internal medicine, moxibustion, philosophies and practices.		
OM-412	CHINESE PHILOSOPHY: QI GONG I (3.0/30)	3 quarter units/30 clock hours
An introduction to Chinese philosophy and theories of Qi as expressed in the exercises and breathing techniques of Qi Gong.		
OM-413	TUI NA (1.5/15)	1.5 quarter units/15 clock hours
Studies the Chinese method of Acupressure and therapeutic massage.		
OM-414	ORIENTAL & WESTERN FOOD THERAPY & NUTRITION (3.0/30)	3 quarter units/30 clock hours
A study of nutrition from the perspectives of Traditional Oriental Medicine.		
OM-415	WEN BING/SHANG HAN (3.0/30)	3 quarter units/30 clock hours
Advanced study of warm pathogenic & cold pathogenic factors and treatment. Prerequisite: OM-314, HM-324, and AC-333		
OM-416	JIN GUI/NEI JING (3.0/30)	3 quarter units/30 clock hours
Jin Gui is the advanced study of Herbs & Theory. for disease treatment and problem solving. The study in the Yellow Emperor Classics will guide basic learning for O.M. Theory & Philosophy. Prerequisite: OM-314, HM-324, and AC-333		
OM-417	TAI-CHI (1.5/15)	1.5 quarter units/15 clock hours
An introduction to the Asian philosophy and theories of Chi as expressed in the patterns of movement of Tai Chi.		
HM-221	BOTANY AND INTRODUCTION HERBOLOGY (3.0/30)	3 quarter units/30 clock hours
A basic study of plant life including plant morphology, plant classification and basic properties of Oriental herbs.		
HM-222	ORIENTAL MEDICINE: HERBOLOGY I (3.0/30)	3 quarter units/30 clock hours
A detailed study of approximately 60 Asian herbs including: their classification, name, taste, properties, entering meridians, actions, uses contraindications and preparation which includes a brief introduction to commonly used formulas for each category of herbs. Prerequisite: HM-221		

HM-223	ORIENTAL MEDICINE: HERBOLOGY II (3.0/30)	3 quarter units/30 clock hours
Continuation of Herbology I (HM-222), introducing an additional 70 herbs. Prerequisite: HM-222		
HM-224	ORIENTAL MEDICINE: HERBOLOGY III (3.0/30)	3 quarter units/30 clock hours
Continuation of Oriental Medicine, Herbology II (HM-223) introducing an additional 70 herbs. Prerequisite: HM-223		
HM-225	ORIENTAL MEDICINE: HERBOLOGY IV (3.0/30)	3 quarter units/30 clock hours
Continuation of Herbology III(HM-224), introducing an additional 70 herbs which includes a review of the categories of Herbs covered in the previous Herbology courses. Prerequisite: HM-224		
HM-226	ORIENTAL MEDICINE: HERBOLOGY V (3.0/30)	3 quarter units/30 clock hours
Continuation of Herbology IV(HM-225). Prerequisite: HM-225		
HM-227	ORIENTAL MEDICINE: HERBOLOGY VI (3.0/30)	3 quarter units/30 clock hours
Continuation of Herbology(HM-226). Prerequisite: HM-226		
HM-228	ORIENTAL MEDICINE: HERBOLOGY VII (3.0/30)	3 quarter units/30 clock hours
Continuation of Herbology (HM-227). Prerequisite: HM-227		
HM-321	HERBAL PRESCRIPTIONS I (3.0/30)	3 quarter units/30 clock hours
Building on the knowledge of individual herbs, this course introduces the concept of herbal formulation. It presents the 65 classical formulae (as required by AC) used in traditional and modern practice which including discussions of how to adjust the formulae to individual conditions. Prerequisite: HM-225 and OM-217		
HM-322	HERBAL PRESCRIPTIONS II (3.0/30)	3 quarter units/30 clock hours
Discussion of additional formulae. Prerequisite: HM-321		
HM-323	HERBAL PRESCRIPTIONS II (3.0/30)	3 quarter units/30 clock hours
Discussion of additional formulae, with emphasis on patent remedies. Prerequisite: HM-227, HM-332		
HM-324	HERBAL PRESCRIPTIONS IV (3.0/30)	3 quarter units/30 clock hours
Discussion of additional formulae with special emphasis on the formulae required for the California licensing examinations.		
HM-421	HERBAL PHARMACY (in Clinic) (2.0/40)	2 quarter units/40 clock hours
Practical experience in herbal pharmacy, selecting, weighing and compounding herbal formulas. Prerequisite: HM-324		
HM-422	ADVANCED HERBAL FORMULAE (3.0/60)	3 quarter units/60 clock hours
Progressive learning of more than 400 herbal formulae. Prerequisite: HM-421		
AC-231	INTRODUCTION TO ACUPUNCTURE (3.0/30)	3 quarter units/30 clock hours
A study of the art and science of acupuncture including channel pathways, major types of points, types of needles and care, sterilization techniques, related modalities (cupping, moxa, cutaneous needles, etc.) and the basic state regulatory guidelines for acupuncture Students will make a detailed study of channel pathways and acupuncture point location of the Ren (conception), Du (governing), lung, large intestine, stomach, spleen, heart and small intestine meridians according to the text, Chinese Acupuncture and Moxibustion.		
AC-232	POINT LOCATION AND THEORY I(3.0/30)	3 quarter units/30 clock hours
Continuation of Introduction to Acupuncture (AC-231). A detailed study of channel pathways and acupuncture point locations of the urinary bladder, kidney, pericardium, triple burner, gall bladder, liver and extra points.		
AC-233	POINT LOCATION AND THEORY II (3.0/30)	3 quarter units/30 clock hours
Continuation of Points Location and Theory I(AC-232). A detailed study of acupuncture point locations and their usage by anatomical region, covering the head, neck, chest, abdomen and back as well as a detailed study of scalp acupuncture. The course follows the textbook of the Shanghai College of Traditional Medicine, "ACUPUNCTURE: A Comprehensive Text".		
AC-234	POINT LOCATION AND THEORY III (3.0/30)	3 quarter units/30 clock hours
Continuation of Points Location and Theory II(AC-233). A detailed study of acupuncture point locations and their usage by anatomical regions, covering the upper and lower limbs. The course is also a detailed study of the "Eight Extra Meridians," the internal pathways of the channels and collaterals. Prerequisite: AC-232 or AC-233		
AC-235	POINT LOCATION AND THEORY IV(3.0/30)	3 quarter units/30 clock hours
A study of acupuncture points studied in the previous courses with emphasis on channel and collateral theory and their treatments. Prerequisite: AC-234		

AC-236	POINT LOCATION AND THEORY (3.0/30)	3 quarter units/30 clock hours
Continuation of Points Location and Theory IV. A study of the acupuncture points covered in the previous courses with emphasis on treatment. Prerequisite: AC-23		
AC-331	ACUPUNCTURE TECHNIQUES I (3.0/30)	3 quarter units/30 clock hours
Lectures and demonstrations with practice sessions of the techniques of acupuncture including sterilization techniques (Clean Needle Technique), use of disposable needles, insertion, sedation, tonification and removal of needles. Also, it discusses emergency situation, moxibustion, cupping, electro-acupuncture, scalp and auricular techniques; and self-needling. Prerequisite: AC-234 or 235		
AC-332	ACUPUNCTURE TECHNIQUES II (3.0/30)	3 quarter units/30 clock hours
Continuation of Acupuncture Techniques I (AC-331).		
AC-333	ACUPUNCTURE TECHNIQUES III (3.0/30)	3 quarter units/30 clock hours
Continuation of Acupuncture Techniques II (AC-332).		
AC-433	DERMATOLOGY & OPHTHALMOLOGY (2.0/20)	2 quarter units/20 clock hours
This course focuses on the clinical aspects and treatment for common disease including dermatology and ophthalmology.		
AC-434	GERIATRICS & FAMILY MEDICINE (2.0/20)	2 quarter units/20 clock hours
This course focuses on elderly and family care and awareness of at risk populations including gender, age, indigent, and disease-specific patients.		
AC-431	ACUPRESSURE (3.0/30)	3 quarter units/30 clock hours
Basic principles and techniques of the application of pressure to acupuncture. It points to elicit a therapeutic reaction.		
AC-432	AURICULAR & SCALP ACUPUNCTURE (3.0/30)	3 quarter units/30 clock hours
Advanced techniques in auricular and scalp acupuncture.		
AC-435	CLEAN NEEDLE TECHNIQUE (1.0/10)	1 quarter unit/10 clock hours
Uses the Colleges of Council Acupuncture and Oriental Medicine CNT text book.		
CM- 241	WESTERN MEDICAL TERMINOLOGY (3.0/30)	3 quarter units/30 clock hours
A study of Western medical terminology and nomenclature, including major prefixes, roots and suffixes.		
CM-242	CLINICAL ASPECTS OF WESTERN MEDICINE I (3.0/30)	3 quarter units/30 clock hours
Examination and interview of a patient's heart and respiratory system, including their history, vital signs and problems for those systems. Prerequisites: BS-304		
CM-243	CLINICAL ASPECTS OF WESTERN MEDICINE II (3.0/30)	3 quarter units/30 clock hours
Examining clinical problem of the abdomen and nervous system. Prerequisite: CM-242		
CM-244	CLINICAL ASPECTS OF WESTERN MEDICINE III (3.0/30)	3 quarter units/30 clock hours
Examining normal and complicated pregnancy and labor, the psychiatric patient, dermatology, and sexually transmitted diseases.		
CM-245	CLINICAL NEUROLOGY (3.0/30)	3 quarter units/30 clock hours
A study of the science in Western neurology, including pathways, motor deficits with signs of lower motor neuron lesions, cerebellar dysfunction, neuromuscular junction disorders, clinical aspects of movement disorders and related diseases and cerebrovascular diseases. Focus will be on pathology, evaluation, and treatment.		
CM-246	ORTHOPEDICS & RADIOLOGY (3.0/30)	3 quarter units/30 clock hours
Orthopedics: Clinical aspects and treatment for acute and chronic traumas and emergency care for the spine, bones, and ligament injuries, and inflammatory diseases of the skeleton. The students will use clinical evaluation and physical therapy for treatment. Radiology: Introduction to medical imaging procedures including X-ray, CT, MRI, Ultrasound, and Nuclear Medicine.		
CM-247	CLINICAL ASPECTS OF WESTERN MEDICINE IV (3.0/30)	3 quarter units/30 clock hours
Examination in clinical aspects and treatment including urology, ear, nose, throat examinations, and functional analysis.		
CM-341	PHARMACOLOGY (3.0/30)	3 quarter units/30 clock hours
A survey of Western pharmacology with emphasis on classification, major actions and side effects of commonly prescribed medications. Also reviews the effects of Western pharmaceuticals on Asian diagnosis.		

- CM-342 SURVEY OF HEALTH CARE SYSTEM (2.0/20) 2 quarter units/20 clock hours**
Survey and visitation of Western health care systems in order to promote effective communication with Western practitioners, make effective referrals and better understand a patient's prior treatment.
- CM-343 ETHICAL AND PROFESSIONAL ISSUES (2.0/20) 2 quarter units/20 clock hours**
Lectures, readings, discussions of ethics, jurisprudence and current issues that confronts the modern health practitioner.
- CM-344 CLINIC MANAGEMENT (3.0/30) 3 quarter units/30 clock hours**
Discussions of basic organization for the medical practice of the licensed acupuncturist, emphasis in office and clinic management, patient record keeping, billing procedures, legal responsibilities and other related topics.
- CM-345 PUBLE HEALTH (3.0/30) 3 quarter units/30 clock hours**
Includes Community Health & disease prevention, treatment of chemical dependency, communicable diseases, public health alerts, and epidemiology.
- CM-346 CARDIO PULMONARY RESUSCITATION (3.0/30) 3 quarter units/30 clock hours**
Certification course in cardiopulmonary resuscitation (CPR) (Note: All students who do not hold a current CPR card must take Cardiopulmonary Resuscitation A(CM-246) before beginning Clinical Observation.
- CM-347 PRIMARY CARE (3.0/30) 3 quarter units/30 clock hours**
Examines Primary Care responsibilities such as, history taking & charting, nature of biomedical clinical process, diagnosis, treatment & follow-up and emergency procedures.
- CM-443 CLINICAL OUTCOMES (3.0/30) 3 quarter units/30 clock hours**
Examines the psychosocial assessment in managing psychological reactions for procedural codes of both CPT & ICD-9. Introduces medical-legal\report writing, expert testimony, IME's. follow-up care, and final review of functional outcome measurements.



Elective Courses (Not Required for Graduation)

BS-502	PRINCIPLES OF NUTRITION (3.0/30)	3 quarter units/30 clock hours
Methods of nutritional assessment, discussions of clinical cases, formulation of nutritional programs for patients with health problems and nutritional counseling. Prerequisite: BS-206.		
OM-511	TUINA I (3.0/30)	3 quarter units/30 clock hours
Studies of the Chinese method of acupressure and therapeutic massage. Prerequisite: (OM-216 and AC-234. Note: No credit is given with- out satisfactory completion of OM-512 Tuina II.)		
OM-512	TUINA II (3.0/30)	3 quarter units/30 clock hours
A continuation of Tuina I. Prerequisite: OM-511.		
AC-532	ACUPUNCTURE POINTS REVIEW (1.0/10)	1 quarter unit/10 clock hours
A review of point locations and channel pathways in preparation for the State of California Comprehensive Examination and Licensure Examination.		
HM-522	PRINCIPLES OF HOMEOPATHY (3.0/30)	3 quarter units/30 clock hours
A survey of the theories of disease, diagnostics and treatment methods of homeopathy.		
HM-523	PRINCIPLES OF HOMEOPATHY II (3.0/30)	3 quarter units/30 clock hours
Continuation in the survey of homeopathy. Prerequisite: 555.		
OM-513/8	ORIENTAL MEDICAL THERAPEUTICS (3.0/30)	3 quarter units/30 clock hours
Advanced courses in specialized subjects in Oriental Medicine. Admission with instructor's consent only.		



Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Admission Fees

Application Fees (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

Academic Courses	\$140
Clinic Courses	\$170

Miscellaneous Fees

Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation Fee	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing	\$300

Special Examination Fees

Pre-clinical Examination	\$200
Course Make-up Exam (Re-tests per Exam)	\$ 75
Graduation Assessment Test (GAT)	\$100

Estimated Charges per Quarter

Tuition (\$140 x 12 Quarter Units)	\$1,680
Books and Supplies (Estimate)	\$100
Cost per Quarter	\$1,780

Estimated Total Charges for Entire Program (22 Quarters)

Tuition (\$140 x 218 Quarter Units)	\$30,520
Clinic Courses (\$170 x 45 Quarter Units)	\$7,650
Books and Supplies (Estimate)	\$2,200
Others (Estimate)	\$520
Total Program Cost	\$40,890



Doctor of Acupuncture and Oriental Medicine

Purpose

The Doctor of Acupuncture and Oriental Medicine (DAOM) program at California Trinity University (CTU) is designed to develop the candidate for exceptional clinical expertise via in-depth study for the advanced knowledge of Oriental medicine and its practical intensive training under the supervision of highly experienced faculty. Emphasis is placed on the development of strong scientific methods needed for the integrative collaboration between Western medicine and Oriental medicine in the field of contemporary health care.

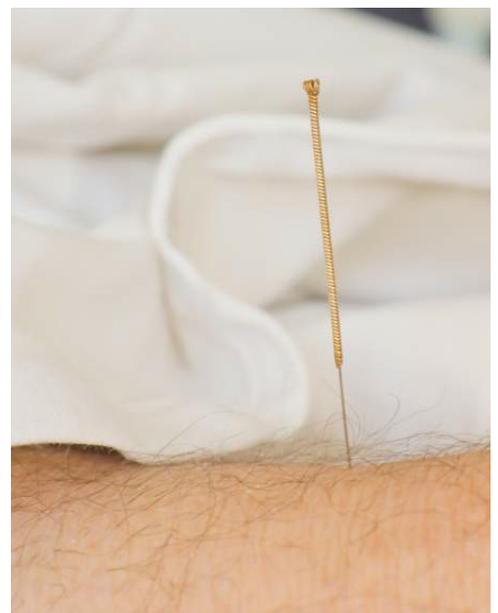
Objectives

1. To understand how to care for patients suffering from illness including musculoskeletal, pulmonary, urological, neurological, and endocrine disorders.
2. To understand the structural, biological and behavioral factors underlying the 5-area-specialized illness to be an expert in patient care.
3. To review and understand the clinical and scientific literature relating to five areas focus in internal integrative medicine specialty across a variety of academic disciplines.
4. To Perform research relating to five areas focus in internal integrative medicine specialty.
5. To deliberately participate in the development of advanced therapeutic methods including the discussion of patient cases: All new and ongoing patients seen in the clinic are presented in an open discussion manner with the faculty.

Admission Requirements

Applicants to the CTU's DAOM program must meet the following prerequisites:

1. A Master's degree or equivalent in Acupuncture and/or Oriental medicine from a BPPE-approved institution, or equivalent;
2. A current California acupuncture license or, if from out-of-state, a current license valid in that state before entering the doctoral clinical training;
3. Have a minimum grade point average (GPA) of 2.7 on a 4.0 scale;
4. Applicants whose primary language is not English are required to provide evidence of a TOEFL exam with a minimum IBT score of 80, or proof of completion of 2 years course work from an accredited college in the United States.



Admission Procedures

Admission applications are reviewed and accepted on an ongoing basis with preference given to early applications. Once all required documents listed below are received an interview will be scheduled with the Doctoral Admission Committee. All applicants are required to submit the following:

1. A completed CTU Application Form for admission (with 1 color passport size photo);
2. A non-refundable application fee of \$100 (sent with the application form);
3. Official transcripts from all colleges or universities previously attended (forwarded directly to CTU's Office of Admission);
4. Two letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors in medical science;
5. A 500-word statement of educational objectives that includes specific focus of research program and career goals;
6. An updated resume that includes education, work or/and teaching experience, research participation, publications or formal conference presentations, and anything else of significance.

Additional documents for international applicants who earned their prerequisite educational requirements at foreign institutions. are required as following:

1. Course work must be evaluated by an education evaluation service agency which is a charter member of the National Association of Credential Evaluation Services (NACES) for equivalency to CTU master's program;
2. Proof of all required immigration procedures: photocopies of I-94, I-20, US visa page on passport and first page of passport;
3. A completed Transfer Release Form;
4. Bank statements;
5. Affidavit of support from the sponsor (if the bank account is not under the applicant name).

Standard Admission

Applicants who have a Master's degree (or Master's level diploma) in Oriental Medicine from a BPPE-approved institution or equivalent, with at least 2,800 hours, will be considered for admissions to the DAOM program, after submitting the application form and accompanying documents.

Special Admission

Applicants with a Master's degree (or Master's level diploma) in Acupuncture and/or Oriental medicine of less than 2,800 hours must demonstrate experience equivalency. A deficiency in education hours may be remedied by documented clinical experience. Such applicants will be reviewed by the Doctoral Admissions Committee who will consider formal education hours, clinical experience (e.g. a minimum of 5-year-full time clinical practice) and contributions to the field. The review will determine the level of knowledge and skills in biomedicine, which may require passing a challenge examination or taking the introductory biomedicine course to complete educational requirements for the DAOM program. All such courses or challenge examinations must be completed within the first 6 months from the start of the program.

Non-Matriculating Students

The admission procedure and entrance requirements for non-matriculating applicants are the same as for degree-seeking applicants. Non-matriculating students may request a change of status to become degree-seeking students at any time during the program.

Transfer Credit Policy

Course work taken at other institutions before admission to CTU, but equivalent to CTU doctoral program, may be presented for evaluation for transfer credit. Transfer credit for courses with a grade of 'B' or better completed at other institution or through the challenge exam may be given to applicants enrolled in the Doctoral program. No transfer or challenged credit is allowed for Field Study Modules. Transfer credit cannot exceed thirty six (36) quarter units.

Academic

Structure of Program

The DAOM program at California Trinity University consists of 1,240 total hours – 680 hours of didactic instruction and 560 hours of clinical practice – must be completed over the course of eight academic quarters. It is composed of 25 required modules; 14 foundation modules (modules 1-14), 8 clinical medicine modules (modules 15-22), and 3 field study modules (modules 23-25).

Classes and clinical hours meet biweekly, Monday through Friday, for 3-4 hours each day, and Saturday for 8 hours, so candidate can continue his/her clinical practice while pursuing his/her doctorate.

Foundation Modules

These core modules 1-14 (490 Hours) enable doctoral candidates to broaden and deepen the knowledge of Oriental medicine. Doctoral candidates understand the basic features and treatment modalities of Traditional Korean Medicine (TKM) based on medical classics of high renown as well.

Clinical Medicine Modules

Five areas of focus in Internal Integrative Medicine are taught with a multi-specialty approach through modules 15-19 (200 Hours). Doctoral candidates receive didactic instruction combined with clinical training in all areas of the Internal Integrative Medicine specialty. Discussion for the actual cases of chronic diseases is emphasized.

1. Integrative Medicine: Musculoskeletal Disorders
2. Integrative Medicine: Pulmonary Disorders
3. Integrative Medicine: Urological Disorders
4. Integrative Medicine: Neurological Disorders
5. Integrative Medicine: Endocrine Disorders

Modules 20-22 (70 Hours) are introduction to evidence-based medicine for clinical research, including data analysis, review of contemporary research, design of clinical trials and project, presentation and oral defense.

Field Study Modules

Modules 23-25 (480 Hours) are designed to develop doctoral candidates' skills used in the clinical practice field. Field Study is composed of three components; Clinical Residency, Mentorship, and Preceptorship.

1. Clinical Residency (200 Hours): Doctoral candidates will participate in the assessment and treatment of patients, and be allowed for discussion of actual cases from patient's care.
2. Mentorship (160 Hours): Doctoral candidates will have the opportunity to have a deep knowledge and experience of clinical practice, research or teaching from senior mentor practitioners in Oriental medicine or in Western medicine.
3. Preceptorship (120 Hours): Doctoral candidates will progress clinical practice as supervisors or assistant supervisors to develop their leadership and teaching skills through providing educational support to CTU master's degree interns. Candidates are also required to participate in 32-hour community services as a part of their preceptorship hours



Standard of Student Achievement and Graduation Requirements

The Degree of DAOM is conferred upon the completion of the following requirements:

1. Complete a total of 100 quarter units or 1,240 hours broken down as:
 - a. Foundation Modules and Clinical Medicine Modules of 76 quarter units with a minimum cumulative grade point average of 3.0 on a 4.0 scale;
 - b. Field Study Modules of 24 quarter units with the grade of "P"(Pass);
2. Complete a doctoral research project with a research dissertation approved by the Doctoral Academic Committee;
3. Meet all administrative and financial obligations to CTU prior to graduation.

Course Descriptions

Program Descriptions

	Code	Course Title	Credit Units	Didactic Hours	Clinic Hours
1	DOM700	Five Elements' Motion and Six Energies	3	30	0
2	DOM710	Meridians and Zang-Fu Organs	3	30	0
3	DOM720	Theory of the Pericardium-Triple Energizer	3	30	0
4	DOM750	Advanced Herbal Administration and Prescription	3	20	10
5	DOM760	Natural Cures: Nutrition and Diet	3	30	0
6	DOM800	Dongeuji Bogam (The Treasures of Eastern Medicine)	3	30	0
7	DSM700	Sa-Sang Medical Typology	4	40	0
8	DSM810	Sa-Sang Constitutional Medicine and Herbs	4	40	0
9	DSM820	Sa-Sang Constitutional Medicine and Formulas	4	40	0
10	DST700	Sa-Am Acupuncture Theory	4	40	0
11	DST710	Sa-Am Acupuncture Therapy 1	4	30	10
12	DST720	Sa-Am Acupuncture Therapy 2	4	30	10
13	DST800	Interdisciplinary Application of Sa-Sang Typology and Sa-Am Acupuncture	4	40	0
14	DST810	Contemporary Chinese and Japanese Acupuncture	3	30	0
FOUNDATION MODULES			49	460	30
15	IOM810	Integrative Medicine: Musculoskeletal Disorders	4	30	10
16	IOM820	Integrative Medicine: Pulmonary Disorders	4	30	10
17	IOM830	Integrative Medicine: Urological Disorders	4	30	10
18	IOM840	Integrative Medicine: Neurological Disorders	4	30	10
19	IOM850	Integrative Medicine: Endocrine Disorders	4	30	10
20	EBM700	Evidence-Based Medicine: Clinical Research Methodology	3	30	0
21	EBM800	Evidence-Based Medicine: Clinical Research Proposal	2	20	0
22	EBM810	Evidence-Based Medicine: Clinical Research Project	2	20	0
CLINICAL MEDICINE MODULES			27	220	50
23	DFS800	Clinical Residency	10	0	200
24	DFS810	Mentorship	8	0	160
25	DFS820	Preceptorship	6	0	120
FIELD STUDY MODULES			24	0	480
TOTAL HOURS			100	680	560
TOTAL CLINIC HOURS					1,240

The Doctor of Acupuncture and Oriental Medicine (DAOM) program at California Trinity University (CTU) is 1,240 hours in length, composed of 680 didactic hours and 560 clinical hours. Students who earned a Master's degree or Master's level equivalent with less biomedicine content than required by the California Board of Acupuncture will be required to take the 40-hour introductory biomedicine or western medicine module to fulfill any missing prerequisite. This module must be completed within 6 months from the start of the program.

		Didactic / Clinic Units (Hours)	
DOM 700	Five Elements' Motion and Six Energies	3/0 Units (30/0 Hours)	Prerequisite: None
This course helps students understand I-ching and expend their knowledge of metaphysics and its application in the clinical practice.			
DOM 710	Meridians and Zang-Fu Organs	3/0 Units (30/0 Hours)	Prerequisite: None
This course is an in-depth study of meridian theory with a schematic diagram, including more precise analysis of the pathways and functions of the Twelve Regular Meridians and the Eight Extra Meridians and the relationship with Zang-Fu (hollow and solid) organs in the human body.			
DOM 720	Theory of the Pericardium-Triple Energizer	3/0 Units (30/0 Hours)	Prerequisite: None
This course is an in-depth study of the non-substantial organs, the Pericardium and the Triple Energizer (San-Jiao). It covers the close relationship between the Pericardium and the Triple Energizer and their significant functions in Zang-Fu (Hollow and Solid) organs with the characteristics of Jueyin (Decline yang) and Shaoyang (Lesser yang) of six types of energies. It emphasizes on the clinical application of the theory.			
DOM 750	Advanced Herbal Administration and Prescription	2/1 Units (20/10 Hours)	Prerequisite: None
This course presents a detailed review of the traditional processing methods of herbs to enhance or modify the properties of herbs in accordance with the indications of herbal formulas. Laboratory practice is included.			
DOM 760	Natural Cures: Nutrition and Diet	3/0 Units (30/0 Hours)	Prerequisite: DSM 700
This course reviews the nutritional nature of medicinal herbs and commonly used nutritional supplements. Upon completion of this course, students will be skilled in applying diet to patients as medicinal food according to their constitutional types of bodies.			
DOM 800	Dongueui Bogam (The Treasures of Eastern Medicine)	3/0 Units (30/0 Hours)	Prerequisite: None
This course introduces Korean medical classic, Dongueui Bogam (The Treasures of Eastern Medicine) and its clinical applications. This course also reviews the main Chinese medical classics, Shang Han Lun and Jin Gui Yao Lue (The Essential Prescriptions of the Golden Cabinet) which covers the classic theories of diseases caused by exogenous pathogenic factors.			
DSM 700	Sa-Sang Medical Typology	4/0 Units (40/0 Hours)	Prerequisite: None
This course provides students with a detailed study of Korean Sa-Sang Constitutional medicine based on the original text "Dongueui Suse Bowon (The Principal of Life Preservation in Oriental Medicine)", including basic theory, constitutional characteristics and susceptible types of disorders for each constitutional type of body. It is emphasized on herbal prescriptions and their clinical applications.			
DSM 810	Sa-Sang Constitutional Medicine and Herbs	4/0 Units (40/0 Hours)	Prerequisite: DSM 700
This course is a detailed study of DSM 700 "Sa-Sang Medical Typology." This course helps students practice an analysis of the property of each individual herb and classification of each herb according to the constitutional types of bodies.			
DSM 820	Sa-Sang Constitutional Medicine and Formulas	4/0 Units (40/0 Hours)	Prerequisite: DSM 700
This course helps students understand the principles of prescriptions for the typical herbal formulas and their clinical modifications according to the constitutional types of bodies. It also helps students expand their knowledge of "Same disease, Different formulas", which shows another aspect of "Same disease, Different treatment" in Oriental medicine.			
DST 700	Sa-Am Acupuncture Theory	4/0 Units (40/0 Hours)	Prerequisite: None
This course based on the original text "Master Sa-Am's Essence of Acumoxatherapy" introduces the basic principles and history of Sa-Am Acupuncture, which is known in the name of "Korean Four Needle Technique" in the United States.			
DST 710	Sa-Am Acupuncture Therapy-I	3/1 Units (30/10 Hours)	Prerequisite: DST 700
This course is the first part of a two-quarter serial study of Sa-Am Acupuncture Therapy. It presents a detailed analysis of differentiation of syndrome and acupuncture prescriptions for the pathological manifestations of Taiyang, Yangming, and Shaoyang meridians with emphasis on the relationship between pathways of meridians and Zang-Fu organs.			
DST 720	Sa-Am Acupuncture Therapy-II	3/1 Units (30/10 Hours)	Prerequisite: DST 700
This course is a continuation of DST 710 "Sa-Am Acupuncture Therapeutics 1." It presents a detailed analysis of differentiation of syndrome and acupuncture prescriptions for the pathological manifestations of Taiyin, Shaoyin, and Jueyin meridians with emphasis on the relationship between pathways of meridians and Zang-Fu organs.			
DST800	Interdisciplinary Application of Sa-Sang Typology and Sa-Am Acupuncture	4/0 Units (40/0 Hour)	
This course addresses the collaborative applications of Sa-Sang constitutional medicine and Sa-Am Acupuncture to practice. Upon completion of this course, students will be familiarized with the clinical trial of both Sa-Sang constitutional medicine and Sa-Am Acupuncture.			
DST 810	Contemporary Chinese and Japanese Acupuncture	3/0 Units (30/0 Hours)	Prerequisite: None
This course introduces advanced acupuncture treatments with emphasis on Master Tong's acupuncture theory and needling techniques. This course also introduces an overview and developmental change of acupuncture treatment in Japan. It focuses on clinical applications for common or specific			

diseases.

IOM 810	Integrative Medicine: Musculoskeletal Disorders	3/1 Units (30/10 Hours)	Prerequisite: None
This course presents an advanced differential diagnosis and treatment of various diseases of the musculoskeletal system with emphasis on pain management. Instructors will share their personal clinical experience in treating physical injuries and pain management.			
IOM 820	Integrative Medicine: Pulmonary Disorders	3/1 Units (30/10 Hours)	Prerequisite: None
This course presents an advanced differential diagnosis and treatment of various diseases involving the human respiratory system. Integrative approaches for asthma, allergy, and infections involving the lungs such as skin rashes, psoriasis will be emphasized.			
IOM 830	Integrative Medicine: Urological Disorders	3/1 Units (30/10 Hours)	Prerequisite: None
This course presents an identification of the pathophysiologic, physiologic and genetic aspects of the major diseases of the Kidney. It also presents the diagnostic criteria and clinical feature and treatment of the most common disorders in this field. Integrative approaches for Lin syndrome, nephritis, edema, and hypertension will be emphasized.			
IOM 840	Integrative Medicine: Neurological Disorders	3/1 Units (30/10 Hours)	Prerequisite: None
This course presents an advanced differential diagnosis and treatment of various diseases involving the human nervous system. This course is designed to provide further understanding of the relationship between nervous system and the pathways of meridians and 'Muscle Re- gions.' Integrative approaches for facial paralysis, wind stroke, trigeminal neuralgia, Parkinson's disease will be emphasized.			
IOM 850	Integrative Medicine: Endocrine Disorders	3/1 Units (30/10 Hours)	Prerequisite: None
This course presents an advanced differential diagnosis and treatment of endocrine and metabolic disorders. This course reviews the body's control mechanisms for hormonal production and how hormones act to maintain metabolic homeostasis. Integrative approaches for diabetes mellitus, menopausal syndrome of both man and woman will be emphasized.			
EBM 700	Evidence-Based Medicine: Clinical Research Methodology	3/0 Units (30/0 Hours)	Prerequisite: None
This course is an introduction to evidence-based medicine for clinical research. This course covers a practical training on how to organize and analyze data and resources. This statistical analysis of biomedical data includes random variation and probability, data management, exploratory data analysis (EDA), descriptive statistics, hypothesis development.			
EBM 800	Evidence-Based Medicine: Clinical Research Proposal	2/0 Units (20/0 Hours)	Prerequisite: Completion of 26 units of didactic courses with EBM 700
This course guides students on how to propose a proper research, and prepares them on writing a research dissertation of a certain subject with advice from faculty. The proposal for the research project, submitted by the end of the first year, demonstrates student's ability to carry out independent research and analysis at an advanced level in the field of internal integrative medicine specialty. A written proposal outlining his/her research project is submitted to the Doctoral Academic Committee for review.			
EBM 810	Evidence-Based Medicine: Clinical Research Project	2/0 Units (20/0 Hours)	Prerequisite: EBM 800
Each doctoral candidate prepares presentation and oral defense for the research project in the final phase of the doctoral program. Doctoral candidates are expected to demonstrate skill and accumulated experience, and summarize their findings through the clinical practicum in their chosen field of specialization. Every research projects are expected that every effort will be made to submit at least one article for publication in an Oriental medicine or a clinical journal.			
DFS 800	Clinical Residency	0/10 Units (0/200 Hours)	
The doctoral program offers 200 hours to allow doctoral candidates to broaden their experience by implementing techniques and treatment protocols through clinical training. Doctoral candidates progress through advanced and professional practice stages including patient intake, diagnosis and treatment with emphasis on discussion of cases. A maximum of 100 hours can be performed in the candidates' own clinics with external supervision and the approval of Doctoral Academic Dean; in this case, they submit written case summaries on their performance to Doctoral Academic Dean for review.			
DFS 810	Mentorship	0/8 Units (0/160 Hours)	
The doctoral program offers 160 hours of mentorship. Through the clinical mentorship, doctoral candidates have the opportunity to have a deep knowledge and experience of clinical practice, research or teaching from senior mentor practitioners in Oriental medicine or in Western medicine under the supervision of the approved faculty supervisors. Clinic Rotation of 64 hours will be arranged on an individual basis.			
DFS 820	Preceptorship	0/6 Units (0/120 Hours)	
The doctoral program offers 120 hours for doctoral candidates as supervisors or assistant supervisors to develop their leadership and teaching skills through providing educational support to CTU master's degree interns under the supervision of faculty, who submits a written evaluation for the candidate's performance at the end of the preceptorship. As part of their preceptorship hours, doctoral candidates are also required to participate in 32-hour community services on an individual basis.			

Financial

Tuition and Fees

The university reserves the right to amend the schedule of tuition fees throughout the academic year. All charges for tuition and fees are due and payable at the beginning of each quarter. For all late payments, there is a penalty fee.

Admission Fees

Application Fees (Non-refundable)	\$100
I-20 Processing Fee - Transfer	\$100
I-20 Processing Fee - Initial	\$200
I-20 Processing Fee – Change of Status	\$400

Tuition (Per Quarter Unit)

Academic Modules	\$180
Field Study Modules	\$200

Miscellaneous Fees

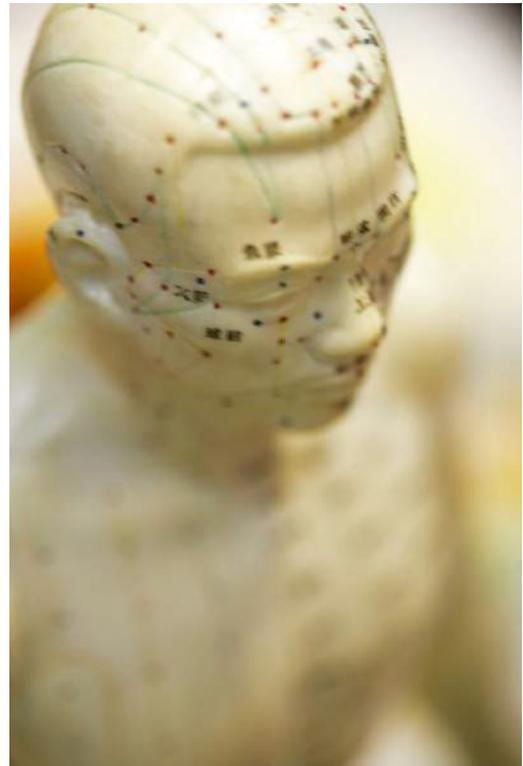
Student ID	\$ 20
Late Registration Fee	\$ 20
Transcript	\$ 20
Enrollment Verification Fee	\$ 20
Invitation Letter	\$ 20
I-20 Re-processing Fee	\$ 50
Transfer Credit Evaluation Fee	\$ 50
Returned Check Service Fee	\$ 35
Graduation Processing	\$400

Estimated Charges per Quarter

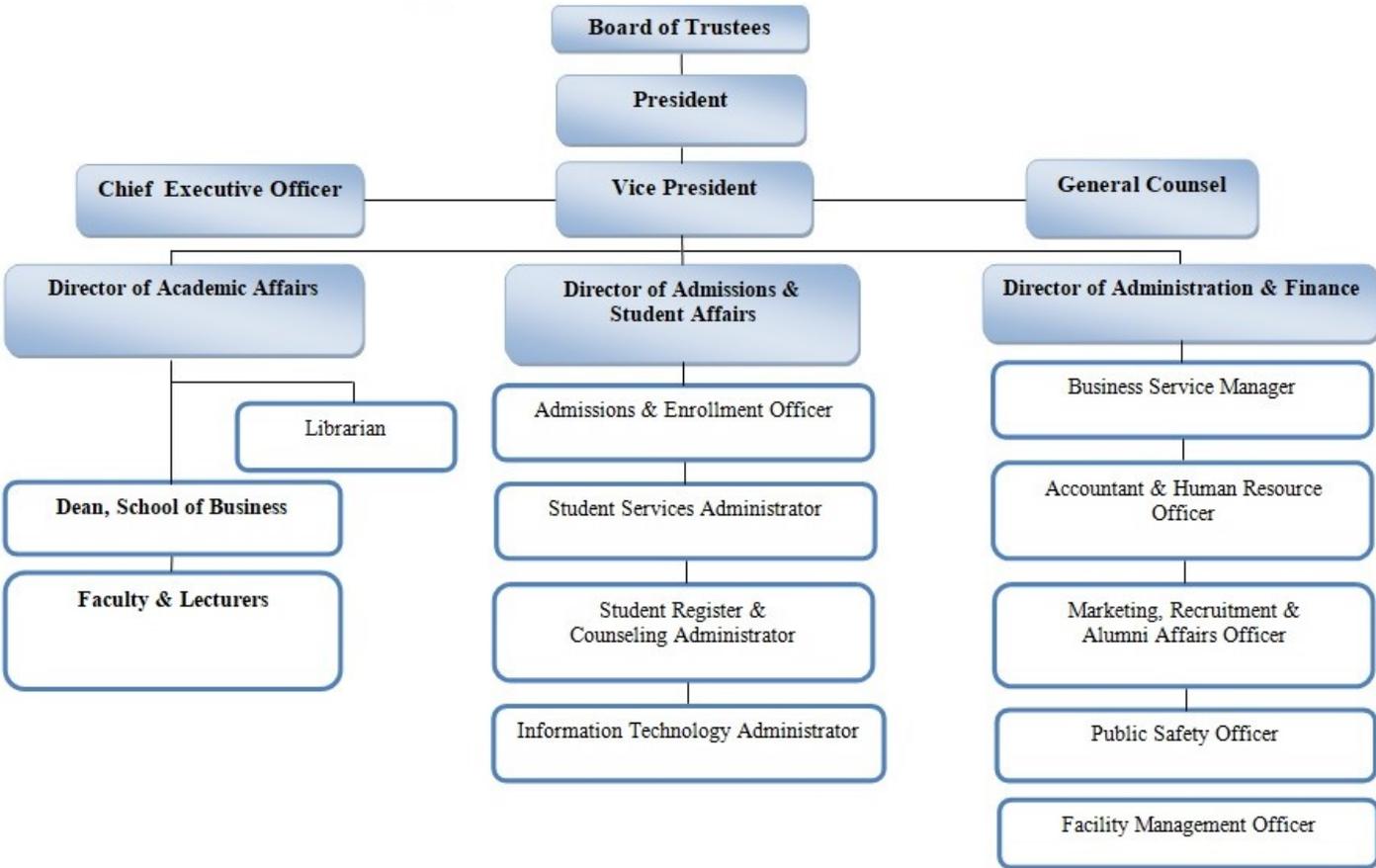
Academic Tuition (\$180 x 9 Quarter Units)	\$1, 620
Field Study (\$200 x 3 Quarter Units)	\$ 600
Books and Supplies (Estimate)	\$ 100
Cost per Quarter	\$2, 320

Estimated Total Charges for Entire Program (8 Quarters)

Tuition (\$180 x 76 Quarter Units)	\$13, 680
Field Study (\$200 x 24 Quarter Units)	\$4,800
Books and Supplies (Estimate)	\$800
Others (Estimate)	\$520
Total Program Cost	\$19, 800



Organizational Chart



Administration

President	Norman Montrose, J.D
Vice President	Douglas Chong, CPA, JD
Chief Executive Officer	Eun Ju Jang
General Counsel	Brad Lee, JD
Director of Academic Affairs	Christina Baker, ABD, DBA, MBA, MS, MA, MAED
Director of Admissions & Student Affairs	James Kang
Director of Administration & Finance	Gregory Mooshagian, MA
Dean, School of Business	Carmelita Bouie, MBA, MA
Librarian	
Admissions & Enrollment Officer	Yoshi Shiihara
Student Services Administrator	Sun Kai, MBA
Student Register & Counseling Administrator	Hailey Kim, MBA
Information Technology Administrator	Roderick Durmiendo
Business Service Manager	Marco Cho, CPA
Accountant & Human Resource Officer	Kaitlyn Baek, MA
Marketing, Recruitment & Alumni Affairs Officer	Zaya Ganbold, MSc
Public Safety Officer	Billy Ganbold
Facility Management Officer	Hyejin Yoon

School of Business Administration Faculty

Ted Dalton, DBA, MBA, MPM

Doctor of BA with emphasis on Management Information Systems, *Argosy University, Orange County, CA*
Master of BA with emphasis on Management Information Systems, *Argosy University, Orange County, CA*
Master of Project Management with emphasis on Software Development, *Argosy University, Orange County, CA*
BS in Information Technology, Major Computer Networking *DeVry University, Pomona, CA*
BS in Commerce, Major Accounting and Marketing, *San Sebastian College, Philippines*

Christina Baker, ABD, DBA, MBA, MS, MA, MAED

PhD in Curriculum and Instruction – In Progress, *Capella University, MN*
Master in Business Administration, *Hope International University, Fullerton, CA*
Master of Science in Adult Education, *Trident University International, Cypress, CA*
MS in Education, *Capella University, MN*
MA in Speech Communication, *California State University, Los Angeles, CA*
BA – Speech Communication, *California State University, Long Beach, CA*

Carmelita Bouie, MBA, MA

Master of Business Administration, *Cornell University, NY*
MBA in International Business, *Queen's University, Canada*
MA in Spanish Literature and Linguistics, *California State University, Long Beach*
Graduate Certificate, Russian Language and Eastern European Studies, *California State University, Long Beach*
Graduate Study, *Universidad Complutense de Madrid (Spain)*
BA in Spanish, *California State University, Los Angeles*

Dale Conjurski, MBA

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

M. Faisal Ashfaq, MS-IT

Master of Information Technology Management (concentration MBA, MPA and MSIS),
California State University, Los Angeles, CA
Bachelor of Science in Computer Information Systems (concentration in Information Technology),
California State University, Los Angeles, CA

School of Business Administration Faculty

Douglas Chong, CPA, JD, MA

Juris Doctor, Trinity Law School, CA
MA in Economics, University of Washington, WA
BA in Economics, University of Washington, WA

Vee Cristobal MA, CPA, CGMA

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

Natalie Betran CPA, CGMA

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

School of Acupuncture and Oriental Medicine Faculty

Cho, Ki Haeng, L.Ac. Ph.D

BS in Agricultural Chemistry, Seoul National University, South Korea
MS in Biochemistry, Seoul National University, South Korea
PhD in Applied Microbiology and Enzyme Technology, Korea Advanced Institute of Science and Technology, Daejeon, South Korea

Park, Sung An .M.S. Ph.D

Bachelor of Arts, Chosun University of Art, South Korea
Master in Oriental Medicine, Samra University, Los Angeles, CA.
Doctor of Philosophy, Yuin University, Compton, CA

Jeong Hye Kim, L.Ac.

Archived Associates Degree & Medical Technology License Kwangju Health College, South Korea
Master of Science in Oriental Medicine & L.Ac, Samra University of Oriental Medicine in Los Angeles, CA
IV Certificate In Angeles Nursing College
Doctor Program in South Baylo University (present)

Kong, Kap-Seoung, M.D.

Choong Ang University, Medical School University of California, Los Angeles

Chang, Yae Jin , L.Ac.MS, Doctoral Candidate

B.S in Physical Education
M.S in Physical Education
Seoul National University, Anaheim, CA
Doctor of Acupuncture, Yuin University, Compton, CA

Joung, Won Jo, M.S., LAc

BS in Forestry, Chungnam National University
MS in Asian Medicine, Southern California University, Los Angeles, CA.

School of Education Faculty

Yi, Kiyeon, M.A, PhD

Bachelor of Arts in Early Childhood Education
Master of Arts in Early Childhood Education
PhD in Early Childhood Education
Seoul National University, Korea

Bell, Jeffrey, M.S, PHR

BA in Psychology
Newberry College, Newberry, SC MS in Human Resources
University of South Carolina, SC

Choi, Anthony, M.S. PhD

Professor of Golf Management
Associates of Applied Business Degree, San Diego Gold Academy
BS in Physical Education, The University of Idaho
Master in Physical Education, PhD in Physical Education, Seoul University, South Korea

Academic Calendar

Winter 2016 – Fall 2019

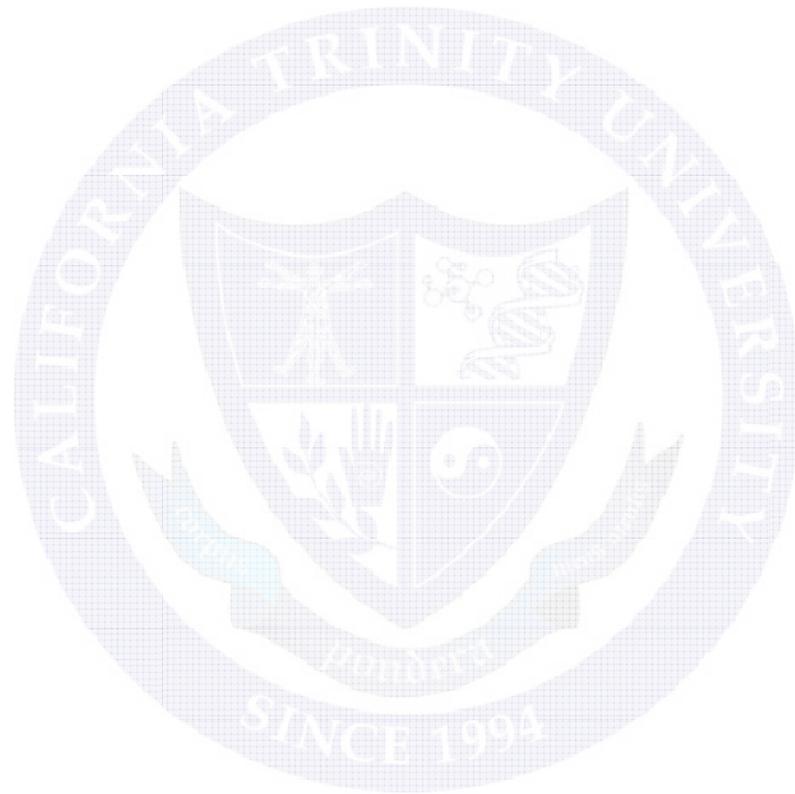
	2016	2017	2018	2019
Winter Quarter				
Winter Quarter Begins	January 4	January 3	January 3	January 3
<i>Martin Luther King Holiday</i>	January 18	January 16	January 15	January 21
<i>President's Day</i>	February 15	February 20	February 19	February 18
Winter Quarter Ends	March 11	March 20	March 20	March 19
Spring Break	March 11 – April 2	March 21 – April 2	March 21 – April 2	March 20 – April 2
Spring Quarter				
Spring Quarter Begins	April 4	April 3	April 3	April 3
<i>Memorial Day Holiday</i>	May 30	May 29	May 28	May 27
Spring Quarter Ends	June 19	June 19	June 19	June 19
Summer Break	June 20 – July 1	June 20 – July 1	June 20 – July 1	June 20 - 30
Summer Quarter				
Summer Quarter Begins	July 5	July 5	July 2	July 1
<i>Independence Day</i>	July 4	July 4	July 4	July 4
<i>Labor Day Holiday</i>	September 5	September 4	September 3	September 2
Summer Quarter Ends	September 12	September 12	September 12	September 14
Fall Break	September 13–October 1	September 13 – October 1	September 13 – October 1	September 15 – October 1
Fall Quarter				
Fall Quarter Begins	October 5	October 2	October 2	October 2
<i>Veterans Day Holiday</i>	November 12	November 10	November 12	November 11
<i>Thanksgiving Holiday</i>	November 24–25	November 23–24	November 22–24	November 28–29
Fall Quarter Ends	December 12	December 10	December 10	December 10
Winter Break	December 13 – January 2	December 11 – January 2	December 11 – January 2	December 11 – January 2

* The above academic schedule is tentative and is subject to change.

Student Performance Fact Sheet for California Trinity University

Please visit the website:

<http://www.catu.edu/academics/general-academics/>



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 University 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 University Office of the Registrar for an update.

Memo





California Trinity University
2333 Beverly Blvd. Los Angeles, California 90057
Tel. +1-213-484-4440
Fax. +1-213-402-6838
E-mail: admin@catu.edu

www.catu.edu