

Columbia International College



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July 1st 2011 until June 30st 2012

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Mission Statement

Columbia International College's mission is to offer high quality educational opportunities to enable students to reach their individual academic goals. This mission is accomplished by offering specialized online distance educational course work in a variety of disciplines for non-traditional students who seek to increase their career advancement opportunities and enhance their leadership skills. A highly individualized, creative learning environment incorporates both traditional and innovative instructional techniques. Columbia International College programs are highly flexible, involving directed course work together with supervised study and research.

Objectives

To accomplish our mission, Columbia International College identifies and creates programs that prepare students for careers in a reasonably short period of time. Columbia International College is dedicated to enhancing student competencies by:

- ✓ Integrating into the educational process a better understanding of cultural diversity needs.
- ✓ Delivering educational support services that meet student life demands and schedules.
- ✓ Building within students a value for life-long learning and education.
- ✓ Providing educational resources in a manner that effectively uses current technology.
- ✓ Providing working adults with higher educational and training opportunities that are flexible and accessible.
- ✓ Providing higher educational and training opportunities that are current with technology and career demands.

Accreditation

Accreditation when issued properly is a validation. This validation is achieved when a group of theoretically impartial experts in higher education thoroughly investigates a school and finds it worthy of approval.

In America we have a number of separate independent agencies that grant accreditation. There is no central control or authority and there are both good and bad accrediting agencies. There are also two types of accreditation institutional and specialized. Institutional creditors, such as those referred to as "regional" creditors, examine the college or university as a whole educational institution. Specialized creditors evaluate specific educational programs. Professional creditors, such as those for medicine, law, architecture and engineering, fall into this category.

Accreditation is a voluntary process and each college or university may decide for itself if accreditation is appropriate and necessary to accomplish its education mission. For those universities that seek Federal Government educational funding, accreditation by an agency recognized by the Department of Education is required.

Accreditation can be important for the school and the student. But that importance is confused by several factors. There are no significant national standards for accreditation. The accreditation of a school in one state might not be acceptable in another state. There are seven regional accrediting agencies recognized by the U.S. Department of Education. These regional accrediting agencies carry the highest level of recognition and acceptance in the U.S.A.

The degree programs offered at Columbia International College are not designed to be used for admittance to a graduate school or to meet any particular licensing or accreditation standards. If you are seeking a degree for licensing purposes, CIC advises you to check with that licensing body or association to determine if that degree would be accepted.

Columbia International College is international in scope, offering its degree programs to accomplished adults around the world. Accreditation by an accreditation agency recognized by the Department of Education in the US is neither warranted nor necessary to achieve its education mission. Columbia International College does not seek Federal Government funding and has no need to meet this eligibility.

Authorization Disclosure Statements

- ✓ Columbia International College is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- ✓ Columbia International College does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.).
- ✓ Columbia International College students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. Columbia International College does not offer English as a Second Language.
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ Columbia International College does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ Columbia International College has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ Columbia International College does not offer state or federal financial aid programs.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- ✓ Columbia International College does not have an articulation agreement or transfer agreement with any other college or university at the present time.

ADMISSIONS POLICIES

General Admission Policy

Columbia International College offers Master and Doctorate degrees in business programs designed to meet the needs of adult students. Each program offered at Columbia International College has its own admission standards and it is the responsible of the applicant to meet those standards. Potential applicants should contact Columbia International College by visiting the institution's main website or by phone. If inquiry is made by phone, the Admissions Representative will provide brief information about the programs. The Admissions Representative will also discuss the applicant's qualifications and assist him/her in determining the best way to meet his/her educational and/or career goals. This catalog detailing Columbia International College's method of teaching, programs, policies, admission standards, applicant's qualifications, and financial planning information will be provided upon request. The institution's main Website, www.columbiainternationalcollege.org also provides the same information as published in this catalog. Potential applicants may also contact an Admissions Representative directly via Columbia International College's website. The website provides an online admission application link for students to complete. All students are to complete the admission application via internet and submitted it via internet by clicking on "Apply Here" link located on the left screen on www.columbiainternationalcollege.org.

Admission Requirements for the Master Degree Master of Business Administration (MBA) and (EMBA)

Admission to the Master degree programs requires a Bachelor degree or its equivalent completed at an appropriately accredited postsecondary institution. The MBA degrees require 36 graduate semester credits completed beyond the Bachelor degree. Columbia International College will be considered for transfer and may accept a maximum of 6 graduate semester credits in transfer toward the MBA, earned in graduate courses for which a grade of "B" or higher was earned.

To enable the evaluation of prior college work, official transcripts must be provided. Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non United States institutions, an educational institution approved by an equivalent authority.

Admission Requirements for the Doctoral Degree Doctoral of Business Administration in Global Business and Leadership (DBA)

Admission to the DBA degree program requires a Master degree in the field of study or a related field from an appropriately accredited postsecondary institution and a minimum of two years of work experience in the field. The applicant must have earned a GPA of 3.0 on a scale of 4.0 or its equivalent grading in the master degree program, or received a minimum combined score of 1400 on the three sections of the GRE, or a minimum score of 550 on the GMAT. The DBA require a total of 60 graduate semester credits beyond the Master degree. A maximum of twenty-four (24) semester credits of graduate-level course work may be transferred into the doctoral program. Only graduate-level academic credits earned at recognized institutions with a grade of "C" or better may be transferred toward the program. The candidate will complete at least 36 graduate credits of course work to complete the program.

To enable the evaluation of prior college work, official transcripts must be provided. Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non United States institutions, an educational institution approved by an equivalent authority.

Admission Requirements for Applicants with Foreign Degrees

Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a third party, such as World Education Services, Inc. or Educational Credential Evaluation, Inc. This evaluation is intended to ensure that the foreign degrees are equivalent to the degrees offered by institutions of higher education in the United States. It is recommended that applicants obtain a course-by-course evaluation. For more information contact the Office of Admissions. Students whose primary language is not English must have a sufficient command of the English language to benefit from instruction at this university. Coursework is offered in English through English textbooks and through consultation and critique by English speaking Professors. Therefore, students must be able to communicate effectively in English to complete courses. Applicants for whom English is a second language must provide evidence of English

proficiency. This requirement can be met by passing the Test of English as a Foreign Language (TOEFL) with a paper-based score of at least 550 or a computer score of at least 213.

Non-Discrimination Policy

Columbia International College is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements.

Graduation Requirements for the Master Degree

Master of Business Administration (MBA) and (EMBA)

The Master Degrees listed above require a total of 36 graduate semester credits completed in the field of study beyond a Bachelor degree or its equivalent which may include a maximum of six graduate semester credits accepted in transfer from an appropriately accredited institution and satisfaction of the following criteria:

- ✓ Cumulative grade point average of 3.0 (B) or higher.
- ✓ Official transcripts on file for graduate transfer credits accepted by Columbia International College for the Bachelor degree or its equivalent.
- ✓ All financial obligations to Columbia International College paid in full.

Graduation Requirements for the Doctoral Degree

Doctoral of Business Administration in Global Business and Leadership (DBA) degree requires a total of 63 graduate semester credits completed beyond the Master degree in the field of study or in a related field of study and the satisfaction of the following criteria:

- ✓ All graduate semester credits beyond the Master degree must be completed through this Columbia International College.
- ✓ Cumulative grade point average of 3.0 (B) or higher. Official transcripts on file for graduate transfer credits accepted by Columbia International College for the Master degree or its equivalent.
- ✓ All financial obligations to Columbia International College paid in full.

Transfer of Credit from Other Schools

Columbia International College will be considered for transfer and may accept a maximum of 6 graduate semester credits in transfer toward the MBA, earned in graduate courses for which a grade of "B" or higher was earned. To enable the evaluation of prior college work, official transcripts must be provided. Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non United States institutions, an educational institution approved by an equivalent authority. Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a third party, such as World Education Services, Inc. or Educational Credential Evaluation, Inc. It is recommended that applicants obtain a course-by-course evaluation. For more information contact the Office of Admissions. Transfer credit may be given *only* for academic coursework completed; *no* transfer credit is awarded for life experience, portfolio assessment or any other non-academic achievements.

Notice Concerning Transferability of Credits

The transferability of credits you earn at Columbia International College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the MBA, EMBA, or DBA program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at Columbia International College 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 Columbia International College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Columbia International College to determine if your credits will transfer.

Articulation

Columbia International College does not have an articulation agreement or transfer agreement with any other college or university at the present time.

The Application Process

The Application for Admission is available on the Columbia International College web site. Official transcripts from previously attended high schools, technical colleges, colleges and universities must also be submitted at the time of application. To be official, a transcript must be sent directly from the Registrar at previously attended institutions to the Office of the Registrar at Columbia International College. Only official transcripts will be evaluated. The application fee must be received before the application will be evaluated.

The application for admissions process is as follows:

To apply for Columbia International College degree programs, complete the Application for Admission and send or bring it together with accompanying documents and the application fee of US \$100.00 to:

Columbia International College
5023 N Parkway Calabasas
Calabasas
CA 91302

Required for evaluation of the application are the following documents.

- Copies of all Secondary School, Bachelors, Masters and other diplomas. (*transcribed in English*)
- Official copies of all academic transcripts from each school attended. (*in English and notarized if translated*)
- These transcripts should be mailed directly to Columbia International College from each school you have attended. (*For institutions that do not issue additional transcripts, photocopies of the documents, suitably notarized, or attested by an official of the issuing school or other official certification will be accepted.*)
- A passport-sized photo of the applicant.
- A complete Curriculum Vitae or resume.
- One (1) letter of academic reference.
- One (1) letter of character reference.

International Transcripts

It is the applicant's responsibility to have their foreign transcripts evaluated for course equivalency by an agency approved by Columbia International College. The approved evaluation agency must use official transcripts. The original evaluation, in English, must be sent by the evaluation agency directly to the Office of Admissions at Columbia International College.

Graduation Requirements

The graduation date is the date the Registrar determines that all graduation requirements have been satisfied.

Completing the Required Courses

Students are advised and individually guided through courses by direct contact with their Professors. With assistance from their Academic Advisor, students proceed from course to course in a steady, organized manner. This enables educational objectives to be achieved in the shortest possible time frame.

Upon enrolling in a course, the student receives a course syllabus and information about how to contact his/her Academic Advisor and the Instructor assigned for that course. Columbia International College works with an online supplier to provide textbooks for students. Students are encouraged to use the services; however, textbooks may be purchased from local college bookstores, from publishers, or from other suppliers.

The focus of distance education is to encourage the student to apply text-based knowledge to solve practical problems and to use Professors as resources to facilitate the learning process. The student demonstrates mastery of the course material and its personal relevance by completing assignments, examinations, term papers and projects as required.

The faculty and staff of Columbia International College are available to assist students in achieving their educational objectives. Columbia International College is especially sensitive to the special needs of adult students returning to college after a long absence from the classroom.

ACADEMIC POLICIES

Grading and Evaluation Procedures

At Columbia International College all the students' grades and evaluations are based on demonstrated performance during each course and the level of academic knowledge gained during the course. The grading will consist of letter grades of A through F with grade points as indicated in this catalog. Additional elements of essays, problems, projects and case studies will receive letter grades from the Faculty based on the grading rubric established by the Columbia International College . Each course is based on a total of 100 maximum points.

Grade	GPA	Indicator
A	4.00	Excellent
A-	3.67	Excellent
B+	3.33	Above Average
B	3.00	Very Good
B-	2.67	Good
C+	2.33	Average
C	2.00	Satisfactory
C-	1.67	Below Expectations
D+	1.33	Poor
D	1.00	Unsatisfactory
D-	0.67	Failing
F	0	Failed
I		Incomplete
W		Withdrawal
P		Pass

Grade Point Average

A student's grade point average (GPA) is obtained by dividing the total number of points earned by the total credit hours attempted. Grades and symbols used to record academic progress are listed in the grading system table below. GPA is based on a maximum of 4.0. Grade points are assigned to all grades as follows:

Latin Honors

The College uses the Latin Honors Distinctions outlined below:

- 3.50 to 3.69 -Cum Laude – with honors
- 3.70 to 3.89 -Magna Cum Laude – with high honors
- 3.90 to 4.00 -Summa Cum Laude – with highest honors

The grade points stated above will be used to calculate the GPA. Candidates for graduate degrees must maintain a 3.0 GPA to be in good standing. Failure to do so may result in academic probation or program in the length of time indicated below:

Standards of Academic Achievement

A student must meet the minimum standards of academic achievement and successful course completion while enrolled at the Columbia International College. The student's progress will be evaluated at the end of each ten months to determine satisfactory academic progress. The Columbia International College does not allow students to remain enrolled who are not meeting the standards of satisfactory progress.

Maximum Degree Program Duration

The university understands that many students are working adults attending school part-time. Thus, most students' academic programs will extend beyond the normal duration for full-time students. However, we encourage students to complete their studies as expeditiously as possible. The maximum time to complete any degree program is one-and an half times the program length unless mitigating circumstances such as illness exist. The normal length of each academic program is indicated in the curriculum description for the academic programs in this catalog.

The percentage of credit hours successfully completed must equal a minimum of two-thirds (2/3) of the credit hours attempted in order to be satisfactorily progressing with the Columbia International College's maximum time frame.

Minimum Academic Achievement

A student must achieve GPA's of the following: 2.33 at 25 percent of the maximum time frame; 2.67 at midpoint of the maximum time frame; and 3.00 at every point beyond the midpoint of the maximum time frame. A student whose GPA is below 3.00 at 50 percent of the maximum time frame is not eligible for probation and will be suspended for one grading period. Failure of Master's degree candidates to maintain a 3.0 for any course will result in being placed on academic probation.

Academic Probation

A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation for the next grading period. If the student on academic probation achieves satisfactory progress for the subsequent period but has not achieved the required grades for overall satisfactory progress, the student may be continued on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary grading period, the student's enrollment will be terminated. If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student will be terminated. When a student is placed on academic probation, the student will be required to communicate with the Office of student Services prior to returning to class. The Office of student Services will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the appropriate permanent student's record.

Academic Dismissal/Suspension

Any student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods will be suspended from enrollment.

Academic Suspension Reinstatement

A student whose enrollment is suspended for unsatisfactory progress may reapply for admission after a minimum of one grading period. A student who returns after the enrollment was suspended for unsatisfactory progress will be placed on probation for the next grading period. The student will be advised of this action, and the student's file documented accordingly.

Academic Dismissal/Termination

If the student does not maintain satisfactory progress during or by the end of this final probationary period, then the student's enrollment will be terminated. Application of Standards: Satisfactory academic progress standards apply to all students and include all periods of the student's enrollment.

Appeals

Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the appropriate instructor(s). The student may then appeal to the Director of student Services. If the situation is not resolved, the process that will be followed is explained under the Arbitration section of this catalog.

Incompletes

Students receiving, at the discretion of the faculty member, a grade of "I" will be evaluated according to the minimum standard for academic progress and will be re-evaluated at the end of the first two weeks of the following course during which time the student may complete missing work. Courses indicating an "I" at the end of the two-week period will become an "F" with a "0" added to the GPA.

A student who withdraws during the last quarter of his/her program will receive a grade of "incomplete" if the student requests the grade at the time of withdrawal and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. Withdrawn, Withdrawn Failing, Transfer of Credits: If a student withdraws prior to the mid-point in a course, the student receives a "W" and the GPA is not affected. If a student withdraws after the mid-point, the student receives a "WF" and receives a "0" for the course at the discretion of the faculty member. This is included in the GPA. Transfer of credit courses does not affect the GPA. The student who receives a "W" grade will have a 12-month period following the date the student withdraws to complete the course at no additional tuition.

Repeating a Course:

Students must repeat courses in which they have received an “F” grade or from which they withdraw. Students will be charged the regular tuition fees for each course they repeat in which they received an “F” grade.

Graduate students must earn a cumulative GPA of 3.0 or higher on a 4.0 scale on all courses that carry a graduate credit. At Columbia International College, no grade below C is acceptable for credit toward a graduate degree and if a student receives a grade below C in any graduate course, that course must be repeated. The new grade will replace the old grade for grade point average calculation but the old grade will remain in the transcript. For students who wish to improve their grade, the fee for repeating a course is the same as the regular tuition.

Make-up Work

Make up work is handled by faculty members on a case by case basis.

Reinstatement

Students who are placed on Academic and/or Financial Hold may apply to be reinstated as “active students.” To change the status to active, students must submit a completed application for reinstatement along with a fee of \$400.00. Additional tuition fees will apply to uncompleted coursework.

Enrollment Termination

Enrollment at Columbia International College may be terminated by the student or by the Columbia International College. Termination of enrollment by the student must be submitted in “any manner” (telephone, fax, mail, in person, or by e-mail) to the Office of Student Services. Columbia International College may terminate a student’s enrollment for any Academic issue listed earlier in this section of the catalog. In addition, Columbia International College may terminate a student’s enrollment for any of the following reasons:

- Failure to comply with the Columbia International College’s policies.
- Non-payment of tuition fees.
- Falsifying information on the application, any other document during the admissions process, or during the student’s coursework is subject to immediate termination.
- Cheating. Any student altering the results of the mid-term examination, or final examination, or plagiarizing any written assignment, will result in termination of enrollment.
- Failure to progress through the assigned course work and research requirements within a reasonable period of time will subject the student to termination.

Attendance Policy

Regular attendance/participation is an essential ingredient for academic success. The importance of attendance is stressed repeatedly to all students. Attendance for online classes is measured by the participation in the weekly threaded discussions and graded as follows:

- ✓ Frequency—Number and regularity of your discussion comments, and
- ✓ Quality—Content of your contributions

Frequency—Number and regularity of your contributions. Students are expected to log into the course and post (respond) in the threaded discussion topics on a minimum of three separate days per week, beginning no later than Wednesday.

Quality—Content of your contributions. Examples of quality posts include:

- ✓ providing additional information to the discussion,
- ✓ elaborating on previous comments from others,
- ✓ presenting explanations of concepts or methods to help fellow students,
- ✓ presenting reasons for or against a topic in a persuasive fashion,
- ✓ sharing your own personal experiences that relate to the topic, and
- ✓ providing a URL and explanation for an area you researched on the Internet.

Leave of Absence

Due to circumstances that would make it hard or impossible for them to continue with their coursework, students can request a leave of absence by completing the Leave of Absence form located at:

[http:// www.columbiainternationalcollege.org/docs/leaveofabsence.pdf](http://www.columbiainternationalcollege.org/docs/leaveofabsence.pdf)

STUDENT SERVICES

Student Identification Card

Every student will be provided with an ID card that is supposed to be worn at all times while in premises. Students without ID card will not be permitted to access any of the institute's resources.

This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.).

Learning Resources

Learning resources provided through Columbia International College enable its students and Professors to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high quality Instructor/student communications.

Counseling

Columbia International College offers counseling via Administrators and Faculty. Academic Counseling falls in the purview of the Academic Dean, Faculty and academic staff. Personal Counseling and mentoring such as trauma, personal, sexual harassment fall in the purview of the Director of Student Services.

Student Interaction and Study Groups

Group study will be incorporated when feasible. Students coming together, sharing ideas, and preparing is a delightful part of the college environment be it direct or virtual. Group study is a helpful way to re-enforce the personal first time study and expand the range of learning. Interaction will be the essence of the instructor's facilitative tasks.

Libraries

Columbia International College provides its students with an online library allowing the students to perform research on topics covered in each of the degree programs. The library utilizes research databases providing the student with the most thorough and up-to-date research material available. The library also provides students with a number of URLs for free online libraries and research organizations.

Each student is provided access to ProQuest library database where the students can research for scholarly and peer reviewed journals. The student is expected to fully utilize the ProQuest library database when addressing discussion questions, written assignments, course research projects (CRPs), and the doctoral dissertation.

Online Libraries

The following lists contain online libraries that are recommended to students:

- ✓ Appleton Public Library: <http://www.apl.org/index.html>
- ✓ IPL (The Internet Public Library): <http://www.ipl.org>
- ✓ Office of the Law Revision Counsel: <http://uscode.house.gov/>
- ✓ The WWW Virtual Library: <http://vlib.org/>
- ✓ National Business Incubation Association: <http://www.nbia.org>
- ✓ Questia Library: <http://www.questia.com/fee>
- ✓ SCORE: Counselors to America's Small Business: <http://www.score.org>
- ✓ English Study Hall: <http://home.gwu.edu/~meloni/eslstudyhall/>
- ✓ Knowledgegerush.com: <http://www.knowledgegerush.com/>
- ✓ Bibliomania: The Network Library: <http://www.bibliomania.com/>
- ✓ IPL Online Texts Collection: <http://www.ipl.org/div/books/>
- ✓ Litrix Reading Room: <http://www.litrix.com/readroom.htm>
- ✓ Project Bartleby Archive: <http://www.bartleby.com/>
- ✓ Project Gutenberg Archive: <http://www.promo.net/pg/>
- ✓ The On-line Books Page: <http://digital.library.upenn.edu/books/lists.html>

Services Not Provided by the University

Columbia International College does not provide, or charge fees for student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in the Columbia International College's Schedule of Fees and Charges. In addition, the Columbia International College neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

Academic Counseling

Students at Columbia International College are given the opportunity to gain skills in academics, career planning and job placement. Academic counseling is available as needed through the department head. In some cases, the student may be referred to the Department of student Services. These services are provided on a continuing basis, at no additional charge.

Graduate Placement

Columbia International College does not guarantee employment to any student upon graduation. Columbia International College does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling and advising concerning job search and job interview techniques.

Placement assistance is available to all graduates of the institution. Additionally, Columbia International College is required under California law to track placement of its graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment. Placement assistance is available to all graduates of the institution. Our student Services and Placement Director will assist you in your job search

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

GENERAL INFORMATION

Electronic communication

Electronic communication is the preferred communication media for students, faculty and staff. In order to take advantage of this technology, it is required that students, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files. In order to navigate the internet, it is recommended that the latest version of one of the following browsers be used:

- ❖ Microsoft Internet Explorer •
- ❖ Mozilla Firefox •
- ❖ Netscape Navigator •

Our entire online curriculum is delivered via a learning management system powered by Moodle. There is technical assistance available for our enrolled students. Students may access their courses at their own convenience. Our online courses provide the same educational components as our resident programs.

Recommended Minimum System Requirements



Windows

Processor: 850MHz or faster processor (or above)

Operating System: Windows XP/2000/98

Memory: 512MB of RAM (or above)

Screen Resolution: 1024 x 768 (or above)

Microsoft Internet Explorer 5.5 (or higher) or Mozilla Firefox 1.5

Adobe Flash Player 8 (or higher) and Adobe Acrobat 6 (or higher)



Macintosh

Processor: G3 500MHz or faster processor (or above)

Operating System: OS 10.3 (or above)

Memory: 512MB of RAM (or above)

Screen Resolution: 1024 x 768 (or above)

Mozilla Firefox 1.5 or Safari 1.2.2 browser supported for Mac OS X 10.3 or higher

Adobe Flash Player 8 (or higher) and Adobe Acrobat 6 (or higher)

Columbia International College strives to prevent the spread of computer viruses by employing the latest virus detection software on all university-owned computer systems; however, Columbia International College makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Columbia International College will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by Columbia International College staff members, Members, students or affiliates. Columbia International College strongly recommends and urges all Professors and students to seek out and install adequate virus detection software and to routinely check for, and install the most recent updates to their anti-virus software no less frequently than once each month, for their particular computer and operating system.

Tax Deductions for Educational Expenses

Students may be able to deduct qualified education expenses paid during the year. U.S. Treasury Regulation 1.162-6 permits an income tax deduction for educational expenses such as books, registration fees, and expenses needed to maintain or improve student's skills in current professions, or to meet job requirements of an employer or minimum professional requirements to retain student's job status, employment, or rate of pay. Students are encouraged to check their status with an enrolled tax agent or the toll free number listed for the I.R.S. Treasury Office in the student's tax area.

License and Credentials

All of the Columbia International College's Degree Programs and coursework do not meet any particular local, state or national licensing or credentialing requirements. It is the responsibility of the future students interested in obtaining licensure or a credential to check with the state agencies, school districts, professional associations and government agencies before enrolling with any distance learning university.

Student Records

The records for students, including a transcript of academic progress, shall be kept in files maintained in fireproof cabinets in such a way that adequate information is maintained by the institution for a period of 5 years from the student's date of completion or withdrawal to show student advancement, grades, and that satisfactory standards are enforced relating to progress and performance. A backup disc that is removed from the computer network each day and taken off-site.

Columbia International College is required to maintain student records for a minimum of 5 years while student transcripts will be maintained **permanently** and made immediately available during normal business hours, and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's office showing the following:

- The names and addresses, both local and home, of each of its students;
- The courses of study offered by the institution;
- The names and addresses of its instructional staff, together with a record of the educational qualifications of each, and;
- The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

Transcripts of Records

The Columbia International College will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$15.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section.

In addition students are informed that they may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

Sexual Harassment Policy

Whether verbal or physical, in person or by telephone, sexual harassment is an act of aggression. It is a violation of federal law under (section 703 of the Civil Rights Act of 1964 and under Title IX Education Amendments of 1972). Columbia International College encourages students and employees to confront sexual harassment, to report incidents and/or to seek advice and assistance. Columbia International College has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted.

Student Grievance Procedure

At any time during their course, a student may file a grievance if they feel a situation has not been properly resolved with the instructor. A written appeal must be filed with the director of that department. The director of that department will then rule upon the grievance. If the student is not satisfied, a written appeal may be filed with the Director. The Director is responsible for maintaining the complaint records and informing the student of the resolution. Any remaining unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education,
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Fax Number: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

FACILITIES

Calabasas

The main Columbia International College campus is located at 5023 Parkway Calabasas, Calabasas CA 91302. The campus is located two blocks north west of the 101 freeway (take Parkway Calabasas off ramp) on the ground floor of the Calabasas Business Center Building. The area of the institute is approximately 1,250 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, two administrative offices. Restrooms are available.

The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available behind the building.

Office Hours

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. Columbia International College observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

Distance Learning

Distance education is not new to you. When you attended school, your teachers explained material in class, assigned work for you to study at home, and checked on your progress through a series of written examinations. Much of the actual study, however, was done outside of class. Therefore, distance education is not new to you. Our plan for online distance education follows much the same pattern. For most of the subjects you will take, you will be instructed where to buy the textbook online and where to download the study guide. This study guide is the link between you and your instructor here at the Columbia International College. It will explain procedures and lead you step by step to the completion of the course. You will find it contains self-check tests which allow you to evaluate your own progress as you complete each assignment.

Columbia International College is offering specialized course work and academic guidance in a variety of disciplines, using a highly individualized and creative learning environment incorporating traditional as well as innovative instructional techniques based upon modern information technology.

The principle of Columbia International College online distance education courses is that the student participates in creating their own learning process. Columbia International College recognizes that adult students have different learning needs and styles. Columbia International College online distance education courses emphasize learning that is meaningful, where individuals are involved in and enjoy the learning process, and where individuals acquire knowledge not just for its own sake but to solve problems and to better understand and benefit their own lives and the global community. Online distance education does indeed require maturity and self-motivation, but the benefits last a lifetime.

Professors provide support to the student in the distance education process. Professors guide and stimulate the learning process through one-on-one online communication. Professors recognize individual learning styles and needs, encourage contact, and emphasize the relevance of the material to the individual's real life situation.

Online students access all of their course material and student services through the Moodle system. Upon first registration, students are provided a unique log-in and instructions for accessing a variety of materials for each course, including a course outline and detailed syllabus and study guide, a list of textbooks for the course, and information on how to contact the professor assigned to the course. The professor provides guidance, answers questions, and evaluates the individual student's work.

The approximate number of days that will elapse between the submission of student lessons, projects, or dissertation and the professor's response or evaluation shall not extend three days.

CANCELLATION AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL: Columbia International College shall transmit the first lesson and any materials to you within seven days after you are accepted for admission. You shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If Columbia International College sends the first lesson and materials before an effective cancellation notice is received, Columbia International College shall make a refund within 45 days after you have returned all materials. Columbia International College shall transmit all of the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials and requested in writing that all of the material be sent. If Columbia International College transmits the balance of the material that you request, Columbia International College shall also provide the other educational services, such as responses to your inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

WITHDRAWAL FROM COURSE: The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$100.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$100) from the total tuition charge.
- (B) Divide this figure by the number of weeks in the course.
- (C) The quotient is the *weekly charge* for the course.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total weeks attended by the weekly charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

For example: If the tuition for the course is \$1200 and the course lasts 12 weeks then the weekly charge would be \$100. If you then withdraw after 5 weeks you would calculate your refund as follows: You would owe 5 weeks x \$100 = \$500. If you paid the total tuition charge of \$1200 then you would deduct \$500 from \$1200 and you would be entitled to \$700 refund.

Tuition Payment Methods

Please note that Columbia International College does not participate in federal and state financial aid programs.

Columbia International College accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the college in order to remove their delinquency and remain in good financial standing.

Arbitration

Alternative Dispute Resolution: While no one expects disputes and conflicts, sometimes they do occur; and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least expensive manner. Students at Columbia International College therefore agree to follow the three steps below:

Step One

Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the Columbia International College ("dispute") should first be taken up with the Director of

student Services. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Office of Academics, and to the Office of the President for a final decision. The parties may proceed to

Step Two

If the dispute is not resolved in Step One. Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation. Step Three: The parties agree that any dispute arising from enrollment, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act conducted by the Better Business Bureau (BBB). All determinations as to the scope, enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

I. Terms of Arbitration

Both student and the Columbia International College irrevocably agree that any dispute between them shall be submitted to Arbitration. Neither the student nor the Columbia International College shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement. The costs of the arbitration fee, filing fee, arbitrator's compensation, and facilities fees will be paid by the Columbia International College, to the extent these fees are greater than a district court filing fee. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in the arbitration.

II. Procedure for Filing Arbitration

students are strongly encouraged, but not required, to utilize the first two steps of the grievance procedure described above, prior to filing arbitration. A student desiring to file arbitration should first contact the Director of student Services, who will provide the student with a copy of the BBB rules at no cost. A student desiring to file arbitration should then contact the BBB, which will provide the appropriate forms and detailed instructions. The student should bring this form to BBB. A student may, but need not to, be represented by an attorney at the Arbitration.

III. Acknowledgement of Waiver of Jury Trial and Availability BBB Rules

By signing the Enrollment Agreement, each party understands the nature of arbitration; that arbitration is final and binding, and each party is waiving certain rights, including, but not limited to, it's right to litigate its dispute in court, including its right to a jury trial. Both parties understand that the award of the arbitrator will be binding, and not merely advisory.

Inactive students

Columbia International College may change the student's status from "active" to "inactive" and may place the student either on Academic Hold or Financial Hold for any of the following reasons:

- If a student receives a failing grade (less than 70% in the undergraduate courses and less than 80% in graduate courses) in three courses.
- If a student fails to maintain monthly payments as outlined in the student's Enrollment Agreement Form.
- If a student fails to maintain academic progress at the minimum rate of four courses per year. students must notify the Columbia International College if additional time is needed to complete the minimum courses.
- If a student does not enroll in a course for more than one full calendar year from date of enrollment.
- Any student who has been placed on either Academic Hold or Financial Hold needs to apply for reinstatement to the Columbia International College.

PROGRAM DESCRIPTIONS

Master of Business Administration (MBA)

Required Core & Elective Courses: 36 semester credits

Program Cost: \$14,940.00 (\$415.00 per credit tuition)

The Master of Business Administration (MBA) program is a 6-semester, 36-credit program for those students who have earned a bachelor degree from a recognized college or university; further, the student must have earned a 2.0 GPA in his or her undergraduate program or received a minimum score of 900 on the GRE or 500 on the GMAT. Students may choose a concentration area upon completion of the required core courses. The student will also complete either a thesis or a capstone project for this degree program. A thesis is recommended for those students wishing to continue working toward a Ph.D. The standard length of the program is 6 semesters (18 months). It requires the full-time student to take an average of 2 courses (6 credits) per semester.

MBA Degree Program objectives: The graduate will be able to accomplish the following:

- Apply advanced research skills, report writing competency and group process skills.
- Influence the organization within the global business environment.
- Effectively manage cross-cultural business environments using proven leadership and conflict management methods.
- Facilitate strategic planning through the use of research and sound make decision making.
- Conduct business with high ethical and professional standards.
- Apply theory and conceptually-developed models within the business environment.
- Prepare the learner for advanced career enhancements as leaders and practitioners within their professional field

Required Core Courses (27 semester credits)			
AC	601	Managerial Accounting	3
BA	601	Marketing Management	3
BA	602	Management Information System	3
BA	611	Organizational Behavior	3
BA	614	Human Resource Management	3
BA	616	Business Ethics	3
BA	620	Managerial Finance	3
BA	690	Corporate Strategy and Management	3
ECO	610	Managerial Economics	3
Electives (Select 9 semester credits)			
Global Business Leadership Track*			
BA	612	Operation Management	3
BA	613	Managing Global Companies	3
BA	615	Leadership	3
Business Economics Track*			
ECO	611	Macro Economics	3
MTH	610	Statistics, Model and Decision Making	3
Thesis Option**			
DISS	601	Thesis I—Topic Research	3
DISS	602	Thesis II	3
Other Elective			
MGMT	610	International Management	3
Total Requirements 36 semester credits			

**students who do not opt for a MBA emphasis could choose any three courses from the Electives. If students want to have an emphasis on such track, they need to finish all the courses that are listed under such track.*

***students who choose to take a Thesis Option will have to finish both Thesis courses according to the listed order.*

MBA Course Descriptions

- AC 601 Managerial Accounting 3 credits**
Prerequisite: Acceptance into the MBA program.
This course teaches students to proficiently read and understand financial statement, know the basic idea and concept of accounting, the procedure and method to generate accounting information, get familiar with corporate accounting business procedure and processing methods and understand basic ways of financial analysis.
- BA 601 Marketing Management 3 credits**
Prerequisite: Acceptance into the MBA program.
This course teaches students basic principles and theories of marketing management. With learning and skill training, it helps students grasp basic disciplines of marketing management and know the basic logics to analyze and solve marketing management problems, cultivate students' practical skills in marketing management and lay foundations for the study of other major courses.
- BA 602 Management Information System 3 credits**
Prerequisites: AC 601 and BA 601
The design of computer based information systems to increase organizational effectiveness and efficiency in the development and implementation of organizational strategy and the control and evaluation of organizational activities. Attention is devoted to decision support systems that support empowerment of individuals in agile organizations
- BA 613 Management 3 credits**
Prerequisite: BA 602
On the basis of grasping related concepts, relations and principles of process management mode, this course help students understand the way and method to get help from Management's framework to organize work, so as to remarkably improve students' management quality and the ability to solve management problems. It also lays necessary foundation for the following courses.
- BA 614 Human Resource Management 3 credits**
Prerequisite: BA 613
This course studies the acquisition, application, development and maintenance of human resource from microcosmic viewpoint. Through learning this course, students can systematically grasp human resource management theories, methods and techniques in organization and in corporation especially.
- BA 616 Business Ethics 3 credits**
Prerequisite: BA 614
This course studies principles of ethical thought as they apply to the nature of the organization, work, corporate culture and the role of the individual and the organization in society.
- BA 620 Managerial Finance 3 credits**
Prerequisite: BA 616
Students learn to understand and grasp the value idea of financial management, financial decision-making's basic principles and decision-making techniques; the course helps students possess analyzing and decision-making abilities for corporation financial management practice and grasp system analysis framework of company financial operation and business operation.
- BA 690 Corporate Strategy and Management 3 credits**
Prerequisite: BA 620
The basic purpose of this course is to help students correctly understand two foundational problems in corporate management: what are the sources of corporate competitive edge? How can corporation acquire continuous competitive edge? Through theoretical teaching and case analysis and discussion, this course can not only help students have a good grasp of corporate strategy management's concepts and theory key points, but also equips students with basic methods to analyze practical problems.

ECO	610	Managerial Economics	3 credits
<i>Prerequisite(s): BA 690</i>			
This course aims at solving economic problems in economic organizations, including organization institutional arrangement, market classification and product pricing, organizational arrangement for the normal operation of economic organizations, power division in organizations, coordination and motivation, evaluation and exam.			
BA	611	Organizational Behavior	3
<i>Prerequisite(s): All MBA Core Courses</i>			
This course introduces basic concepts, principles, methods and related application cases of Organizational Behavior to students, aiming at helping student better understand individuals, groups and organization structure's mutual influences on organization operation so as to improve students' ability to research and deal with problems when operating organizations.			
BA	612	Operation Management	3 credits
<i>Prerequisite(s): BA 611</i>			
Productions operations management is major core course of MBA and one of the three traditional core courses of business administration major. It serves as the major required course to help business administrative majors grasp basic theories and knowledge and skills of operations management. Productions operations management is a course with integrity and utility about operation management of material goods and other service fields.			
BA	615	Leadership	3 credits
<i>Prerequisite(s): BA 612</i>			
This course studies three levels of leadership: the individual, the team, and the organization. It is designed to expose learners to a variety of leadership perspectives and practices to enhance individual effectiveness as a leader.			
ECO	611	Macro Economics	3 credits
<i>Prerequisite(s): All MBA Core Courses</i>			
This course aims at providing business management with the macro-perspective, analyzing and grasping the macro-economic situation of our country with relatively professional economic thinking; providing the basic knowledge of international economic relations, and learning about the new achievements of modern economics.			
MTH	610	Statistics, Model and Decision Making	3 credits
<i>Prerequisite(s): ECO 611</i>			
The content of this course is from mathematical statistics and operational research. Mathematical statistics emphasizes scientifically processing and analyzing statistics to obtain sufficient information for making correct decision. Operational research put more emphasis on the building of model and optimization of strategy. This course will teach basic knowledge of these two subjects. All contents include foundations of probability theory, preliminary data processing, sampling, parametric estimation (point and interval estimation), preliminary hypothesis testing, regression analysis, linear programming, live rules, non-linear programming (and its application in modern portfolio, financial risk management.)			
DISS	601	Thesis I—Topic Research	3 credits
<i>Prerequisite(s): All MBA Core Courses</i>			
The development of research skills and dissemination of findings on an approved prospectus in the form of a master's thesis.			
DISS	602	Thesis II	3 credits
<i>Prerequisite(s): DISS 601</i>			
Completion of thesis begun in Master's Thesis I.			
MGMT	610	International Management	3 credits
<i>Prerequisite(s): All MBA Core Courses</i>			
Companies today confront an increasing array of choices of markets, of locations for value adding activities, and of modes of crossing borders. This course focuses on the international dimensions of strategy and organization, and provides a framework for formulating strategies in an increasingly complex world economy, and for making those strategies work effectively.			

Executive Master of Business Administration (EMBA)

Required Core & Elective Courses: 36 semester credits

Program Cost: \$14,940.00 (per credit tuition: \$415.00)

The Executive Master of Business Administration (EMBA) program is a 12 month, 4 semester, 36 credit program available to those candidates who have management work experience, and a bachelor's degree, and want to finish the normal MBA program in an accelerate way. A bachelor degree in any field from a recognized school with a 2.0 GPA or a minimum score of 900 on the GRE or 500 on the GMAT, plus documented managerial experience, is required for entry. A capstone course project is required for this degree program. The standard program is 4 semesters. It requires the full-time student to take an average of 3 courses (9 credits) per semester.

EMBA Degree Program objectives: The graduate will be able to accomplish the following:

- Apply advanced research skills, report writing competency and group process skills.
- Influence the organization within the global business environment.
- Effectively manage cross-cultural business environments using proven leadership and conflict management methods.
- Facilitate strategic planning through the use of research and sound make decision making.
- Conduct business with high ethical and professional standards.
- Apply theory and conceptually-developed models within the business environment.
- Prepare the learner for advanced career enhancements as leaders and practitioners within their professional field

Required Core Courses (27 semester credits)			
AC	601	Managerial Accounting	3
BA	601	Marketing Management	3
BA	602	Management Information System	3
BA	611	Organizational Behavior	3
BA	614	Human Resource Management	3
BA	616	Business Ethics	3
BA	620	Managerial Finance	3
BA	690	Corporate Strategy and Management	3
ECO	610	Managerial Economics	3
Electives (Select 9 semester credits)			
Global Business Leadership Track*			
BA	612	Operation Management	3
BA	613	Managing Global Companies	3
BA	615	Leadership	3
Business Economics Track*			
ECO	611	Macro Economics	3
MTH	610	Statistics, Model and Decision Making	3
Thesis Option**			
DISS	601	Thesis I—Topic Research	3
DISS	602	Thesis II	3
Other Elective			
MGMT	610	International Management	3
Total Requirements 36 semester credits			

**students who do not opt for a MBA emphasis could choose any three courses from the Electives. If students want to have an emphasis on such track, they need to finish all the courses that are listed under such track.*

***students who choose to take a Thesis Option will have to finish both Thesis courses according to the listed order.*

EMBA Course Descriptions

- AC 601 Managerial Accounting 3 credits**
Prerequisite: Acceptance into the EMBA program.
This course teaches students to proficiently read and understand financial statement, know the basic idea and concept of accounting, the procedure and method to generate accounting information, get familiar with corporate accounting business procedure and processing methods and understand basic ways of financial analysis.
- BA 601 Marketing Management 3 credits**
Prerequisite: Acceptance into the EMBA program.
This course teaches students basic principles and theories of marketing management. With learning and skill training, it helps students grasp basic disciplines of marketing management and know the basic logics to analyze and solve marketing management problems, cultivate students' practical skills in marketing management and lay foundations for the study of other major courses.
- BA 602 Management Information System 3 credits**
Prerequisites: AC 601 and BA 601
The design of computer based information systems to increase organizational effectiveness and efficiency in the development and implementation of organizational strategy and the control and evaluation of organizational activities. Attention is devoted to decision support systems that support empowerment of individuals in agile organizations
- BA 613 Management 3 credits**
Prerequisite: BA 602
On the basis of grasping related concepts, relations and principles of process management mode, this course help students understand the way and method to get help from Management's framework to organize work, so as to remarkably improve students' management quality and the ability to solve management problems. It also lays necessary foundation for the following courses.
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- BA 616 Business Ethics 3 credits**
Prerequisite: BA 614
This course studies principles of ethical thought as they apply to the nature of the organization, work, corporate culture and the role of the individual and the organization in society.
- BA 620 Managerial Finance 3 credits**
Prerequisite: BA 616
Students learn to understand and grasp the value idea of financial management, financial decision-making's basic principles and decision-making techniques; the course helps students possess analyzing and decision-making abilities for corporation financial management practice and grasp system analysis framework of company financial operation and business operation.
- BA 690 Corporate Strategy and Management 3 credits**
Prerequisite: BA 620
The basic purpose of this course is to help students correctly understand two foundational problems in corporate management: what are the sources of corporate competitive edge? How can corporation acquire continuous competitive edge? Through theoretical teaching and case analysis and discussion, this course can not only help students have a good grasp of corporate strategy management's concepts and theory key points, but also equips students with basic methods to analyze practical problems.

ECO	610	Managerial Economics	3 credits
<i>Prerequisite: BA 690</i>			
This course aims at solving economic problems in economic organizations, including organization institutional arrangement, market classification and product pricing, organizational arrangement for the normal operation of economic organizations, power division in organizations, coordination and motivation, evaluation and exam.			
BA	611	Organizational Behavior	3
<i>Prerequisite(s): All EMBA Core Courses</i>			
This course introduces basic concepts, principles, methods and related application cases of Organizational Behavior to students, aiming at helping student better understand individuals, groups and organization structure's mutual influences on organization operation so as to improve students' ability to research and deal with problems when operating organizations.			
BA	612	Operation Management	3 credits
<i>Prerequisite: BA 611</i>			
Productions operations management is major core course of MBA and one of the three traditional core courses of business administration major. It serves as the major required course to help business administrative majors grasp basic theories and knowledge and skills of operations management. Productions operations management is a course with integrity and utility about operation management of material goods and other service fields.			
BA	615	Leadership	3 credits
<i>Prerequisite: BA 612</i>			
This course studies three levels of leadership: the individual, the team, and the organization. It is designed to expose learners to a variety of leadership perspectives and practices to enhance individual effectiveness as a leader.			
ECO	611	Macro Economics	3 credits
<i>Prerequisite(s): All EMBA Core Courses</i>			
This course aims at providing business management with the macro-perspective, analyzing and grasping the macro-economic situation of our country with relatively professional economic thinking; providing the basic knowledge of international economic relations, and learning about the new achievements of modern economics.			
MTH	610	Statistics, Model and Decision Making	3 credits
<i>Prerequisite: ECO 611</i>			
The content of this course is from mathematical statistics and operational research. Mathematical statistics emphasizes scientifically processing and analyzing statistics to obtain sufficient information for making correct decision. Operational research put more emphasis on the building of model and optimization of strategy. This course will teach basic knowledge of these two subjects. All contents include foundations of probability theory, preliminary data processing, sampling, parametric estimation (point and interval estimation), preliminary hypothesis testing, regression analysis, linear programming, live rules, non-linear programming (and its application in modern portfolio, financial risk management.)			
DISS	601	Thesis I—Topic Research	3 credits
<i>Prerequisite(s): All EMBA Core Courses</i>			
The development of research skills and dissemination of findings on an approved prospectus in the form of a master's thesis.			
DISS	602	Thesis II	3 credits
<i>Prerequisite: DISS 601</i>			
Completion of thesis begun in Master's Thesis I.			
MGMT	610	International Management	3 credits
<i>Prerequisite(s): All EMBA Core Courses</i>			
Companies today confront an increasing array of choices of markets, of locations for value adding activities, and of modes of crossing borders. This course focuses on the international dimensions of strategy and organization, and provides a framework for formulating strategies in an increasingly complex world economy, and for making those strategies work effectively.			

Doctoral of Business Administration in Global Business and Leadership (DBA)

Required Core & Elective Courses: 63 graduate semester credits

Program Cost: US\$ 27,405.00 Per credit tuition: \$435.00

A Doctoral of Business Administration in Global Business and Leadership is a professional doctoral degree designed to help students perform applied research and transform mature Learners into Leaders. While learning the most advanced decision-making skills and techniques, Doctoral candidates also develop talent in research and writing skills that accompany high-level of responsibility in the academic and business environments. It enables students to improve their analytical ability, strategic thinking, process implementation, and makes them think beyond industry applications. The program prepares students for careers in the fields of global business management and consulting, enterprise architecture, content management, development specialist, and application architecture. Students pursuing this degree will learn about theories, practices, and ethics of leadership, risk management, global leadership business interaction and project management. Individuals with leadership inclination and quality and eager for a business and consulting career will receive more credibility and recognition from the market place.

DBA Program objectives: The graduate will be able to accomplish the following:

- Synthesize a broad based understanding of the functional operations of managerial accounting, finance, economics, marketing, operations, supply chain management, human resources, information systems, and organizational leadership.
- Identify, analyze, and solve complex managerial problems that require advanced critical thinking, technical understanding, and decision making skills.
- Apply advanced research skills, report writing competency and group process skills.
- Influence the organization within the global business environment.

ACADEMIC COURSE WORK

Sixty-three semester credits of graduate course work beyond the bachelor degree are required for the Doctoral degree. Most students will transfer 24 semester credits from their master degree, and will complete thirty-nine credits through additional courses. The typical program begins with two core courses and four concentration courses selected by the student in consultation with his or her Supervising Professor. When the core and concentration courses are completed, the candidate will enroll in the Comprehensive Exam Course, CE 700. The Comprehensive Exam course evaluates the student's mastery of knowledge in the area of study and verifies the candidate's readiness to advance to the formal research stage of the doctoral program. Likewise, the elective courses will be selected to support the specific area of the student's dissertation research. The primary focus of the academic course work is to provide the student with a comprehensive background in the chosen research area.

DURATION OF THE PROGRAM

The normal duration of the Doctoral degree program for full-time students is 36 months. Core and Elective course work of 36 semester credits may normally be completed in 18 months. The Research preparation and dissertation courses may be completed in the remaining 18 months. The maximum duration of the Doctoral degree program is 108 months.

THE DISSERTATION

The dissertation is an essential aspect of Doctoral degree studies. It is a formal written document representing sustained research or investigation into an important intellectual issue. The dissertation must be an independent effort, which contributes to the accumulated wisdom of the field in which it is written. The required Research Preparation and Dissertation courses will help the student to focus his or her research effort, and provide general guidelines for research approach and report preparation. All dissertations must meet rigorous academic standards and be professionally prepared in a format suitable for reproduction. Dissertations will be reviewed and approved by the candidate's Supervising Professor and Columbia International College's Academic Review Committee.

DISSERTATION REQUIREMENTS

Every candidate for the Doctoral degree must prepare and submit a dissertation that shows independent investigation and is acceptable in form and content. The dissertation should normally be written in English and typewritten. The dissertation should follow the guidelines contained in the *MLA Handbook for Writers of Research Papers* for overall style, page format, and citation format and reference listings. One paper copy of the dissertation suitable for quality reproduction, unbound, with an appropriate abstract must be submitted for evaluation.

STYLE GUIDE FOR REPORTS, THESES AND DISSERTATIONS

The standard format and style reference guide for all academic writing for Columbia International College is the *MLA Handbook for Writers of Research Papers*. This handbook should be consulted to determine the format, style, reference citation criteria and standard conventions for writing all reports, papers, theses and dissertations. Deviations from this standard are permitted only with the expressed permission of the student's academic advisor.

18-42 semester credits of core and elective course work			
AC	601	Managerial Accounting	3
BA	601	Marketing Management	3
BA	602	Management Information System	3
BA	611	Organizational Behavior	3
BA	612	Operation Management	3
BA	613	Management	3
BA	614	Human Resource Management	3
BA	616	Business Ethics	3
BA	615	Leadership	3
BA	620	Managerial Finance	3
BA	690	Corporate Strategy and Management	3
ECO	610	Managerial Economics	3
ECO	611	Macro Economics	3
MTH	610	Statistics, Model and Decision Making	3
DISS	601	Thesis I - Topic Research	3
DISS	602	Thesis II	3
MGMT	610	International Management	3
MGMT	620	Risk Management	3
MGMT	630	Global Leadership	3
MGMT	640	Global Economy	3
9 semester credits for Research Preparation (RP) courses			
RP	650	Contemporary Research Sources	3
RP	680	Writing for Research and Publication	3
RP	710	Statistical Methods for Research	3
RP	720	Research Preparation	3
RP	730	Advanced Research Methods	3
3 semester credits for Comprehensive Exam course (CE 700)			
CE	700	Comprehensive Exam Course	3
9 semester credits for Dissertation (DISS) courses			
DISS	780	Dissertation Preparation Modules I and II	6
DISS	790	Dissertation Preparation Defense	3
Total Requirements 63 semester credits			

DBA Course Descriptions

- AC 601 Managerial Accounting 3 credits**
Prerequisite: Acceptance into the MBA program.
This course teaches students to proficiently read and understand financial statement, know the basic idea and concept of accounting, the procedure and method to generate accounting information, get familiar with corporate accounting business procedure and processing methods and understand basic ways of financial analysis.
- BA 601 Marketing Management 3 credits**
Prerequisite: Acceptance into the MBA program.
This course teaches students basic principles and theories of marketing management. With learning and skill training, it helps students grasp basic disciplines of marketing management and know the basic logics to analyze and solve marketing management problems, cultivate students' practical skills in marketing management and lay foundations for the study of other major courses.
- BA 602 Management Information System 3 credits**
Prerequisites: AC 601 and BA 601
The design of computer based information systems to increase organizational effectiveness and efficiency in the development and implementation of organizational strategy and the control and evaluation of organizational activities. Attention is devoted to decision support systems that support empowerment of individuals in agile organizations
- BA 613 Management 3 credits**
Prerequisite: BA 602
On the basis of grasping related concepts, relations and principles of process management mode, this course help students understand the way and method to get help from Management's framework to organize work, so as to remarkably improve students' management quality and the ability to solve management problems. It also lays necessary foundation for the following courses.
- BA 614 Human Resource Management 3 credits**
Prerequisite: BA 613
This course studies the acquisition, application, development and maintenance of human resource from microcosmic viewpoint. Through learning this course, students can systematically grasp human resource management theories, methods and techniques in organization and in corporation especially.
- BA 616 Business Ethics 3 credits**
Prerequisite: BA 614
This course studies principles of ethical thought as they apply to the nature of the organization, work, corporate culture and the role of the individual and the organization in society.
- BA 620 Managerial Finance 3 credits**
Prerequisite: BA 616
Students learn to understand and grasp the value idea of financial management, financial decision-making's basic principles and decision-making techniques; the course helps students possess analyzing and decision-making abilities for corporation financial management practice and grasp system analysis framework of company financial operation and business operation.
- BA 690 Corporate Strategy and Management 3 credits**
Prerequisite: BA 620
The basic purpose of this course is to help students correctly understand two foundational problems in corporate management: what are the sources of corporate competitive edge? How can corporation acquire continuous competitive edge? Through theoretical teaching and case analysis and discussion, this course can not only help students have a good grasp of corporate strategy management's concepts and theory key points, but also equips students with basic methods to analyze practical problems.

ECO 610 Managerial Economics 3 credits
Prerequisite: BA 690

This course aims at solving economic problems in economic organizations, including organization institutional arrangement, market classification and product pricing, organizational arrangement for the normal operation of economic organizations, power division in organizations, coordination and motivation, evaluation and exam.

BA 611 Organizational Behavior 3 credits
Prerequisite(s): All MBA Core Courses

This course introduces basic concepts, principles, methods and related application cases of Organizational Behavior to students, aiming at helping student better understand individuals, groups and organization structure's mutual influences on organization operation so as to improve students' ability to research and deal with problems when operating organizations.

BA 612 Operation Management 3 credits
Prerequisite: BA 611

Productions operations management is major core course of MBA and one of the three traditional core courses of business administration major. It serves as the major required course to help business administrative majors grasp basic theories and knowledge and skills of operations management. Productions operations management is a course with integrity and utility about operation management of material goods and other service fields.

BA 615 Leadership 3 credits
Prerequisite: BA 612

This course studies three levels of leadership: the individual, the team, and the organization. It is designed to expose learners to a variety of leadership perspectives and practices to enhance individual effectiveness as a leader.

ECO 611 Macro Economics 3 credits
Prerequisite(s): All MBA Core Courses

This course aims at providing business management with the macro-perspective, analyzing and grasping the macro-economic situation of our country with relatively professional economic thinking; providing the basic knowledge of international economic relations, and learning about the new achievements of modern economics.

MTH 610 Statistics, Model and Decision Making 3 credits
Prerequisite: ECO 611

The content of this course is from mathematical statistics and operational research. Mathematical statistics emphasizes scientifically processing and analyzing statistics to obtain sufficient information for making correct decision. Operational research put more emphasis on the building of model and optimization of strategy. This course will teach basic knowledge of these two subjects. All contents include foundations of probability theory, preliminary data processing, sampling, parametric estimation (point and interval estimation), preliminary hypothesis testing, regression analysis, linear programming, live rules, non-linear programming (and its application in modern portfolio, financial risk management.)

MGMT 610 International Management 3 credits
Prerequisite(s): All MBA Core Courses

Companies today confront an increasing array of choices of markets, of locations for value adding activities, and of modes of crossing borders. This course focuses on the international dimensions of strategy and organization, and provides a framework for formulating strategies in an increasingly complex world economy, and for making those strategies work effectively.

MGMT 620 Risk Management 3 credits
Prerequisite: MGMT 610

The goal of this course is to study the management of risks in a corporation. The phrase Risk Management used to refer to insurance purchasing on behalf of a corporation. Over the past two decades, the term has come to be associated with financial engineering and derivatives on Wall Street. After several spectacular failures by firms and individuals using derivatives, academics and practitioners have renewed their focus on risk management as a corporate decision making process.

MGMT	630	Global Leadership	3 credits
<i>Prerequisite: MGMT 620</i>			
Students in this course will explore issues of leadership and change associated with the growth of multinational enterprises in the international marketplace. This course will examine a variety of business and leadership practices with emphasis on global organizational values, business plans, diversity, challenges, and culturally appropriate strategies for success in the rapidly changing world of international and multinational business.			
MGMT	640	Global Economy	3 credits
<i>Prerequisite: MGMT 640</i>			
This course offers an overview of various aspects of global economy within the field of economic geography and its linkages to related issues of resources, development, international business and trade. It investigates the phenomenon of globalization and seeks to provide understanding of today's increasingly interdependent world. Geographers are interested in examining the difference location makes to how economic activity is organized as globalization makes small differences among places increasingly important. This course recognizes that economy cannot be treated separately from other domains of social studies so such topics as political economic theories and models, historical context, consumption trends, role of telecommunications, and others will be discussed.			
DISS	601	Thesis I—Topic Research	3 credits
<i>Prerequisite(s): All MBA Core Courses</i>			
The development of research skills and dissemination of findings on an approved prospectus in the form of a master's thesis.			
DISS	602	Thesis II	3 credits
<i>Prerequisite: DISS 601</i>			
Completion of thesis begun in Master's Thesis I.			
CE	700	Comprehensive Exam Course	3 credits
<i>Prerequisite(s): All MBA Core Courses</i>			
The doctoral dissertation requires original research, which adds to the body of knowledge in the field of study. It is a formal academic document reflecting the candidate's thorough understanding of the topic studied.			
RP	650	Contemporary Research Sources	3 credits
<i>Prerequisite: CE 700</i>			
Core course for master and doctoral programs. This course reviews modern search methods and information sources that support contemporary research efforts. The topics cover the use of online systems, physical libraries, search engines, media selection, research optimization, and source documentation requirements.			
RP	680	Writing for Research and Publication	3 credits
<i>Prerequisite: CE 700</i>			
A core course for students who plan to complete dissertations or thesis research projects. Covers key elements of effective writing including proper use of reference sources and citations. Provides clear directions for entering notes, charts, tables, graphs, and figures within the text of reports.			
RP	710	Statistical Methods for Research	3 credits
<i>Prerequisite: CE 700</i>			
This course reviews qualitative and quantitative methods for researchers. It covers common statistical and nonparametric methods for data analysis and provides practice in the use of common statistical tools using software programs including MS EXCEL, SPSS, and Minitab.			
RP	720	Research Preparation	3 credits
<i>Prerequisite: CE 700</i>			
This advanced course prepares the student for the research effort. It covers the principles of research, discusses alternative philosophies of research and describes a disciplined procedural approach to the research process. The course results in a well-documented research approach including some preliminary findings in the topical area.			

RP **730** **Advanced Research Methods** **3 credits**

Prerequisite: CE 700

This advanced course is designed to guide the student toward a well-defined research topic as the focus of the dissertation effort. The course results in a detailed research methodology suitable to guide the subsequent research.

DBA CONCENTRATION COURSES

The concentration course work assigned is unique to each student's field of study. The courses are identified by the student in consultation with the supervising professor. Each course is selected to support the research effort, while providing the knowledge and insights required for mastery of the topical area of study.

DISS **780** **Dissertation Preparation Modules I and II** **6 credits**

The doctoral dissertation describes an original research project. A distinct methodology and process is used to craft the dissertation to meet academic standards, while making it a useful and practical document. These two modules guide the candidate through the dissertation development process. (3 credits per module)

DISS **790** **Dissertation Preparation Defense** **3 credits**

The final stage of any doctoral study is a verbal defense of the research effort and review of the resulting dissertation. This course covers the methodology for preparation and delivery of the verbal defense.

COURSE NUMBERING SYSTEM

500-800: Graduate Level Courses

Administration and Faculty

Executive Officers

President Joseph Rubin, J.D.
Chief Academic Officer Wei Song Ph.D

Staff

Registrar Director Raymond Chen MBA
E-Learning Director Fengci Yao, MS Department Chairs

Dean List

Joseph Rubin, J.D.
Harvard Law School,
BA, Columbia College
MA, Columbia University school of International Affairs
M. Phil. Political Science, Columbia University
Professor at Columbia Graduate School of Business and Columbia Law School

Wei Song, Ph D in Management
The University of Edinburg, Scotland

Md. Abul Hasanat Dewan, PhD
The University of Texas At Austin

Che-hui (Eric) Lien, PhD in Marketing
Carleton University, Ottawa, Canada

David D. Schein, J.D.
University of Huston

Advisory Board

Joseph Rubin, J.D.
Anatoly Potik
Mark Kallan

Statement for monitoring compliance with BPPE changing policies and procedures:

In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE) prior to the issuance of the annually updated catalog, Board of Directors appoints the Chief Academic Officer responsible to monitor new policies and procedures.

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition Fee	STRF *	Total Cost	Tuition Fee per credit
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>		
Master of Business Administration	\$100.00	\$14,940.00	\$38.50	\$15,078.50	\$415.00
Executive Master of Business Administration	\$100.00	\$14,940.00	\$38.50	\$15,078.50	\$415.00
Doctoral of Business Administration in Global Business and Leadership	\$100.00	\$27,405.00	\$68.60	\$27573.60	\$435.00

The following fees and charges are costs that students may incur beyond the basic tuition cost for specific degree programs. Fees are charged when services are rendered.

International Transcripts Evaluation Fee	\$150.00
Late Registration Fee	\$25.00
Master Level Graduation Fee	\$250.00
Doctoral Level Graduation Fee	\$500.00
Additional Transcript Fee	\$10.00
Change of Program Fee	\$50.00
Course Extension Fee (4 Week Extension)	\$50.00
Leave of Absence Fee	\$50.00
Returned Check Fee	\$25.00

Student Tuition Recovery Fund

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

Calendar

The Administrative Office is closed for two weeks during the Christmas and New Year Holidays each year and also for all legal United States (US) Federal Government holidays.

HOLIDAYS

- ✓ New Year's Day
- ✓ Martin Luther King, Jr. Day
- ✓ President's Day
- ✓ Good Friday
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Veteran's Day
- ✓ Thanksgiving (Thursday and Friday)
- ✓ Christmas (2 week break)

The college operates year round and the academic calendar is divided into four terms which are 3 months each. A new term starts each January, April, July, and October. The following is the basic schedule for the 2011 school year.

Term Dates	Start date	End date
Winter	3 Jan	27 Mar
Spring	4 Apr	26 Jun
Summer	4 Jul	25 Sep
Fall	25 Sep	18 Dec
Advisement & Registration		
Spring	7 Feb	7 Mar
Summer	2 May	6 Jun
Fall	1 Aug	5 Sep
Application Deadlines		
Winter		Nov 7
Spring		6 Feb
Summer		1 May
Fall		31 Jul
Orientation Program Classes Begin		
Spring		7 Feb
Summer		2 May
Fall		1 Aug