

Janus University



# July 2012 - June 2013 Catalog

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Janus University is a private institution of higher learning offering courses leading to undergraduate and graduate degrees in the areas of Business and the Behavioral Sciences. The University is approved by the Bureau of Private Postsecondary Education to grant degrees.

## TABLE OF CONTENTS

Message from the President.....	6
Our History .....	6
About Janus University.....	7
Mission Statement.....	7
Institutional Goals.....	7
Shared Values.....	7
Institutional Outcomes.....	7
Instructional Philosophy.....	7
Legal Status .....	8
Academic Process and Methods .....	9
Our Institutional Resources .....	9
Instructional Resources.....	9
Saba Centra for Virtual Classrooms.....	9
Program Offerings and Degree Requirements .....	10
General Education.....	10
Bachelor Degree.....	10
Masters Degree .....	10
General Graduation Requirements.....	11
University Orientation.....	11
Academic Portfolio.....	11
Program Matrix.....	11
Senior Paper / Project.....	11
Thesis Project.....	11
No Outstanding Balance .....	11
Admissions.....	12
The Admissions Process .....	12
Additional Information for Prospective Students .....	12
Qualifications For Admission.....	12
Undergraduate Programs.....	12
Graduate Programs .....	12
Admission Requirements.....	13
All Applicants .....	13
Degree-seeking Applicants .....	13
International Applicants.....	13
English Language Proficiency .....	13

TABLE OF CONTENTS, *continued*

Test of English as a Foreign Language (TOEFL).....	13
Independent Transcript Evaluation WES (World Education Services) .....	13
Transfer of Credits.....	14
Maximum Allowable Transfer Credits.....	14
Bachelors Degree.....	14
Masters Degree.....	14
Formal Learning.....	14
Informal Learning.....	14
Tuition Fees and Policies.....	15
Tuition and Other Fees.....	15
Estimated Program Cost Breakdown.....	15
Financial Aid.....	15
Our Scholarships.....	
Methods of Payment.....	16
Loan Repayment.....	16
Cancelation Policy and Tuition Refund.....	16
Tuition Refund Schedule.....	16
Student Tuition Recovery Fund.....	17
General Procedures.....	18
Enrollment Overview.....	18
Language of Instruction.....	18
Academic Plan of Study.....	18
Minimum Course Requirements.....	18
Inactive Status/Leave of Absence.....	18
Academic Calendar 2012-2013.....	18
Academic Regulations.....	19
Scholastic Regulations.....	19
Grading.....	19
Academic Honesty.....	19
Academic Probation and Dismissal Policies.....	20
Student’s Rights and Appeal Process.....	20
Grievance Procedures.....	20
Student Services.....	21
Library Resources.....	21
School Location.....	21
VISA Services.....	21
Housing.....	21
Placement Assistance.....	21
Student Records and Transcripts	

TABLE OF CONTENTS, *continued*

University Notices .....	22
School of Education .....	23
General Education Competencies .....	23
Courses Offered .....	24
The Program.....	24
Eligibility Requirement.....	24
Program Requirements.....	24
School of Business	
Degrees Offered .....	25
The Program	
Bachelor of Business Administration .....	25
Objectives .....	25
Program Outcomes .....	25
Prerequisites.....	25
Program Requirements .....	25
Master of Business Administration .....	26
Objectives .....	26
Program Outcomes .....	26
Prerequisites.....	26
Program Requirements .....	26
Specialization Programs.....	26
Concentration in Executive Leadership.....	26
Concentration in International Business.....	26
Concentration in Sustainability.....	26
School of Behavioral Sciences.....	27
Degrees Offered.....	27
The Program .....	27
Bachelor of Arts in Human Behavior .....	27
Objectives .....	28
Program Outcomes .....	28
Prerequisites.....	28
Program Requirements .....	28
Master of Arts in Human Behavior .....	28
Objectives .....	28
Program Outcomes .....	28
Prerequisites.....	28
Program Requirements .....	28
Master of Arts in Psychology .....	29
Objectives .....	29
Program Outcomes .....	29
Prerequisites.....	29
Program Requirements .....	29

TABLE OF CONTENTS, *continued*

Course Descriptions for the School of Education.....	30
Course Descriptions for the School of Behavioral Sciences.....	32
Course Descriptions for the School of Business .....	36
University Staff.....	38
University Faculty.....	39

### *A Message from the President*

Global Education is in the midst of major change as technological innovations are providing educators and students with new methodologies and opportunities for enhancing the learning process. External degree programs, for those who need flexibility in education, are finding increased cross-cultural popularity and acceptance. The primary focus of Janus University is to benefit the student by helping them reach their educational goals in the shortest time frame allowable and at a reasonable cost.

The University's objective is to produce competent, professional individuals who are academically prepared to face the challenges offered by today's society. We believe at Janus that focusing on the needs each student benefits not only the individual student, but the greater social good. A student and alumnus of JU will be able to take pride in the objectives, philosophies, and accomplishments acquired through their studies with our institution. We look forward to helping you reach your academic goals.

Sincerely,  
Juan F. Castro, President

### *Our History*

Janus University was developed as an alternative to the traditional institutions of higher education for those persons who have been unable to experience college-level learning for various reasons.

From its origin in 1976, the University has been committed to the credo that unity in knowledge contributes to the global advancement of moral societies; and it is the duty of higher education institutions to instill this knowledge in aspiring learners. However, traditional learning methods have typically focused on mainstream students and inadvertently excluded individuals of different backgrounds by neglecting their unique educational needs.

Recognizing this disparity, the University dedicated the past thirty-four (34) years to providing a high-quality alternative to the traditional institutions of post-secondary education through reputable correspondence programs. A commitment to global learning has also earned the University a prestigious international reputation as an educational institution of higher-learning. Under new leadership and in an effort to carry forward this tradition of academic excellence, Janus strives to



progress into the future and extend knowledge to more students through the conversion of our programs to an online learning system.

***Mission Statement***  
**Unity in Knowledge**

Janus University is dedicated to uniting people through knowledge without regard to the societal boundaries that separate us. Adapted to the needs of mature adults, our innovative programs strive to reduce social barriers through constructive inquiry and student collaboration. It is our philosophy that collaborative-learning expands student horizons by encouraging a mutually respectful exchange of ideas.

Toward this end, the University strives to connect diverse individuals through quality distance-education programs that are learner-centered and designed to meet the unique needs of each student. Finally, the University sees its role as helping the student build the knowledge, skills and professionalism for a society that demands a responsible citizenry.

***Institutional Goals***

1. Effect quality teaching and learning focused on academic achievement and personal and professional growth.
2. Provide comprehensive student services that encourage and enable all students to be successful learners.
3. Engage students in a challenging atmosphere that prepares them for responsibility and leadership in an evolving global environment.
4. Utilize appropriate technologies to advance programs, services and operations to support teaching and learning.
5. Maintain efficient and effective administrative services and facilities to support all programs of the university. Foster community relationships that facilitate partnering for mutual success.



***Shared Values***

- Access – making programs and services available globally
- Student Success – placing students' goals at the heart of what we do
- Integrity – demonstrating an ethical approach by our words and actions
- Excellence – providing the highest level of quality service and teaching
- Cooperation – modeling and forming collegial and productive relationships
- Passion – inspiring others to create an environment of teaching, learning and work where all parties grow and are challenged
- Critical Thinking – making decisions informed by data and shaped by context
- Collaboration – building and fostering relationships that provide the highest mutual benefit to the university and the communities we serve

***Institutional Outcomes***

Janus University aspires that all students will acquire and be able to demonstrate the following learning outcomes upon graduation:

1. Apply information literacy skills necessary to support continuous lifelong learning.
2. Effectively communicate in multiple modes of expression including oral and written communication.
3. Display mastery of knowledge and skills in a discipline.
4. Demonstrate cultural and global awareness to be responsible citizens in a diverse society.
5. Work cooperatively and effectively in a cross-disciplinary team.
6. Demonstrate an ability to make persuasive presentations that reveal strong written and oral communication skills.

***Instructional Philosophy***

The University also fosters the value of a lifelong commitment to learning through the development of innovative programs that reduce barriers while maintaining the standards of quality. Toward this end, we have created programs that address the needs of society without limiting the educational delivery system.

Our challenge is to assist student development with programs addressing individual interests as well as the synthesis of thinking and learning. Our faculty provides guided inquiry into the areas of knowledge; which is to challenge attitudes, beliefs and value systems.

A Janus University student will successfully acquire and demonstrate breadth and depth of intellectual analytical and critical thinking along with self-expression. Janus University believes that the teacher-learner relationship is that of mutual responsibility between the students and the faculty, with the learning outcomes shared by everyone involved in the process. For this reason, we believe in learner-centered instruction—an instructional philosophy that focuses on the students and learning outcomes rather than the instructors. This approach accepts, cultivates and builds on the ultimate responsibility students have for their own learning. The use of Learner Centered Principles in instruction and training emphasizes self-motivated, self-directed, and interactive learning. In our programs, emphasis is placed on what the student is learning; how the student is learning; and the outcome or result of the learning. This method of instruction is consistently applied across all degree programs offered by the University, providing students with the opportunity for and the stimulation of an enhancement in social and aesthetic growth areas.

### *Legal Status*

Bureau for Private Postsecondary Education Approval  
In accordance with the provisions of California Education Code 94900 mid /or 94915, this institution had received approval to operate from the Bureau for Private Postsecondary and Vocational Education (school code #20766). This approval is valid through December 31, 2013.

That approval to operate meant that the Bureau determined and certified that the institution met the standards for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its programs.



### Our Instructional Resources

#### *What is Distance Learning?*

First, it is learning;  
Second, it is flexible learning; and  
Third, it is directed learning.

While providing the flexibility of online learning, the University maintains the highest standard of academic excellence. The purpose of our existence as a university is to allow the student to earn a degree on a much more flexible basis than traditional colleges and universities. The responsibility for learning is shared by the student and the University. Academic success is demonstrated through learning outcomes; not how much time is spent in a classroom. The student is not arbitrarily assigned a course of study and then left to figure out what to do with it. At Janus University, the student receives directed instruction and guidance from faculty members, as well as regular collaboration with classmates from around the world.

Our online format utilizes state of the art synchronous and asynchronous learning modalities, featuring the **Moodle** learning management system and **Saba Centra** for Virtual Classrooms. Online programs are organized into nine-week terms and provide the student with the opportunity to enroll in up to two courses per term. This flexibility allows the student to complete the program within seven terms or approximately 15 months.

#### Instructional Resources

**Moodle** is a comprehensive Education Management System and a collaborative learning environment. A suite of award-winning, innovative productivity tools connects students and educators with important information crucial to student success while allowing school administrators real-time access to data for better tracking of institutional effectiveness. Educators, students and school administrators can manage courses and assess school work from a single location.

**Saba Centra for Virtual Classrooms** replicates the discourse and discussion of a typical classroom with a complete set of features for highly interactive and effective group learning. It brings together voice, video, data, and graphics in a structured online learning environment for that scales to hundreds of supported users. Saba Centra's scalable, secure, reliable architecture is the best solution for large, extended enterprise training and learning.

SabaCentra has been around for over ten years and has many loyal customers. Saba Centra offers a better web conferencing experience and unmatched scalability and reliability. Easy access to session recordings is just one of the reasons people use Saba Centra. Interacting with others during the session is another benefit from this asynchronous collaborative environment.



*As it is the principal function of a University to train leaders, -- individuals who have originated power, who reach forward and in all fields of activity push beyond the beaten paths of habit, tradition and custom, -- it is evident that a large measure of liberty is essential for its students.*

Charles W. Eliot, President of Harvard (1869–1909)

### The University offers the following undergraduate and graduate degree programs:

- General Education
- Bachelor of Business Administration
- Bachelor of Arts in Human Behavior
- Master of Business Administration
- Master of Arts in Human Behavior
- Master of Arts in Psychology

### Requirements for Degree

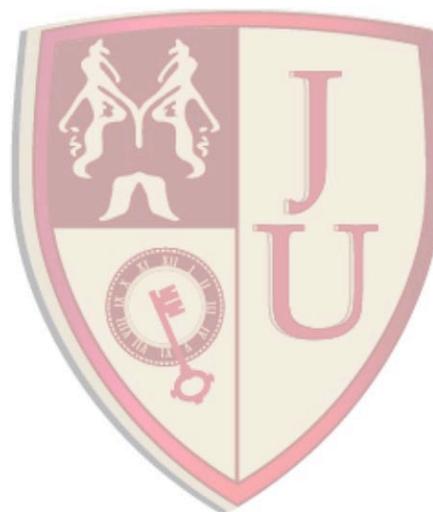
**Length of the Degree:** The time involved in achieving the student's degree goal will vary from individual to individual. The time frame will depend upon the transfer credits the student brings into the program, the number of courses assigned to the student after an evaluation of the application materials, and the effort the student desires to put into the program. To maintain satisfactory progress, a student must complete a minimum of four (4) courses per year.

While specific requirements regarding curricula, length of time and number of units may vary from individual to individual and from program to program, the general requirements for completion of the degree are:

**General Education:** A minimum of sixty (60) semester units is necessary to complete the General Education requirements, including a minimum of 33 units of study applicable to the General Education Requirement, including the prescribed number of units, in the areas of English, (6 units); Natural Science, (6 units); Mathematics, (6 units); Humanities, (6 units); Social Science, (6 units), Written and Oral Communications (3 units). Students must complete at least fifteen (15) units while enrolled at The University .

**Bachelor's Degree:** A minimum of one hundred and twenty (120) semester units, with a grade point average of C (2.0) or better including General Education Requirements, is required for graduation. A minimum of thirty-three (33) semester units of study applicable to the General Education Requirement, including the prescribed number of units in the areas of English, (6 units); Natural Science, (6 units); Mathematics, (6 units); Humanities, (6 units); Social Science/ History, (6 units); Written and Oral Communications, (3 units). Students must complete at least thirty (30) semester units in the bachelor's program while enrolled at the University, before degree can be issued. An acceptable senior paper or project is required.

**Master's Degree:** Depending on the program requirements, a minimum of thirty-six (36) to thirty-nine (39) semester units is required beyond the bachelor's degree. Students must complete a minimum of thirty (30) to thirty-three (33) semester units of graduate study while enrolled at the University. See desired program for details. Graduate students must complete their respective degree programs with a grade point average of B (3.0) or better.



### Notice Concerning Licensing

None of the degrees at Janus University are intended to lead towards licensing in a particular field. If licensing is the ultimate goal of the student, the University strongly advises their students to check with their respective state, school district, or professional associations for specific requirements.

Please refer to Program Requirements for specifics on a particular program, as they will vary accordingly.

### University Orientation

Prior to the enrollment in program courses, students must successfully complete the non-credit University Orientation course. This short course introduces students the University, provides instruction on the technologies they will be using in their online studies; and introduces students to ePortfolios.

### Academic Portfolio

Student portfolios serve as an authentic mode of assessment, as well as providing students with a concrete outcome of learning that they can use in their future career and/or academic pursuits. The creation of an ePortfolio is a graduation requirement for all degree-granting students at Janus University. A student will begin building their ePortfolio in the mandatory Orientation course provided by the University; and will use it throughout their program as a showcase of their work. At the conclusion of each course, students will submit at least one major project from the course into their ePortfolio. Upon graduation, students will submit their portfolio to their respective Dean for evaluation and approval.

### Senior Paper/Project

The Senior Paper /Project is a capstone in the Bachelor's program, which requires a student to do original research on a subject of the student's choosing with approval from a Faculty Advisor. The Senior Paper /Project is expected to maintain the highest academic standards, and must be uploaded to the student's ePortfolio upon completion.

A copy of the final product is retained at the University. The Dissertation at the Doctoral level must reflect professional and academic excellence. Before the student is formally permitted to begin work on the thesis or dissertation, a proposal following acceptable guidelines must be submitted to the Graduate Review Committee of the University.

### Thesis Project

The Project in the Masters program will require a student to propose a subject area of his/ her choosing (with the approval of the Faculty Advisor). The presentation of the Project must fit within the general description of the degree objectives and is expected to be of the highest academic quality. The Thesis in the Masters' programs must reflect professional and academic excellence. Work on the Thesis involves a proposal following acceptable guidelines that must be submitted to the Graduate Review Committee of the University. A handbook, available from the University, provides the student with a specific set of requirements relative to the clear statement of intentions for completing the thesis.

A handbook, available from the University, provides the student with a specific set of requirements relative to the clear statement of intentions for completing the thesis. A copy of the final product is retained at the University and then uploaded to the assigned Program Matrix. Upon successful completion of the program, students will have a digital "filing cabinet" containing important documents and course work for their program. The Program Matrix must be submitted for Dean approval along with the Academic Portfolio prior to graduation.

### No Outstanding Account Balance

Candidates for graduation must have satisfactorily settled all financial obligations to the University in order to be issued a degree. Transcripts and degrees will not be issued for any course or program when an outstanding balance exists.



## The Admissions Process

**Application:** A comprehensive application is comprised of all academic background education.

**Transcripts:** The student may receive an evaluation based on a copy of their transcript(s) of prior education. Official transcripts must be received by the University and in the student's file before enrollment.

An admissions specialist to determine student eligibility into the program of interest evaluates all application materials. From that evaluation an Academic Plan of Study, which maps out the student's anticipated program studies, is created and submitted for Dean approval. Once accepted into the program, the student will be notified via email and sent enrollment materials consisting of:

- 1) Program Welcome Letter
- 2) School Performance Fact Sheet
- 3) Current Catalog
- 4) General Student Brochure
- 5) Program-Specific Brochure
- 6) Academic Plan of Study
- 7) Enrollment Agreement
- 8) Agreement to Binding Arbitration.

All enrollment materials must be signed and returned to the University prior to enrolling in courses.

### Additional Information for Prospective Students

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 95798-0818. Phone: (916) 431-6959; Fax: (916) 26-1897, web: [www.bppe.ca.gov](http://www.bppe.ca.gov).

As a prospective student, you are encouraged to review this catalog prior to signing and 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 member of the public may file a complaint about this institution 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](http://www.bppe.ca.gov).

*Janus University admits students of all races, color, national and ethnic origins and disabilities to all the rights, privileges and activities accorded or made available at the University. Newport University does not discriminate on the basis of race, color, national or ethnic origins or disabilities in the administration of its educational policies, admissions policies or any other University-administered program.*

## Qualifications for Admissions

### Undergraduate Degree Programs

**Bachelor Degree Programs:** A student accepted for enrollment in an undergraduate degree program must possess a minimum of a high school diploma with a grade point average of 2.0 ("C" average) or higher; or its' equivalent (GED). In addition, an Personal Statement is required of all applicants, indicating their motivation, potential, and communicative abilities.

### Graduate Degree Programs

**Master's Degree Programs:** A student accepted for enrollment in a Master's program must possess a Bachelor Degree from and appropriately accredited institution with a minimum grade point average (GPA) of 2.0. Exceptions to this policy, such as 7-10 years of experience in the related area, are considered on a case-by-case basis and require formal documentation. (See Educational Equivalencies for more information on this exception.) In addition, an Personal Statement is required of all applicants, indicating their motivation, potential, and communicative abilities.



## Admission Requirements

*Admission requirements vary according to the program of interest and individual student; however, general admission requirements are listed below.*

### ALL Applicants

All applicants must submit the following for admission into the University:

- Completed Application for Admissions
- Application Fee of \$100 (non-refundable)
- Personal Statement expressing their motivation and potential as a student in their program of interest.

### Additional Requirements

#### Degree-seeking Applicants

Applicants wishing to pursue a degree with the University must also submit the following:

- Official Transcripts for all colleges/ universities listed on the application. Note: official transcripts must be sealed and mailed directly to the University.

#### International Applicants

Foreign students are urged to consider their own competencies in the English language prior to enrollment. The University does not provide English as a Second Language (ESL) instruction.

- **English Language Proficiency**

Applicants whose native language is not English must demonstrate college-level proficiency in English by means of one of the following:

- 1) A high school diploma with a minimum grade point average (GPA) of 2.0 from an appropriately accredited institution where English was the principal language of instruction;
- 2) A college transcript verifying a minimum of 30 semester units and a grade point average (GPA) of 2.0 or higher from an appropriately accredited institution where English was the principal language of instruction;
- 3) An official transcript verifying the completion of an English composition course with a "C" or higher from an appropriately accredited institution; 4) A passing score on the Test of English as a Foreign Language (TOEFL) or its equivalent\*.

\*Accredited by an agency recognized by the US Secre-

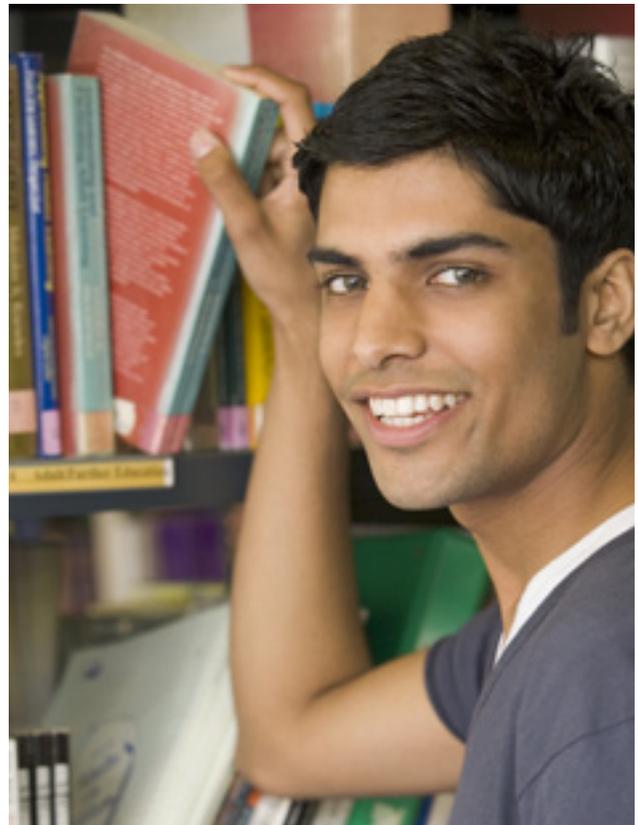
tary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent.

- **Test of English as a Foreign Language TOEFL:** The University programs are to be taught and completed in English. For student whose primary written and spoken language is not English, and other means of English Proficiency are not met, a passing score on the TOEFL or its equivalent is required. The exam must be administered within two years of admissions or prior to the receipt of a degree or certificate from the institution, whichever occurs first. Minimum scores requirements are as follows:

Undergraduate--500 (PBT) or 61 (iBT)

Masters-- 530 (PBT) or 71 (iBT)

- **Independent Transcript Evaluation WES (World Education Services):** A third-party course-by-course transcript evaluation of all foreign transcripts is required. World Education Services reviews your transcripts and prepares an evaluation report to send to the institution. Their evaluation reports compare your education from any country in the world to the U.S. system and are widely recognized by U.S. institutions.



## Maximum Allowable Transfer Credits

The University allows advanced placement for qualified students based on formal and informal learning, or a combination thereof. The maximum allowable transfer credits vary according to the degree length and are as follows:

**Bachelor Degree:** up to three-fourths or (90) semester units of study may be accepted towards the required (120) semester units for program completion; however, no more than one-fourth or (30) semester units will be accepted for informal or experience-based learning.

**Master Degrees:** up to twenty percent (20%) or six to nine (6-9) semester units of study may be accepted towards the required semester units for graduate programs; depending upon the program length, which may vary between graduate programs.

The University accepts transfer credit, allowable by State Law, when official transcripts are evaluated from institutions that are approved by the state of California, approved by other states, or are from post-secondary institutions accredited by any agency recognized by the United States Department of Education. International students may transfer credits based upon an independent evaluation by a Credential Evaluation Service.

### Formal Learning

1. a "C" or higher for undergraduate courses; and a "B" or higher for graduate level course
2. taken at an appropriately accredited institution;
3. taken within the past five years; and
4. align with the content to the program in which the student will enroll.

### Procedures:

1. Completed Request for Transfer of Credits form
2. Documentation of course comparability— e.g. course descriptions or syllabi
3. \$25 transfer application fee

## Informal Learning

Transfer credits based on informal learning or Experience-based Learning may be awarded for knowledge or skills that have been acquired outside of the traditional educational system (e.g. work/life experience, university level equivalency tests, etc.). Transfer credits based on informal learning are limited to one-half of the maximum allowable transfer credits for the program of interest.

### Procedures

1. Completed Transfer of Credits Application
2. \$25 transfer application fee
3. Documentation of comparability via submission of an Experiential Learning Portfolio. (Note: If transfer credits are awarded, the student will be required to upload their Experiential Learning Portfolio into their ePortfolio that will be provided upon enrollment on the University's learning management system, Moodle.
4. \$200 portfolio evaluation fee



## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Janus University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn is also at Janus University is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

## Tuition Fees and Policies

### TUITION AND OTHER FEES

TUITION	AMOUNT
Undergraduate Courses (3) units	\$613.00
Graduate Courses (3) units	\$690.00
OTHER FEES	AMOUNT
Application Fee (non-refundable)	\$100.00
Transfer of Credit Application Fee	\$25.00
Experiential Learning Portfolio Evaluation	\$200.00
Application for JU Student Grant	\$15.00
Late Registration Fee	\$25.00
Petitions and Waivers	\$35.00
Intent to Graduate Form (ITG)	\$25.00
ePortfolio Dean Review	\$25.00
Transcript/Degree Verification	\$15.00
Duplicate Degree	\$50.00
Special requests and Letters	\$50.00
Returned Checks	\$25.00
Late Charge	\$25.00

\*Note:

- Additional fees apply for expedited shipping and international processing (e.g. foreign transcript evaluation made payable to third party evaluator).
- Tuition and fees outlined above do not account for textbooks and other necessary resources or materials.
- The University does not participate in federal or state Financial Aid programs at this time. However, the University does provide a merit-based grant for qualifying students. If you are interested in learning more about this grant, please refer to the Financial Assistance section of this website or ask an admissions advisor for more information on how to apply.

*Janus University programs are priced lower than the tuition required by comparable educational programs and are a fraction of the cost of traditional private universities.*

### Estimated Program Cost Breakdown

Program Name	Total Units	Tuition Per Unit	Application Fee	Other Charges	Total Program Tuition	Estimated Costs of Books & Materials	Total Program Charges
Bachelor of Business Administration	60	\$204.33	\$100.00	\$270.00	\$12,260.00	\$2,000.00	\$14,630.00
Bachelor of Arts in Human Behavior	60	\$204.33	\$100.00	\$270.00	\$12,260.00	\$2,000.00	\$14,630.00
Master of Business Administration	36	\$230.0	\$100.00	\$270.00	\$8,280.00	\$1,200.00	\$9,850.00
Master of Arts in Human Behavior	39	\$230.00	\$100.0	\$270.00	\$8,970.00	\$1,300.00	\$10,640.00
Master of Arts in Psychology	39	\$230.00	\$100.00	\$270.00	\$8,970.00	\$1,300.00	\$10,640.00

**Method of Payment**

- Credit Card: Visa, MasterCard or Discover Card
- Checks and money orders payable to “Janus University”. Please remember to include a copy of your student ID with your check or money order.
- Bank wire transfers. Wire fees may apply. Student Accounts Department can provide details.

If you are sponsored by your employer, we may be able to directly bill your employer. Please be prepared to provide a copy of your employer’s education payment plan. Any Portion of the tuition not paid under employer will have to be paid by you prior to your course.

**Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and 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.

**Cancellation Policy and Tuition Refund**

The student shall have the right to cancel until midnight of the eighth business day after the first time the student logs into the lesson as verified by Moodle, the school’s learning management system, without penalty or obligation and receive 100% of the amount paid for institutional charges, less the application fee and administrative costs not to exceed two hundred and fifty dollars (\$250.00). 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.

**Tuition Refund Schedule**

The institution refund policy shall be a pro-rate refund and shall be the amount the student paid for instruction less the cost of the instruction received according to the percentages set out below. Student are responsible for tuition fees for courses in which they are enrolled. Refunds owed shall be payable within 30 days following the date upon which the student’s withdrawal is official.

<b>Refundable Tuition Due Student After--</b>	
1st Week of Course	100%
2nd Week of Course	80%
3rd Week of Course	50%
4th Week of Course	20%
5th Week of Course	0%



### Student Tuition Recovery Fund

The State of California created the 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.

#### § 76215. Student Tuition Recovery Fund Disclosures.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges: **“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.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: “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 and Vocational 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.” However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.



**Enrollment Overview**

Once accepted into the program, the student will be notified via email and sent enrollment materials consisting of:

- 1) Program Welcome Letter
- 2) School Performance Fact Sheet
- 3) Current Catalog
- 4) General Student Brochure
- 5) Program-Specific Brochure
- 6) Academic Plan of Study
- 7) Enrollment Agreement
- 8) Agreement to Binding Arbitration.

All enrollment materials must be signed and returned to the University prior to enrolling in courses.

**Language of Instruction**

Instruction will be given in no other language than English.

**Academic Plan of Study**

Students receive an Academic Plan of Study (POS), which maps out their academic goals and minimum requirements for ACTIVE academic status. Students are encouraged to make carefully review their POS prior to signing it. Future changes to their POS require Dean approval.

**Minimum Course Requirements**

To maintain active status, all Janus University students must complete a minimum of four (4) courses within an academic year. For this reason, JU structures its academic calendar into five terms: Fall, Winter, Spring, Summer I and Summer II.

**Inactive Status / Leave of Absence**

A leave of absence is available to students on a temporary basis for health or personal reasons or to consider vocational options. Normally, the total length of a leave of absence will not exceed two terms (20 weeks). Students requesting a leave must complete a Leave of Absence Request form available from the Registrar’s Office and obtain the signatures of faculty advisor and the Dean. If the Leave of Absence takes place during the academic term, the student will receive W’s for all current courses, pending approval of the professors. The student may resume studies upon the expiration of the requested Leave of Absence or earlier by registering for the next term.

Students who do not enroll for at least 12 credits in an academic year and who have not requested a Leave of Absence by the close of the drop/add period will be classified as Inactive.

If the student does not enroll or request a Leave of Absence upon becoming Inactive the student will be withdrawn from student status from the University by default. This will be noted on the University’s reporting and on the transcript as “withdrawal by default.”

If a student is on Inactive Status for one calendar year and there is a change of program or tuition rate, they will be required to re-enter under the new program. As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement.

**Academic Calendar 2012-2013**

Our Academic Calendar is arranged into five nine-week terms, allowing for class scheduling flexibility.

Term	Start/End	Registration	Late Registration
Summer I 2012	May 28 - July 29	May 1 - May 28	May 29- June 1
Summer II 2012	Aug 6 - Oct 7	July 17 - Aug 6	Aug 7 - Aug 14
Fall 2012	Oct 15 - Dec 16	Sept 17 - Oct 15	Oct 16 - Oct 23
Winter 2013	Jan 14 - March 17	Dec 19 - Jan 13	Jan 14 - Jan 21
Spring 2013	March 25 - May 26	Mar 4 - Mar 24	Mar 25 - Apr 1
Summer I 2013	May 31 - Aug 1	May 10 - May 30	May 31 - Jun 7



## Scholastic Regulations

It is the intention of the University to educate the student based on an individualized Plan of Study. Thus, the student is required to achieve a passing grade and meet the performance objectives for each course of study in the degree program. The faculty must be satisfied that the student has met all the course requirements.

### Grading

All students will have course-work evaluated and reported by the faculty via the learning management system (LMS) using letter grades or administrative symbols as follows:

Grade	Performance	Grade Point Value
A	Outstanding	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.5
D	Below Average	1.3
D-		0.7
F	Failure	0.0
CBT	Credit by Transfer	0
CR*	Credit	0
NC	No Credit	0
I	Incomplete	0
W	Withdraw	0

\* NOTE: Credit (CR) for Undergraduate is equal to a C or better; Graduate is equal to a B or better.

## Academic Honesty

“The University students should successfully acquire and demonstrate breadth and depth of intellectual, analytical and critical thinking along with self-expression” (From Philosophy and Mission Statement of University). Students are expected to employ honesty and integrity in completion of all course work. Academic honesty is demonstrated, but not limited to, the following behaviors:

Students shall not cheat. Cheating is the student attempting to gain course credit by the use of dishonest, deceptive or fraudulent means. Following are some examples of cheating:

- Use of deceptive methods with the intent to improve standing in course work.
- Use of course work which is not the student’s own work.

Students shall not plagiarize. Plagiarism is the student’s use of ideas, writings and/or thoughts of another person or persons and offering them as their own. Following are some examples of plagiarism:

- Use of published materials, including information from Internet sources, whether stated verbatim or paraphrased without acknowledging the source.
- Use of ideas of others and incorporating these ideas into written course work without acknowledging the source.
- Use of written course work prepared by another person and submitted as the student’s own work.

Faculty members may require certain specific standards for documenting source materials in written assignments. Students are encouraged to communicate directly with the faculty member should there be any question. In the event a faculty member has reason to believe and evidence to substantiate that the behavior of a student demonstrates academic dishonesty, it is the responsibility of the faculty member to intervene. The faculty member is expected to communicate directly with the student and discuss the matter. Actions, which the faculty member may take, include but are not limited to:

- Issue a warning to the student.
- Require the student to redo the course work or a part of the course work.
- Lower the grade.
- Issue a failing grade.

Students have a right to “due process.” Students Rights and Appeal Process are stated in this University Catalog.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution’s published policy. The student’s grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student’s GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student’s failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### **Student’s Rights & Appeal Process**

Should a student be charged with unethical conduct, the student may make an appeal of this charge, within thirty (30) days, in the following manner:

1. The student should meet with the person who made the allegation to discuss and hopefully resolve the problem.
2. If a satisfactory resolution is not reached, the student can petition for a meeting with the Dean of Academic Affairs for review and resolution. The student must make the petition request in writing to the Dean of Academic Affairs.
3. If after the review by the Dean of Academic Affairs, a satisfactory resolution has still not been reached, the matter may be appealed to the Academic Review Committee. The Academic Review Committee will review all materials and prior decisions and come to a resolution on the matter. The decision of the Academic Review Committee is final.
4. If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details.

### **Grievance Procedures**

#### **Informal Grievance Procedure**

A student is encouraged to resolve grievances informally. If a student has a complaint regarding a faculty member or a member of The University’s administration, they must try to resolve the matter with that person. The University does not initiate formal grievance procedures unless informal efforts to resolve the grievance have been exhausted and the student has been provided a written description of such efforts.

#### **Formal Grievance Procedure**

**STEP 1:** If a grievance has not been satisfactorily resolved by informal procedures, the student may file a written grievance with the immediate instructor or Dean within sixty (60) days of the act or event, which is the subject of the grievance. Within five (5) working days of receiving the grievance, the immediate instructor or Dean shall conduct any necessary investigation and meet the student in an effort to resolve the grievance. The immediate instructor or Dean shall present all concerned parties with a written answer to the grievance within ten (10) working days after the meeting.

**STEP 2:** If a grievance has not been satisfactorily resolved in Step 1, all information presented at Step 1 shall be included with the grievance and the instructor or Dean shall submit to the President a report describing attempts to resolve the grievance at Step 1. Within five (5) working days of receiving the grievance, the President shall conduct any necessary investigation and meet with the griever in an effort to resolve the grievance. The President shall present all concerned parties with a written answer to the grievance within ten (10) working days after the meeting. This decision is final.

**Unresolved complaints may be directed to:**

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Tel (916) 431-6959, Toll free (888) 370-7589  
Fax (916) 236-1897  
By email to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### Library Resources

The University provides library resources, at no cost to the student. Students of The University may also apply for and be granted library cards at local universities and/or colleges. Students may utilize the services of a professional librarian or an appropriately qualified information research specialist.

Students will be expected to do library research and reading in scholarly journals. Students are encouraged to use the Internet.

### School Location

The school is located on the second floor of an office building approximately 10 years of age which is located in a commercial center of the City of Newport Beach. There is ample parking on the premises, and the facility is served by an elevator. This facility is only an administrative office location. Personal computers, network computers and servers along with standard peripherals are utilized for instruction.

### VISA Services

This institution does not offer any visa related services.

### Housing

The University utilizes a distance learning delivery system. The University makes no provision for student housing. Students who visit the offices of the University may find accommodations at the many hotels and motels located near the University's facilities. This University does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Further, this institution maintains a focus on the delivery of educational services.

Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### Placement Assistance

The University does not maintain any type of placement assistance office. From time to time, The University representatives may be asked to recommend students for placement. If this should occur, the information will be provided to the students, as appropriate.

### Student Records and Transcripts

Records are maintained by the University in accordance with the California State Law. The University maintains student files for five (5) years and the University maintains transcripts indefinitely.

Each student is entitled to one copy of his or her transcript without charge. Additional copies will be made available and forwarded to any third party upon written request by the student or graduate. There is a nominal charge of \$15.00 for each additional transcript.

Transcripts will not be released unless financial obligations have been met. Records are only released according to provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Release of records or disclosure of its contents to any third party without the written consent of the student is prohibited. Possession of records requires compliance with FERPA. Official transcripts are furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned. Alterations or misrepresentations of records may result in criminal charges and/or disciplinary sanctions consistent with the University's Code of Conduct.

*Education is not the filling of a pail, but the lighting of a fire.*

William Butler Yeats

- As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535, Capitol Oaks Drive, Suite 400, Sacramento, California, 95833. Mailing address: P. O. Box 980818 W. Sacramento, CA 95798-0818. Toll free number: 1 (888) 370-7589 or telephone number: 1 (916) 431-6959. Mailing address is still the same:
- 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](http://www.bppe.ca.gov)).
- Janus University 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.).
- Janus University is owned and operated by Janus University College, Inc., a California For Profit Corporation.
- Janus University 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. Janus University does not offer English as a Second Language.
- Janus University does not offer state or federal financial aid programs

### **Non-Discrimination Policy**

- Janus University 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. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

*The educational process is by necessity in a continual state of change. Therefore, this catalog should be considered informational and changes in some programs and institutional policy may occur after the publication of this catalog. Subsequent errata sheets are the final authority in regard to course offerings and revisions of regulations and requirements.*

## Janus University's General Education Competencies

### I. Solve Problems

- Solve problems within a discipline using steps which may include information collection and organization, data analysis and interpretation, and generation and evaluation of solutions.
- Integrate and synthesize information, knowledge, and experience in making informed decisions.
- Use technology to access and process information and solve problems.
- Apply mathematical principles, concepts, and skills including mathematical models and the use of arithmetic, algebraic, geometric, and statistical methods to solve problems.

### II. Analyze Issues from Multiple Perspectives, including one or more of the following:

- Demonstrate an understanding of historical perspective and ways art, literature, and other disciplines represent and interpret the human experience.
- Analyze social, political, cultural, historical, economic, and scientific issues that both link and separate cultures and societies throughout the world.
- Demonstrate an understanding of issues of diversity.
- Demonstrate an understanding of opposing points of view and ethical issues.

### III. Communicate Competently

- Demonstrate writing that is rhetorically appropriate, focused, clear, developed, organized, and technically correct.
- Demonstrate oral presentation skills including rhetorically appropriate content and effective delivery techniques.
- Demonstrate effective interpersonal communication skills including listening skills, team skills, collaboration, and respect for others, and consideration of opposing points of view.



**INTERIM DEAN:** Michael C. Pickett, EdD

**COURSES OFFERED:**

- General Education

**THE PROGRAM:** The Philosophy of the Janus University School of Education is incorporated into the University philosophy. It includes the need to encourage professionals to meet their degree objectives while actively pursuing their careers. It further meets the needs of society to upgrade the quality of the career educators. Each course is designed with measurable objectives as rigorous as found in major traditional universities. By meeting each stated objective, the degree candidate will demonstrate those vital skills that contribute to a successful career in research, organization, composition, analysis and presentation. The overall program includes flexibility so that the candidate can proceed at a pace compatible with his life style and professional workload. It is the goal of the School of Education to equip educators of the many institutions, throughout the world, with the skills and knowledge to meet the challenges of the next century. With technology, psychology, sociology, history and science, all focusing light upon the new world, educators have to bridge the gap between the learners and the learned.

**ELIGIBILITY REQUIREMENT:** Applicant must have High School diploma or G.E.D. exam (General Educational Development)

**PROGRAM REQUIREMENTS:** 60 units are required for graduation, including 36 units of study applicable to the General Education Requirement, including the prescribed number of units, in the areas of English, (9 units); Natural Science, (6 units); Mathematics, (6 units); Humanities, (6 units); Social Science, (9 units).

International students seeking admission will be required to have their prior transcripts evaluated by a Credential Evaluation Service.

The student must complete a minimum of 15 units while enrolled at Janus University. Comprehensive evaluation and counseling are most important at this degree level. Undergraduate students must complete their respective degree programs with a grade point average of C (2.0) or better.

**CORE COURSES:**

- GE 100: English Grammar (3)
- GE 101: English Composition (3)
- GE 103: Written and Oral Communication (3)

**NATURAL SCIENCE:** Select two courses

- GE 122: Principles of Geology (3)
- GE 123: Introduction to Physics (3)
- GE 124: General Science (3)

**SOCIAL SCIENCE:** Select three courses

- GE 140: Introduction to Anthropology (3)
- GE 141: General Geography (3)
- GE 142: Introduction to Political Science (3)
- GE 143: Basic Psychology (3)
- GE 144: Social Science (3)
- GE 145: Introduction to Sociology (3)

**HUMANITIES:** Select two courses

- GE 150: Introduction to Art (3)
- GE 152: Introduction to History (3)
- GE 153: Introduction to Literature (3)
- GE 154: Introduction to Music (3)
- GE 155: Introduction to Philosophy (3)

**MATHEMATICS:** Select two courses

- GE 160: College Algebra (3)
- GE 161: Introduction to Statistics (3)
- GE 162: Introduction to Computer Sciences (3)

**ELECTIVES:** Select eight courses:

Eight elective courses for the remaining twenty-four (24) required credits, to be selected from any of the above categories, not previously selected for core courses. Courses taken as an elective in the 2nd half of the AA program may be listed as a 200 level course. Upper division (bachelor electives) may be selected with the permission of the faculty advisor.



**INTERIM DEAN:** Michael Pickett, EdD

**DEGREES OFFERED:**

- Bachelor of Business Administration
- Master of Business Administration

**THE PROGRAM:** The primary goal of the School of Business is to prepare graduates to succeed in the current global business environment. The programs are geared to the mid career adults who wish to expand their knowledge and advance professionally by earning meaningful academic credentials within a real-world context. Whether an individual's interest is in general business and management or tuned to specific highly specialized areas, the University offers programs to satisfy today's business students' needs using an educational approach which stresses both cognitive development and skill acquisition. The faculty members are both academically and professionally qualified to assist students in learning to apply their new knowledge to contemporary business issues.

**Bachelor of Business Administration**

**OBJECTIVES:** The objective of the program leading to the Bachelor of Business Administration degree (BBA) is to provide the student with a solid and well-rounded education in Business. A basic core curriculum provides a foundation in accounting, management, marketing and economics. This core is augmented by electives to meet individual goals and career objectives. The program concludes with the student submitting a paper presenting the results of research and analysis of a business problem. The basic philosophy of this program is that the student is a mature, conscientious, and responsible individual who is sincere in their desire for education.

**PROGRAM OUTCOMES:** Upon successful completion of this program, students will be able to:

1. Apply functional and cross-functional knowledge to critically assess business problems.
2. Use analysis to inform and develop integrative solutions that improve business outcomes.
3. Recognize ethical and social responsibility issues in a business environment and know how to apply a process of ethical inquiry.
4. Explain how operating in a global market creates business opportunities and challenges.
5. Work cooperatively and effectively in a cross-disciplinary team.
6. Demonstrate an ability to make persuasive presentation that reveal strong written and oral communication skills.

**PREREQUISITES:** Must have one of the following.

- A High School diploma or G.E.D;
- Completion of an Associate in Arts or Associate in Science Degree consisting of 60 semester units or 90 quarter units, including the 36 semester units of study applicable to the General Education Requirements with the prescribed number of units in the areas of English, (9 units); Natural Science, (6 units); Mathematics, (6 units); Humanities, (6 units); Social Science, (9 units). If no Associate's degree, the student must meet or complete the schools requirements for the Associate in Arts degree before beginning the Bachelor degree program.

**PROGRAM REQUIREMENT:** One hundred and twenty (120) semester units are required for graduation. The first part (60 units) of the Bachelor's program is the Associate Degree Program.

The student must complete a minimum of 30 units while enrolled at Janus University. Comprehensive evaluation and counseling are most important at this degree level. Undergraduate students must complete their respective degree programs with a grade point average of C (2.0) or better.

**CORE COURSES:**

- BUS 401: Introduction to Business (3)
- BUS 403: Principles of Accounting (3)
- BUS 407: Macroeconomics (3)
- BUS 410: Organization & Management Theory (3)
- BUS 411: Principles of Marketing (3)
- BUS 416: Consumer Behavior (3)
- BUS 418: Principles of Management (3)
- BUS 499: Senior Paper / Project (6)

**ELECTIVES:**

- BUS 402: Human Resources Management (3)
- BUS 404: Business Law (3)
- BUS 405: Computer Methods in Business (3)
- BUS 406: Microeconomics (3)
- BUS 408: Business Finance (3)
- BUS 409: Behavioral Science for Business (3)
- BUS 412: Research & Quantitative Methods (3)
- BUS 413: Ethics & Social Issues in Business (3)
- BUS 414: Organization Development (3)

Additional electives, if needed, may be selected from bachelor electives in the Human Behavior or Psychology programs, but not previously taken, as permitted by faculty advisor.

## Master of Business Administration

**OBJECTIVES:** The objective of the Master's program (MBA) is to enable the student to continue his/her studies and achieve additional competence and specialization in an area of business. The student will complete a core curriculum and augment this with an appropriate number of electives. The philosophy underlying this program and its administration is that the student is conscientious about continuing his studies and has also acquired additional business experience.

**PROGRAM OUTCOMES:** Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of business operations from a systems perspective including management, marketing, finance, information systems and accounting.
2. Synthesize the impact of ethical, leadership, economic, and technological changes in an organization.
3. Evaluate the financial position of an enterprise, and plan the use of its financial resources to achieve its objectives.
4. Demonstrate team-based problem-solving abilities.
5. Analyze business problems and opportunities in global political, social and technological environments.
6. Demonstrate an ability to make persuasive presentations that reveal strong written and oral communication skills.

**PREREQUISITES:** Must have one of the following.

- Bachelor's Degree in Business Administration or a related business discipline, from an institution that is accredited or approved by the appropriate state agency. The applicant must have a minimum cumulative GPA of 2.0.
- Completion of undergraduate work evaluated to be comparable to a Bachelor's degree by a Credential Evaluation service in Business Administration or a related business discipline. The applicant must have a minimum cumulative GPA of 2.0.

**PROGRAM REQUIREMENTS:** The MBA is a non-terminal degree program and requires a minimum of thirty-six (36) semester units beyond the bachelor's degree. Students must complete a minimum of thirty (30) semester units of graduate study while enrolled at Janus University. Graduate students must complete their respective degree programs with a grade point average of B (3.0) or better.

### CORE COURSES:

BUS 504: Management Finance (3)  
BUS 510: Marketing Management (3)  
BUS 514: Human Resources Management (3)  
BUS 522: Business Strategy & Policy (3)  
BUS 598: Thesis I (3)  
BUS 599: Thesis II (3)

**ELECTIVES:** Select six (6) courses from list below; areas of concentration; or related field (upon approval).

BUS 612: Economics & Public Policy (3)  
BUS 616: Advanced Quantitative Methods (3)  
BUS 620: Managerial Accounting (3)  
BUS 624: Organization Design (3)  
BUS 625: Leadership Behavior & Motivation (3)  
TQM 633: Applied Dynamics of Teams, Employee Empowerment, & Culture Change (3)

**SPECIALIZATION PROGRAMS:** The Specialized MBA requires (45) semester units; six (6) core courses; four (4) required courses in area of concentration; and five (5) elective courses.

### MBA with a Concentration in Executive Leadership

EXE 630: Innovation & Change (3)  
EXE 632: Leading Business Planning (3)  
EXE 634: Leading Strategic Implementation (3)  
EXE 636: Leading for Competitive Advantage (3)

### MBA with a Concentration in International Business

BUS 661: International Economics (3)  
BUS 662: International Marketing (3)  
BUS 663: Global Business Strategy and Operations (3)  
BUS 664: International Human Resource Management (3)

### MBA with a Concentration in Sustainability

SUS 661 - Principles of Sustainability (3)  
SUS 662 - Strategic Sustainability (3)  
SUS 663 - Environmental Law (3)  
SUS 664 - Sustainable Quality (3)

**DEAN:** Nader Nowparast, PhD

**DEGREES OFFERED:**

- Bachelor of Arts in Human Behavior
- Master of Arts in Human Behavior
- Master of Arts in Psychology

**THE PROGRAM:** The School of Behavioral Sciences offers a comprehensive Human Behavior interdisciplinary program designed to provide the student with fresh knowledge and understanding of human behavior as viewed from a psychological, sociological, and educational vantage point. The program is based on the philosophy that human behavior is an open system, constantly evolving in its dynamics and multi-dimensionality as a response to ecological, socio-cultural and philosophical, as well as scientific changes. As such, human behavior is deservedly worthy of a global approach to study. Inherent in the program is the objective of providing the students with those educational and research activities, which are conducive to the enhancement of self-growth as, related to better understanding of human factors prevailing in our present world. Human Behavior programs can be viewed as a catalyst through which a person can learn to be a better human being in terms of becoming more aware of, and sensitive to, his fellow man, society and culture, with due respect for a humanistic world view.

The actualization of philosophical aspirations and the attainment of objectives of the School of Behavioral Sciences become evident in the action oriented programs, which are geared toward the following goals: to aid the student in growing along with the growth in the field of human knowledge and understanding; to assist the student in acquiring the knowledge necessary for playing his role in facilitating positive changes in his sociocultural environment; to assist the student in gaining a better insight into his own potential and thus develop such potential toward a more self actualizing level; to aid the student in developing an interest and research capability into a unique exploratory project worthy of publication in scientific journals.

*What we learn with pleasure we never forget.*

Alfred Mercier

**Bachelor of Arts in Human Behavior**

**OBJECTIVES:** At the Bachelor's level, the program addresses the basics in man's attempts at knowing himself as a biological masterpiece affected by sociocultural, philosophical, psychological and educational factors as the individual dynamically passes through different developmental stages. The students enrolled in this program become familiar with the theoretical and empirical development in psychosocial fields with due attention paid to the philosophical and existential aspects of man's life around the world. In addition, the program also prepares the students for further academic exploration and achievement at advanced levels.

**PROGRAM OUTCOMES:** Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of the major concepts, theoretical perspectives, empirical findings, and historical trends in human behavior.
2. Discuss the biological, behavioral/mental, and contextual aspects of human behavior.
3. Integrate adult development and human sexuality theories and principles into personal and interpersonal growth.
4. Demonstrate multi-cultural awareness and appreciation of human diversity.
5. Analyze and apply behavioral and organizational change processes to personal, social and organizational settings.
6. Develop a personal and professional code of ethics based on knowledge and understanding of moral and ethical principles and values.
7. Demonstrate the ability to access knowledge, design and carry out individual and group research projects, and present them clearly, logically and persuasively.

**PREREQUISITES:** Must have one of the following.

- Applicant must have High School diploma or G.E.D. exam (General Educational Development)
- Completion of an Associate in Arts or Associate in Science Degree consisting of 60 semester units or 90 quarter units, including the 36 semester units of study applicable to the General Education Requirements with the prescribed number of units in the areas of English, (9 units); Natural Science, (6 units); Mathematics, (6 units); Humanities, (6 units); Social Science, (9 units). If no Associate's degree, the student must meet or complete the schools requirements for the Associate in Arts degree before beginning the Bachelor degree program.

**PROGRAM REQUIREMENTS:** One hundred and twenty (120) semester units are required for graduation. The first part (60 units) of the Bachelor's program is the Associate Degree Program. The student must complete a minimum of 30 units while enrolled at Janus University. Comprehensive evaluation and counseling are most important at this degree level. Undergraduate students must complete their respective degree programs with a grade point average of C (2.0) or better.

**CORE COURSES:**

HB 301: Dynamics of Interpersonal Relationships (3)  
HB 404: Culture and Personality (3)  
HB 405: Introduction to Counseling (3)  
HB 406: Abnormal Psychology (3)  
HB 417: Developmental Psychology (3)  
HB 499: Senior Paper or Project (6)

**ELECTIVES:**

HB 302: Theory and Practice of Inquiry (3)  
HB 303: Global Sociology (3)  
HB 400: Psychology of Women (3)  
HB 401: Health Psychology (3)  
HB 402: Dynamics of Greatness (3)  
HB 403: Intimate Relationships (3)  
HB 419: Racial and Ethnic Relations in America (3)  
HB 420: Deviant Behavior (3)  
HB 422: Mankind Around the World (3)  
HB 424: International Relations (3)  
HB 425: Psychology of Communication (3)  
HB 426: Urban Sociology (3)  
HB 428: Introduction to Leadership (3)  
HB 430: Tests/Measurements in Beh. Sciences (3)

Additional electives, if needed, may be selected from bachelor electives in the Business Administration or Education programs, but not previously taken, as permitted by faculty advisor.

**Master of Arts in Human Behavior**

**OBJECTIVES:** The graduate program in Human Behavior addresses itself to man's understanding about man. The Masters program is so designed as to be futuristic in orientation while rooted in history. Irrelevant of geographical boundaries, the goals and aspirations of the program is based on these assumptions; that man is a dynamic biosocial being, constantly subjected to the man-made, as well as natural, evolutionary process; that man is potentially capable of understanding himself, others and his environment with the aid of an interdisciplinary and comprehensive body of knowledge; that man, equipped with such

knowledge, can be instrumental in bringing about positive changes, not only in his environment, but also in himself and his fellow man; that man's self actualization and transcendence are attainable through his benevolent creativity and his practice of life-affirming value systems which are respectful toward man's existence with no reference to color, race, nationality and cultural heritage. The analytic review of knowledge, based upon the above assumptions thus far accumulated, constitutes the core subject matter of these programs.

**PROGRAM OUTCOMES:** Upon successful completion of this program, students will be able to:

1. Evaluate factors that affect individual or group perception and response to social and behavioral issues and services.
2. Develop a personal and professional code of ethics based on knowledge and understanding of moral and ethical principles and values.
3. Articulate the major theories and practice of behavioral science.
4. Analyze multi-cultural awareness and appreciation of human diversity.
5. Apply contemporary and relevant human behavior theory and research to the development, evaluation, and leadership of social and behavioral situations.
6. Demonstrate an ability to make persuasive presentations that reveal strong written and oral communication skills.

**PREREQUISITES:** Must have one of the following.

- Bachelor's Degree in Human Behavior or a related Behavioral Science discipline, from an institution that is accredited or approved by the appropriate state agency. The applicant must have a minimum cumulative GPA of 2.0.
- Completion of undergraduate work evaluated to be comparable to a Bachelor's degree by a Credential Evaluation service in Human Behavior or a related Behavioral Science discipline. The applicant must have a minimum cumulative GPA of 2.0.

**PROGRAM REQUIREMENTS:** The Masters is a non-terminal degree program and requires a minimum of thirty-nine (39) semester units beyond the bachelor's degree. Students must complete a minimum of thirty (30) semester units of graduate study while enrolled at Janus University. Graduate students must complete their respective degree programs with a grade point average of B (3.0) or better. The Masters Degree is the first 39 units of the graduate program culminating in the Doctoral Degree.

**CORE COURSES:**

- HB 503: Personality Development (3)
- HB 504: Human Sexual Behavior (3)
- HB 506: Environmental Psychology (3)
- HB 508: Stress in Human Organizations (3)
- HB 509: Statistics for Behavioral Sciences (3)
- HB 601: The Creative Manager (3)
- HB 607: Women in the World (3)
- HB 611: Cross Cultural Psychology (3)
- HB 698: Thesis I (3)
- HB 699: Thesis II (3)

**ELECTIVES:**

- HB 603: Cross-Cultural Values (3)
- HB 612: Psychology of Religion (3)
- HB 614: Cross Cultural Counseling (3)

**Master of Arts in Psychology**

**OBJECTIVE:** The Master of Arts in Psychology program is designed to teach the student how to interact with people as a health care professional. The basic goal of the program is to equip professionals with sufficient self-knowledge, skill and flexibility to adapt to new situations and create new professional forms to fit current and future social needs.

**PROGRAM OUTCOMES:** Upon successful completion of this program, students will be able to:

1. Synthesize and apply psychological and developmental theories to therapeutic intervention strategies.
2. Integrate professional and personal development through self-reflection and introspective awareness.
3. Analyze research, translate research findings, and conduct research for improvement of counseling psychology services using statistics and evaluation methods.
4. Develop assessment, counseling, and consultation services by applying counseling and multicultural theories and research to diverse populations, and modifying counseling interventions as needed to work effectively with diverse clients.
5. Apply professional ethics, values, and relevant laws and legal codes to the professional roles and systems related to the practice of psychology.
6. Develop strategies and detailed plans for successful and ethical psycho therapeutic interventions with diverse client groups in various clinical contexts, including crisis intervention and case management assessment.
7. Demonstrate an ability to make persuasive presentations that reveal strong written and oral communication skills.

**PREREQUISITES:** Applicants to the Master of Arts in Psychology must have one of the following:

- Bachelor's Degree in Psychology or related field from an acceptable institution, or
- Completion of undergraduate work evaluated to be comparable to a Bachelor's Degree by a Credential Evaluation Service.

**PROGRAM REQUIREMENTS:** The Master of Arts in Psychology requires thirty-nine (39) semester units beyond the bachelor's degree. Students must complete a minimum of thirty-three (33) semester units of graduate study while enrolled at Janus University if transfer credits are accepted as core courses. Graduate students must complete their respective degree programs with a grade point average of B (3.0) or better.

**CORE COURSES:**

- PSY 501: Learning Theories (3)
- PSY 502: Human Biological, Psychological & Sociological Development (3)
- PSY 503: Physiological Psychology (3)
- PSY 504: Human Sexuality (3)
- PSY 505: Statistical Methods (3)
- PSY 506: Psychological Tests & Measurements (3)
- PSY 507: Psychopathology I (3)
- PSY 508: Professional Ethics and Laws (3)
- PSY 510: Experimental Design & Research Meth. (3)
- PSY 515: Theories of Personality (3)
- PSY 516: Social Psychology (3)
- PSY 698: Thesis I (3)
- PSY 699: Thesis II (3)

**NOTE:** Prospective students seeking enrollment in the Psychology program for the purposes of licensure with the Board of Psychology in California, need to be aware that in September 2000 the California Legislature approved and the Governor signed AB 400. This new law goes into effect on January 1 2001. It requires that all students seeking licensure after January 1, 2008, must be graduated from a regionally accredited school. Students interested in licensure in California contact the following: Clinical Psychologist: Board of Psychology (916) 263-2699.

**GE 100: ENGLISH GRAMMAR (3)**

Designed as an introduction to college level composition. This course will focus on mastering the mechanics of composition, developing a sense of purpose and audience, and formulating a personal style.

**GE 101: ENGLISH COMPOSITION (3)**

The purpose of this course is to introduce the student to English Composition techniques essential in the formation of writing skills.

**GE 103: WRITTEN AND ORAL COM. (3)**

An introduction into written and oral communication to improve the student's communication capabilities.

**GE 122: PRINCIPLES OF GEOLOGY (3)**

Geology is a multifaceted study resulting in the emergence of heightened awareness of Earth's materials, internal processes and global tectonics, superficial processes and landforms.

**GE 123: INTRODUCTION TO PHYSICS: (3)**

The course presents the following subjects: Composition of matter, measurements and units, kinetic theory of matter and solid structure, properties of fluids, laws of motion, work, energy power, rotational motion, beams, machines, heat and temperature, insulation, engines, sound and light properties, optics, static and dynamic electricity, AC/DC electricity, motors and transformers.

**GE 124: GENERAL SCIENCE (3)**

This course covers introduces students to common branches of science, including but not limited to the fields of chemistry, biology, geology, and astronomy.

**GE 140: INTRODUCTION TO ANTHROPOLOGY (3)**

Anthropology is the study of humankind. Anthropology has a biological, archaeological, linguistic, cultural, comparative and global perspective of humankind. This course is designed to help students discover that the human species is composed of unique individuals worthy of respect.

**GE 141: GENERAL GEOGRAPHY (3)**

The regional geography of the world, including Europe, North America, Central and South America, North Africa and Southeast Asia, Africa, India and China.

**GE 142: INTRO TO POLITICAL SCIENCE (3)**

This course is designed to familiarize the student with the basic tenets of politics, political theories and structure.

**GE 143: BASIC PSYCHOLOGY (3)**

As an introductory course, this course is designed to familiarize the student with basic concepts, issues, theories dealing with human behavior and its social, physical, and mental determinants. The main emphasis will be placed on human consciousness, learning, memory, thinking, human development, and abnormal behavior.

**GE 144: SOCIAL SCIENCE (3)**

This course presents some of the works of human culture that have endured over the centuries. It also examines the changes in taste as to what is considered a masterpiece and what has come to be considered barbarian. As part of a study of the science of social values, the course helps in the realization that a masterpiece of art carries with it a surplus of meaning.

**GE 145: INTRODUCTION TO SOCIOLOGY (3)**

The science of the evolution, structure, and functioning of human society; the systematic studies of human institutions and social relationships and the principles underlying their functioning." This course is designed to introduce the student to the science of Sociology.

**GE 150: INTRODUCTION TO ART (3)**

This course will attempt to remove the formidable barriers to insight between the layman and the art expert. Works of art are viewed in the context of time and circumstance. This course will concentrate upon introducing the student to the art of the ages.

**GE 152: INTRODUCTION TO HISTORY (3)**

Contemporary events fit into old patterns and rearrange them so swiftly that the printed account is only a shaft of light on what becomes the possible truths of history. No single memory, no single accounting, can relay what has happened and the student is asked simply to open awareness to what might have been. Predicated upon this understanding, this is a history of the modern world.

**GE 153: INTRODUCTION TO LITERATURE (3)**

The student will be guided through the literary maze of fiction, poetry, and drama as a creative participant.

**GE 154: INTRODUCTION TO MUSIC (3)**

This course is designed to introduce the student to a general knowledge of music. "The meaning of song goes deep. Who is there, that, in logical words, can express the effect music has on us? A kind of inarticulate, unfathomable speech, which leads us to the edge of the infinite, and lets us for moments gaze into that!" [Carlyle]

**GE 155: INTRODUCTION TO PHILOSOPHY (3)**

Philosophy is, literally, the love of wisdom. This course will introduce elements of Ethics, Social Philosophy, Political Philosophy, Philosophy of Art, Philosophy of Religion, the theory of knowledge and metaphysics.

**GE 160: PRE-ANALYTICAL MATHEMATICS (3)**

This course covers Basic Algebra, Geometry, Trigonometry, and number theory; Fundamentals on Mathematical Logic; Elements of Combinatorics; Basic Statistics.

**GE 161: INTRODUCTION TO STATISTICS (3)**

This course is a general introduction to stats. Some of the topics addressed are: percentiles, arithmetic mean, random numbers, normal curve, standard deviation, correlation factor, regression, covariance, binomial distribution, variance, sequential analysis.

**GE 162: INTRO TO COMPUTER SCIENCE (3)**

This course covers the topics of components of information systems, history of computers, and modern advancements and usage of computers.

**GE 180: BASIC ACCOUNTING (3)**

This course is a study of the role that accounting plays in dealing with the problems of modern society. It includes financial report; managerial uses of accounting data for inventory costing, planning and control; cost behavior analysis, inventory control, program planning, and budgeting systems, income taxes, and price-level adjustments.

**HB 301: DYNAMICS OF INTERPERSONAL RELATIONSHIPS (3)**

A course designed to provide the student with the process and form of interpersonal relationships, including theory, principles, concepts, topical matters and research.

**HB 302: THEORY AND PRACTICE OF INQUIRY (3)**

A course designed to familiarize the student with the principles and methods of social scientific research in various settings and to prepare the student to conduct research.

**HB 303: GLOBAL SOCIOLOGY (3)**

This course is designed to familiarize the student with some of the basic sociological concepts as applied to different social structures or countries around the globe.

**HB 400: PSYCHOLOGY OF WOMEN (3)**

This course is designed to address basic concepts related to the biological, psychological and sociocultural determinants of femininity, with due emphasis placed on feminist perspective.

**HB 401: HEALTH PSYCHOLOGY (3)**

This course is designed to familiarize the student with major psychological factors as relevant to the general health/disease conditions in man.

**HB 402: DYNAMICS OF GREATNESS: A PSYCHOHISTORICAL ANALYSIS (3)**

A course designed to familiarize the student with the theoretical and empirical issues and concepts of biological, psychological and social determinant of greatness in man.

**HB 403: INTIMATE RELATIONSHIPS (3)**

This course is designed to familiarize the student with basic issues and concepts fundamental to social and psychological dimensions of intimacy between two individuals.

**HB 404: CULTURE AND PERSONALITY (3)**

This course is designed to familiarize the student with a comprehensive understanding of personality and traits, as well as the psychological issues within different sociocultural settings.

**HB 405: INTRODUCTION TO COUNSELING (3)**

This course is a basic survey of contemporary approaches and techniques in counseling, an introduction to therapeutic processes and procedures, a basic

comprehension of ethical issues and an understanding of the counselor as a person and as a professional.

**HB 406: ABNORMAL PSYCHOLOGY (3)**

This course is designed to familiarize the students with the basic conceptual framework and empirical aspects of abnormal behaviors in man with due emphasis placed on their causation, treatment and psychosocial implications.

**HB 417: DEVELOPMENTAL PSYCHOLOGY (3)**

This course is designed to familiarize the student with the multifaceted aspects of growth and development of man from conception to late adolescence period. It covers the biological and psychological processes of development.

**HB 419: RACIAL AND ETHNIC RELATIONS IN AMERICA (3)**

This course is designed to familiarize the student with the historical and current relationships between various racial and ethnic communities in the United States with due emphasis placed on the nature of sociocultural interaction between the four major minority groups, e.g., the Black, the Asian, the Hispanic, and the Native American.

**HB 420: DEVIANT BEHAVIOR (3)**

A course designed to familiarize the student with different perspectives regarding criminal and deviant behavior.

**HB 422: MANKIND AROUND THE WORLD (3)**

A course designed to familiarize the student with the relationships between culture, people and nature.

**HB 424: INTERNATIONAL RELATIONS (3)**

A course designed to familiarize the students with the nature of international relations.

**HB 425: PSYCHOLOGY OF COMMUNICATION (3)**

A course designed to comprehensively familiarize the student with the multifaceted nature of communication.

**HB 426: URBAN SOCIOLOGY (3)**

A course designed to introduce the student to the study of urban areas, including theory, methods, the make-up of cities, the people in the cities and urban problems and changes.

**HB 430: TESTS AND MEASUREMENTS IN THE BEHAVIORAL SCIENCES (3)**

This course is designed to familiarize the students with basic conceptual and theoretical foundations of psychological testing, as used to measure intelligence, interests, and personality characteristics in man.

**HB 499: SENIOR PAPER / PROJECT (6)**

An original research on a subject of the student's choosing (with the approval of the Faculty Advisor). May be job related. The Senior Paper or Project must contain an adequate bibliography to cover the subject area and is expected to maintain the highest academic standards

**HB 503: PERSONALITY DEVELOPMENT (3)**

As an introduction to the scientific study of personality, this course is designed to familiarize the student with major theories, concepts and issues dealing with personality; its developmental process and its socio-psychological determinants.

**HB 504: HUMAN SEXUAL BEHAVIOR (3)**

This course is designed to familiarize the student with the general historical trends in human sexuality in the Western world, in general, and in America in specific; physiological determinants of human sexual behavior; reproductive and sexual maturational processes; techniques of birth control; sexual dysfunctions and disorders; psychosexual and social development of human sexuality; sexual relationship and communication; homosexuality and variations and sexuality in society.

**HB 506: ENVIRONMENTAL PSYCHOLOGY (3)**

This course is designed to introduce to the student the theoretical and practical psychological/sociological aspects of the relationship between environment and human behavior.

**HB 508: STRESS IN HUMAN ORGANIZATIONS (3)**

This course is designed to familiarize the student with the nature of stress at work.

**HB 509: STATISTICS FOR BEH. SCIENCE (3)**

An introductory presentation of statistical methods and procedures used in testing hypotheses, focusing on descriptive and inferential techniques of statistical analyses such as parametric and non parametric statistics as well as correlation methods.

**HB 598: THESIS I (3)**

This course is intended for the qualified graduate student working toward the Master of Arts in Human Behavior. This course involves the completion of the Proposal, Chapter One and the Working Bibliography.

**HB 599: THESIS II (3)**

Phase II requires that on approval of the thesis proposal by the Graduate Review Committee, the candidate is to submit the thesis, one chapter at a time, to the Thesis Committee Chairperson; suggestions for modification will be given to the candidate. This phase of the thesis preparation will be completed once all chapters have been approved by the Committee Chairperson and submitted in final form to the Graduate Review Committee.

**HB 601: THE CREATIVE MANAGER (3)**

A course designed to familiarize the student with how a manager can enhance his/her effectiveness through his/her creativity.

**HB 603: CROSS-CULTURAL VALUES (3)**

This course is designed to familiarize the student with the cross-cultural values and ethics as related to the theoretical and empirical rationales in Psychology with emphasis placed on human development.

**HB 607: WOMEN IN THE WORLD (3)**

A course designed to familiarize the student with major aspects of womanhood around the world, using a sociocultural and anthropological perspective.

**HB 611: CROSS-CULTURAL PSYCHOLOGY (3)**

As an introduction to cross-cultural studies, this course is designed to introduce to the student the nature of human behavior as affected by cultural variables, with due emphasis put on similarities and differences in man's cognition, emotions, attitudes, personality and other psychological dimensions. The course also includes discussions of cross-cultural psychological findings in mental health fields and services.

**HB 612: PSYCHOLOGY OF RELIGION (3)**

This course is designed to introduce the student to the theoretical as well as empirical bases upon which psychology views religion, its theories and practices.

**HB 614: CROSS-CULTURAL COUNSELING (3)**

A course designed to familiarize the student with the limitations of traditional counseling theories and practice as applied to cross-cultural contexts and to introduce concepts, issues and methods by means of which the counseling of African-American, Asian-American, American Indian and Hispanic clients can be more effective.

**PSY 501: LEARNING THEORIES (3)**

A course designed to familiarize the students with basic theoretical and empirical aspects of issues, concepts and theories of learning as advanced and conceptualized by Thorndike, Pavlov, Guthrie, Talman, Hull, Skinner and others.

**PSY 502: HUMAN BIOLOGICAL, PSYCHOLOGICAL & SOCIOLOGICAL DEV (3)**

This course is designed to meet the student's need for a comprehensive appreciation of the biological, psychological and sociocultural determinants and processes of human development.

**PSY 504: HUMAN SEXUALITY (3)**

This course is a comprehensive representation of the physiological, psychological and sociocultural determinants of sexual behavior in man. It is an introductory course dealing with sexual dysfunction and their treatment.

**PSY 503: PHYSIOLOGICAL PSY (3)**

A course designed to familiarize the students with the physiological and neurological determinants of behavior.

**PSY 505: STATISTICAL METHODS (3)**

A basic course designed to familiarize the student with major statistical concepts and methods, as used in conducting empirical research in psychology and related fields.

**PSY 506: PSYCHOLOGICAL TESTS AND MEASUREMENTS (3)**

This course is designed to familiarize the students with basic conceptual and theoretical foundations of psychological testing, as used to measure ability, interests and personality dimensions in man.

**PSY 507: PSYCHOPATHOLOGY I (3)**

This course is designed to familiarize the student with a wide spectrum of abnormal behavior and the treatment modalities applicable to them.

**PSY 508: PROFESSIONAL ETHICS AND LAWS (3)**

This course is designed to familiarize the students with the rules and regulations as well as the laws and ethics related to the professional practice of psychology.

**PSY 510: EXPERIMENTAL DESIGN AND RESEARCH METHODOLOGY (3)**

This course is designed to familiarize the student with basic theoretical issues and practical methods and procedures instrumental in designing research in the social and behavioral sciences.

**PSY 515: THEORIES OF PERSONALITY (3)**

A comprehensive and detailed survey of theories of personality formulated by Freud, Jung, Adler, Sullivan, Erikson, Sheldon, Murray, Maslow, Rogers, Kelly and others; their similarities and contrasts; their empirical evaluation and present status from theoretical and practical perspectives.

**PSY 516: SOCIAL PSYCHOLOGY (3)**

A course designed to expose the students to the laws and principles of behavior in a sociological perspective focusing on the nature of human interaction.

**BUS 401: INTRODUCTION TO BUSINESS (3)**

A course designed to introduce the student to the composition and functioning of the business world. The student is made aware of the actions and effects of elements such as markets, labor, the legal environment, management and financial institutions in the American economy.

**BUS 402: PERSONNEL MANAGEMENT (3)**

An introduction to principles and techniques of personnel management. Covers the recruitment, training, promotion, and compensation of employees in conformance with laws, union contracts and economic structures. Emphasis is on the effective use of personnel to achieve the goals of the firm.

**BUS 403: PRINCIPLES OF ACCOUNTING (3)**

An introduction to basic accounting concepts and practices. Explores the basic processes of financial record keeping leading to the preparation of basic financial documents and their use as tools of managerial control and analysis.

**BUS 404: BUSINESS LAW (3)**

Study of the legal environment as it affects the business firm. Attention to major aspects such as contracts, agency, bankruptcy, negotiable instruments, antitrust and labor relations. Review of the historical development of legal concepts and case studies of topical items.

**BUS 405: COMPUTER METHODS IN BUSINESS (3)**

Introduction to computers, their application to business activities and use as a managerial tool. Instruction in BASIC programming as used for business purposes such as flow-charting, program testing and debugging.

**BUS 406: MICROECONOMICS (3)**

Introduction to basic economic concepts and tools. The role and effects of economic forces on such areas as price determination, resource allocation, income distribution and social political legal institutions.

**BUS 407: MACROECONOMICS (3)**

A study of the application of general economic principles in a free enterprise economy. Explores the inter-relationships between major components such as central banking, national income and public policies on the functioning of the American economy.

**BUS 408: BUSINESS FINANCE (3)**

A course designed to make students aware of the more important financial concepts and tools. An introduction to standard methods of financial analysis and factors in the economic environment affecting the finance function.

**BUS 409: BEHAVIORAL SCIENCE FOR BUSINESS (3)**

The study of human behavior in business organizations. An introduction to the basic concepts of psychology and their effects on motivation and performance of employees. Applications of research findings to solving employee's psychological problems and improving their performance.

**BUS 410: ORGANIZATION AND MANAGEMENT THEORY (3)**

The application of organization theory and principles to business. Analysis of relationships between functional areas of the firm and control by top management to achieve goals of the enterprise.

**BUS 411: PRINCIPLES OF MARKETING (3)**

A review and analysis of marketing as the distributive agent of goods and services in an enterprise economy. Focus is on basic marketing concepts, principles and techniques. Role and activities of participants such as retailers, wholesalers, agents and brokers.

**BUS 412: RESEARCH AND QUANTITATIVE METHODS (3)**

Study of the principles of arithmetic and algebra of number systems. Application of these principles to business situations to provide a quantitative basis for decision making in areas such as sampling, estimation, depreciation and forecasting.

**BUS 413: ETHICS AND SOCIAL ISSUES IN BUS. (3)**

Analysis and comparison of major ethical systems now being followed by majorities of national populations. Analysis of general ethical tenets prevailing in the United States, and their effects on the economic, political, legal and social environments of the business firm.

**BUS 414: ORGANIZATION DEVELOPMENT (3)**

The study and application of formal, systematic means for achieving organizational renewal and growth. Includes goal formulation, strategy formulation and evaluation and the design of appropriate organizational structures and programs. Integration of various disciplines to define and achieve goals of the firm on an ongoing basis.

**BUS 416: CONSUMER BEHAVIOR (3)**

A study of the social, psychological, economic and legal factors influencing the consumer decision-making process. Analysis of consumer behaviors' impacts and implications for economic activity, government policies, and social interactions. Role of the consumer as the dynamic factor influencing the roles of human and other resources.

**BUS 418: PRINCIPLES OF MANAGEMENT (3)**

A survey course designed to introduce the student to the principles and practices of the management function in modern organizations. Emphasis on the role and activities of the manager as a decision-maker providing guidance and direction to the organization in the process of producing goods and services. Analysis of the unique problems faced by managers in reconciling goals of various constituencies in the public and private sectors.

**BUS 499: SENIOR PAPER OR PROJECT (6)**

An original research on a subject of the student's choosing (with the approval of the Faculty Advisor). May be job related. The Senior Paper or Project must contain an adequate bibliography to cover the subject area and is expected to maintain the highest quality academic standards.

**BUS 504: MANAGEMENT FINANCE (3)**

Analysis of concepts dealing with business finance with particular emphasis on corporations. Study of capital budgeting, credit policies, capital structures, financial forecasting and dividend policies; current theories and legal aspects of business financial activities.

**BUS 510: MARKETING MANAGEMENT (3)** A comprehensive orientation to the theoretical scope of marketing management. Includes extensive consideration of practical applications of marketing concepts to current problems facing the producer, wholesaler and retailer. Attention also is directed to the unique problems faced by American firms selling in foreign markets.

**BUS 514: HUMAN RESOURCES MGT (3)**

A study of the effective use of human resources, in combination with capital and natural resources, to achieve the goals of the firm. Issues concerning the recruitment, development and retention of employees. Reconciliation of the needs of the firm and employee. Management of the personnel function in light of legal, economic, technological and social changes.

**BUS 522: BUSINESS STRATEGY AND POLICY (3)**

An integrative capstone course for the MBA program. Students participate, singly or in teams, in the solution of typical problems facing the business firm. Emphasis is on multi-discipline analysis and synthesis to develop optimal solutions.

**BUS 598: THESIS I (3)**

For the qualified graduate student working toward the Master of Business Administration. This course involves the completion of the Proposal, Chapter One and the Working Bibliography. Prerequisites: Student must have successfully completed all course-work.

**BUS 599: THESIS II (3)**

Phase II requires that an approval of the thesis proposal by the Graduate Review Committee, the candidate submit the thesis, one chapter at a time, to the Thesis Committee Chairman; suggestions for modification will be given to the candidate. This phase of the thesis preparation will be completed once all chapters have been approved by the Committee Chairman and submitted in final form to the Graduate Review Committee. Prerequisites: BUS-598

**BUS 612: ECONOMICS AND PUBLIC POLICY (3)**

Analysis of the role of government (federal, state and local) in the regulation and control of business. Emphasis on current economic, political and social issues and their impacts on the firm. Role and effects of fiscal and monetary policies on economic growth and structure.

**BUS 616: ADVANCED QUANT. METHODS (3)**

Examination of important quantitative approaches to management decision making. Application of various analytical methods, models and theories to a variety of management decision areas. Use of tools such as decision theory, simulation, PERT/CPM and linear programming to minimize risk and uncertainty in management activities. Analysis of the basic requirements for effective management control over the various operational activities of the firm.

**BUS 620: MANAGERIAL ACCOUNTING (3)**

Development and use of accounting information in management decision making. Use of accounting tools and techniques such as standard and flexible cost systems, cost reports, distribution cost control and responsibility accounting as bases for management decisions.

**BUS 624: ORGANIZATION DESIGN (3)**

Organization structure and the technology/ personnel /environment interface. Use of open system concepts, the design process structural factors and contingency approaches. Planning for intervention and change.

**BUS 625: LEADERSHIP BEHAVIOR AND MOTIVATION (3)**

Current theories, research findings and issues pertaining to leadership and motivation. Emphasis on application of theories for developing effective motivational climates and self-assessment exercises.

**SUS 661 - PRINCIPLES OF SUSTAINABILITY (3)**

**SUS 662 - STRATEGIC SUSTAINABILITY (3)**

**SUS 663 - ENVIRONMENTAL LAW (3)**

**SUS 664 - SUSTAINABLE QUALITY (3)**

**TQM 633: APPLIED DYNAMICS OF TEAMS,  
EMPLOYEE EMPOWERMENT AND CULTURE  
CHANGE (3)**

This course provides the student with an understanding of the interpersonal and group dynamics of teamwork and involvement within an organization. This course also teaches students the basic skills of effective team leadership and conflict resolution.

## **University Leadership**

### **Board of Directors**

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MS, Education Reading and Literacy  
Capella University  
MBA, Non-profit Management  
Hope International University

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PsyD, Clinical Psychology  
California School of Professional Psychology  
MA, Clinical Psychology  
California School of Professional Psychology  
MEd, Counseling  
Wichita State University

**Angela Daughiney**

MBA, Marketing  
Hope International University

**Jane Della Grotta**

JD, Western State University

**Heather Micelli**

MA, Economics  
University of Oregon

**Nader Nowparast**

PhD, Clinical Psychology  
Florida Institute of Technology  
MA, Psychology  
The University of Tulsa

**Michael C. Pickett**

EdD, Educational Technology  
Pepperdine University  
MAS, Aerospace Operations  
Embry-Riddle Aeronautical University  
MFA, Creative Writing  
National University  
MBA, Business Administration  
National University  
MA, English  
National University  
MA, Human Resource Management  
National University  
MA, Human Behavior  
National University  
MS, Educational and Instructional Technology  
National University

**Jennifer Schneider**

JD, New York University School of Law

**Martin A. Schwab**

MS, Management  
Embry-Riddle Aeronautical University

**Janice Spangenburg**

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Regent University  
MA, Organizational Development  
Fielding Graduate Institute  
MS, Management  
Troy State University

**Kirsten Wexelberg**

BFA, Creative Writing  
Chapman University