



# California Science and Technology University Catalog

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## MISSION STATEMENT

California Science and Technology University (CSTU) is an academic institution of higher learning that is committed to providing a quality education to individuals whose goals include the development of rational, systematic, and critical thinking while striving to succeed in their chosen profession. CSTU believes that through acquisition of the knowledge presented in each of its educational programs, students shall learn how to evaluate, analyze, and synthesize information and learn to develop critical thinking and problem solving skills that may be applied in a career environment. It is the mission of CSTU to fulfill the educational expectations of its students and faculty and to provide the community with professionals capable of meeting the challenges in their respective fields.

## OBJECTIVES

To accomplish this mission, CSTU is committed to enhance student competencies by:

- Providing working adults with higher educational opportunities that are flexible and accessible;
- Providing graduate level students professional training and preparation for careers;
- Providing higher educational opportunities that are current with technology and career demands;
- Providing faculty members that have demonstrated expertise in, their respective domain, both professionally and academically;
- Integrating into the educational process a better understanding of cultural diversity needs;
- Delivering educational support services that meet student life demands and schedules;
- Building within students a value for life-long learning and education;
- Providing educational resources in a manner that effectively uses current technology.

CSTU is committed to the highest ethical standards in the pursuit of the mission. The policies, procedures, and standards guide CSTU core values set forth below. These values are honored in our daily structure and activity as members of this community. We are committed to respect the rights and dignity of others while conducting ourselves with integrity in our dealings with and on behalf of all individuals in our environment and are accountable as individuals and as members of this community for the ethical conduct and for compliance with applicable laws, University policies, and directives while conscientiously strive for excellence in our work.

## NON-DISCRIMINATION POLICIES

CSTU does not discriminate on the basis of race, religion, color, national origin, sex, handicap or disability, or age in any of its policies, procedures or practices. The University's nondiscrimination policies comply with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Vietnam Era Veterans Readjustment Assistance Act of 1974 (pertaining to veterans), and Section 504 of the Rehabilitation Act of 1973 (pertaining to age).

## **FACILITIES**

In accordance with the CSTU's curricular emphasis on technology and business, the institution is located in a high-technology R&D and business development area at 1601 McCarthy Boulevard, Milpitas CA 95035. Situated three blocks north of the Montague Expressway just west of where the Interstate 880, the Nimitz Freeway. The fully landscaped and abundant parking areas provide smooth traffic flow and easy building access; the peaceful neighborhood provides an appropriate learning environment for the students. The building is accessible to people using wheelchairs. The campus occupies an area of 1,300 square feet within the approximately 20,000 square feet of the one floor building that provides a front entrance, restrooms, a break room, an event area, two school administration offices and two classrooms. The building provides high speed Wi-Fi internet services to all students and faculties. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available around the building.

The building is equipped with central heating/air conditioning systems. Both classrooms have a temperature control unit and is equipped with a projector connected to an instructor's demo computer with access to the campus networks system and the internet, and a white board in addition to other standard classroom provisions.

## **OFFICE HOURS**

Business office hours are Monday through Friday from 9:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. CSTU observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

## **DISCLOSURE STATEMENTS**

CSTU is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.

State approval is mandatory for an institution operating in California subject to the California Private Postsecondary Education Act of 2009 unless exempt from the Bureau oversight pursuant to CEC 94874 or 94874.1.

Only accrediting agencies can accredit an institution. Accreditation is a voluntary non-governmental review process.

CSTU and its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

CSTU's degree programs are not intended to prepare graduates for any position that requires California State Licensure. This means our graduates are not eligible to sit for applicable licensure in California or other states.

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

A student 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)).

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

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 enrollment agreement 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, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

CSTU does not have an articulation agreement or transfer agreement with any other school or university at the present time.

CSTU does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.

CSTU does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.

The average cost for a room or apartment rental varying from between \$550 for a room per month to \$1,250 per month for a 2 bedroom apartment. Student Services will provide students information of accommodation in the area.

CSTU does not provide housing assistance services to the students. CSTU has no responsibility to find or assist a student in finding housing.

It is the policy of the institution to always provide a copy of the latest catalog either in print or electronically on the institution's website to all prospective students. This catalog pursuant to section 94909 of the Code, shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

CSTU does not offer distance education courses and does not plan to offer distance education courses.

CSTU 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.).

All instruction is conducted in English only.

CSTU is not approved to participate in State or Federal Student Aid programs.

## ADMISSION POLICIES

### GENERAL ADMISSION POLICY

Interested applicants may contact CSTU by visiting the institution's main website or by phone. In response to an inquiry from a prospective student, an information package is normally sent to the individual. A prospective student is encouraged to call the school and make an appointment to discuss the program they are interested in and arrange to see the school's facilities.

An admission representative will discuss the applicant's qualifications and assist him/her in determining the best way to meet his/her educational and/or career goals. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with the admissions representative. The interview usually lasts approximately one half hour and may be conducted by phone or in person. During that time, the admissions representative will discuss the various aspects of the graduate program offered, tuition, a payment plan, and explain entrance requirements. This catalog detailing CSTU's method of instruction, programs, policies, admission standards, applicant's qualifications, and financial planning information will be provided. The institution's main website, [www.cstu.org](http://www.cstu.org) also provides the same information as published in this catalog.

When the applicant is accepted, a Degree Plan generally referred to as an Individual Academic Plan (IAP) will be prepared listing the academic requirements that must be met for successful completion of the selected program.

### ADMISSION REQUIREMENTS FOR THE MASTER DEGREES

Admission to the Master degree programs requires a Bachelor degree or its equivalent completed at an appropriately accredited postsecondary institution. The Master degree programs require 36 graduate semester credits completed beyond the Bachelor degree. CSTU will consider for transfer and may accept a maximum of 7 graduate semester credits in transfer toward a Master degree program, earned in graduate courses for which a grade of "B" or higher was earned.

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

Applicants with an undergraduate degree at the baccalaureate level from a school outside the United States must have their undergraduate transcripts evaluated by an independent National Association of Credential Evaluation Services (NACES) approved agency. The evaluation findings will be acceptable as satisfaction of the degree requirement when indicating that an applicant's degree is the equivalent of one received from a regionally or nationally accredited or approved college in the United States.

## APPLICATION PROCESS FOR THE MASTER PROGRAMS

To apply for admission, the prospective student must complete the following:

### 1. *Educational History:*

Applicants must also submit their educational history as part of their application. The history must include names, locations, and colleges and/or universities enrollment information.

### 2. *Proof of Undergraduate Degree Completion:*

Applicants must present proof of their undergraduate degree and transcript in one of the following formats.

(a) Official copies sent directly to CSTU from an official authority (Ministry of Education, the school itself, etc.); the copies must be received unopened.

(b) Photocopies of the original degree and transcript approved by an official authority or by a notary.

(c) Original Diploma and transcript. Diplomas and transcripts that are not in English need to be submitted together with an official translation. In certain cases, the Admissions Office may require an applicant to present additional documentation.

## VERIFYING ENGLISH PROFICIENCY

Applicants whose native language is not English and have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through one of the following sources:

- Test of English as a Foreign Language (TOEFL) with a minimum score (master's degree) of 500 for paper based, or 71 for iBT Internet based.
- A transcript verifying completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited college or university where the language of instruction was English; "B" or higher for master's degree.
- A transcript verifying a grade of "C" or higher in an English composition course from an appropriately accredited/recognized college or university; "B" or higher for master's degree.

Students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or university are not required to submit TOEFL or IELTS scores.

## REVIEW OF DOCUMENTATION

Any document sent by an applicant in support of his or her application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability.

Three credible providers of credential evaluations are World Education Services (WES [www.wes.org](http://www.wes.org)); International Education Research Foundation (IERF [www.ierf.org](http://www.ierf.org)); and American Association of Collegiate Registrars and Admission Officers (AACRAO [www.aacrao.org](http://www.aacrao.org)), but CSTU may also accept evaluations from other credible sources.

## TRANSFER CREDIT

The transfer credit toward a degree may be awarded for postsecondary courses completed by students at other institutions if such courses are found to meet the standards of CSTU and the requirements of the specific program of interest. The registrar evaluates transcripts based on the following criteria and policies:

- ✓ Transfer institution is regionally or nationally accredited in the U.S. to grant graduate degrees.
- ✓ Courses are graded at least a 3.0 (B) on a 4.0 grading scale.
- ✓ Courses are graduate level at the transfer institution and constitute a fair and reasonable equivalent to current CSTU course work at the graduate level.
- ✓ Courses logically fit into the program for the degree.

A maximum of 20% of the total credits (7 semester credits) required to complete the program may be applied from credits transferred into the program.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at CSTU is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program 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. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CSTU to determine if degree or credits will transfer.

## **COMPLETING THE REQUIRED COURSES**

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

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

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

## **DEFINITION OF A SEMESTER UNIT**

One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum.

## **ATTENDANCE**

Students with excessive absences or tardiness must see student services for advisement. Absenteeism may result in warnings, counseling, probation or dismissal. Dismissal could be for a particular course or for the entire program. Students that have been absent 3 or more days for a particular course may be placed on attendance probation. Students may be dismissed from the school if they are on attendance probation for 2 consecutive quarters unless they provide reasonable justification to the Department of Student Services.

## **LEAVE OF ABSENCE (LOA)**

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for a certain period of time without withdrawing or affecting satisfactory academic progress. An LOA may be granted under the following circumstances: The student must present a sound reason as to why he or she is requesting an LOA which include but are not limited to: medical emergencies, military duty, pregnancy, death of an immediate family member, employment responsibilities, or personal hardships. The reason provided for requesting an LOA must carry a reasonable expectation that the student will return from LOA. Students must be in good academic standing. Requests for LOA must be in writing and include reason for the request. Students must complete an LOA request form from the Student Services Office, sign & date it, and attached any additional supporting documentation if necessary. A leave of absence together with any additional leaves must not exceed a total of 180 days in a 12-month period. The student will not incur any additional tuition charges during an approved LOA.

## ACADEMIC POLICIES

### GRADING AND EVALUATION PROCEDURES

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

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

## GRADE POINT AVERAGE

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

### *Latin Honors*

The CSTU uses the Latin Honors Distinctions outlined below:

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

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

## STANDARDS OF ACADEMIC ACHIEVEMENT

A student must meet the minimum standards of academic achievement and successful course completion while enrolled at the CSTU. All students must maintain satisfactory progress as determined by the qualitative and quantitative standards established by the institution. According to these standards, a graduate student remains in good standing if the student's cumulative grade point average (GPA) is 3.0 or above; and all students must progress toward the completion of their respective program within the maximum program length established. The CSTU does not allow students to remain enrolled who are not meeting the standards of satisfactory progress.

## MAXIMUM DEGREE PROGRAM DURATION

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

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

## MINIMUM ACADEMIC ACHIEVEMENT

Failure of Master's degree candidates to maintain a 3.0 for any course will result in being placed on academic probation.

## ACADEMIC PROBATION

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

### *Academic Dismissal/Suspension*

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

### *Academic Suspension Reinstatement*

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

### *Academic Dismissal/Termination*

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

### *Appeals*

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

## **INCOMPLETES**

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

A student who withdraws during the last quarter of his/her program will receive a grade of "incomplete" if the student requests the grade at the time of withdrawal and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

## **WITHDRAWN, WITHDRAWN FAILING, TRANSFER OF CREDITS**

If a student withdraws prior to the mid-point in a course, the student receives a "W" and the GPA is not affected. If a student withdraws after the mid-point, the student receives a "WF" and receives a "0" for the course at the discretion of the faculty member. This is included in the GPA. Transfer of credit courses does not affect the GPA. The student who receives a "W" grade will have a 12-month period following the date the student withdraws to complete the course at no additional tuition.

## **REPEATING A COURSE:**

Students must repeat courses in which they have received an "F" grade or from which they withdraw. Students will be charged the regular tuition fees for each course they repeat in which they received an "F" grade. Graduate students must earn a cumulative GPA of 3.0 or higher on a 4.0 scale on all courses that carry a graduate credit. At CSTU, no grade below C is acceptable for credit toward a graduate degree and if a student receives a grade below C in any graduate course, that course must be repeated. The new grade will replace the old grade for grade point average calculation but the old grade will remain in the transcript. For students who wish to improve their grade, the fee for repeating a course is the same as the regular tuition.

## **MAKE-UP WORK**

Make-up work is handled by faculty members on a case by case basis. Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

## **REINSTATEMENT**

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

## **STUDENT SERVICES**

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

Student Services furnishes information on public transportation, general costs in the area of childcare, and points of interest.

The Department of Student Services will oversee the management of the career placement services offered to students and graduates via the CSTU Online Service Center on the institution's website which shall always be accessible to students using their university password to log into the career placement services section of the school's website.

## **NON-ACADEMIC COUNSELING**

The Department of Student Services offers assistance with personal and interpersonal issues such as relationships, cultural differences, assertiveness, and self-esteem. If a student needs a professional counselor, the Department of Student Services will help the student find a suitable counselor. Additionally, the Student Services Office helps students with educational/vocational concerns such as coping with university life, academic performance, test anxiety, reentry adjustment, and determining life goals. Students are encouraged to seek assistance from a counselor in dealing with any problems that might affect their success at CSTU.

## **STUDENT INTERACTION AND STUDY GROUPS**

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

## **LIBRARY SERVICES AND LEARNING RESOURCES**

CSTU provides its students with access to online library services allowing the students to perform research on topics covered in each of the degree programs. The libraries utilize research databases providing the student with the most thorough and up-to-date research material available. Students are encouraged not only to learn from classes but also to pursue independent research by using these resources and services organized by the Director of Library Services who spends 5 to 10 hours a week on campus and is on-call for at least 40 hours per week to provide assistance to students as needed via the University's website and to reply to student and faculty members inquiries via email within 10 hours of receipt.

The MBA student is provided access to ABI/INFORM the ProQuest library database where the students can research for scholarly and peer reviewed journals. The student is expected to fully utilize the ProQuest

library database when addressing discussion questions, written assignments, course research projects (CRPs), and the doctoral dissertation.

The MSCSE student is provided access IEEE/IET Electronic Library (IEL): Unlimited, full-text access to the entire IEEE and IET collection of journals, magazines, and conference proceedings, plus all active IEEE standards. Each student is provided access to these databases where the students can research for scholarly and peer reviewed journals. The student is expected to fully utilize these resources when addressing discussion questions, written assignments, course research projects (CRPs), and the Capstone courses.

## **ACADEMIC ADVISING AND COUNSELING**

Academic advising and counseling is an essential element of the educational process. Faculty members serve as academic advisors and counselors to the students.

Although online registration is available to the student, he/she is welcome to meet with a faculty member before and during the course registration period each semester. During the meeting, they will examine the student's study plan and academic records, verify course prerequisites, and choose suitable courses to enroll. Academic advising is also available to students throughout the school year. In addition to helping students plan course schedules, academic advisors may also encourage students to explore their academic options and personal goals in preparation for entering the professional world.

To ensure satisfactory progress of each student, the administrative staff including the Chief Academic Officer and the Director of Student Services maintain close contact with the faculty to monitor those students who may need extra help. Class attendance records, available online to the staff, are used as one input for student counseling. The student is to be contacted for counseling when either of the following occurs: (1) The staff is informed by any faculty member who is concerned about the student's performance in the class at any checkpoint during the semester, (2) the student has a poor attendance record, (3) the student is placed in academic-probation status.

## **CAREER PLACEMENT SERVICES**

CSTU does not guarantee employment to any student upon graduation. CSTU does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling and advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Additionally, CSTU is required under California law to track placement of its graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment.

As a key component of Student Services, career placement services help the students in the following areas: (1) Prepare resumes and sharpen interview skills, (2) Conduct career seminars and job fairs, (3) Identify the students' strengths and interests and provide career advice, (4) Provide internship

opportunities to the students, and (5) Provide library materials and an online tool (via the CSTU Online Service Center) for the students to gain access to various sources of job related information. The Student Services in collaboration with the library, provides the students with access to a collection of books, articles, magazines, brochures, and videotapes about employment opportunities. Employment information can be found on the online job posting board through the eCareer Center on the CSTU Online Service Center site. The service provides career planning and job search assistance prior to and after students' graduation.

## **RETENTION OF STUDENT RECORDS**

The records for students, including a transcript of academic progress, shall be kept in files maintained in fireproof cabinets in such a way that adequate information is maintained by the institution for a period of 5 years from the student's date of completion or withdrawal to show student advancement, grades, and that satisfactory standards are enforced relating to progress and performance. All student files are kept in the Department of Student Services office. A daily backup is made and stored "in the cloud" off-site by a professional provider with a secure file repository, backup and recovery system.

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

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

## **TRANSCRIPTS OF RECORDS**

The CSTU will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$15.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section. In addition students are informed that they may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

## STUDENT POLICIES AND PROCEDURES

The following paragraphs detail the standards of conduct that California Science and Technology University expects all of its members, students, staff, and faculty alike. Students are subject to disciplinary action, including suspension or dismissal from the academic program, for violations of the University's policies regarding personal conduct.

### ACADEMIC INTEGRITY POLICY

CSTU expects that all academic work submitted by students be original, or in the case of cited material, properly acknowledged as the work, ideas, or language of another. Further, all acts of academic dishonesty are strictly prohibited. These include, but are not limited to, cheating, plagiarism, fabrication, unauthorized collaboration, misappropriation of resource material, or any other violation of University regulations.

### SEXUAL HARASSMENT POLICY

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

It is the policy of the University that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind. "Sexual harassment" means any unwelcomed sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
- Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational or working environment.

CSTU is committed to taking appropriate action against those who violate the policy prohibiting sexual harassment. CSTU is committed to protecting victims of harassment from retaliation.

## DRUG AND ALCOHOL POLICY

The University recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free educational environment and workplace. The University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance and the abuse of alcohol by students and employees on University property or as part of any of its activities. Individuals found to be in violation or engaged in serious misconduct are subject to legal sanctions under local, State, or Federal law, as well as any administrative sanctions that the University may impose.

CSTU complies with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, and the Drug-Free Workplace Act of 1988, Public Law 100-690. The University supports the purpose of this legislation and provides copies of the school policies governing drug and alcohol abuse to all employees and students.

## CAMPUS SAFETY

All students, staff, faculty and guests are encouraged to promptly report criminal incidents, accidents and other emergencies to local authorities. We also require that all restraining orders in effect be reported. This allows us to maintain and increase safety on campus. Please report incidents to a member of our staff at Registrar's Office.

### Campus Security Report

The Federal Campus Security Act of 1990 requires all colleges and universities receiving federal funds to provide annual statistics on several categories of crime. A recap of that report follows:

Category / Year	2016	2015	2014
Murder	0	0	0
Rape	0	0	0
Aggravated Assault	0	0	0
Robbery	0	0	0
Motor Vehicle Theft	0	0	0
Burglary	0	0	0
Arson	0	0	0
Drugs Possession / Use	0	0	0
Unlawful Use / Alcohol	0	0	0
Weapons Use	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse	0	0	0

## COMPLAINT/GRIEVANCE PROCEDURE

From time to time, differences in interpretation of University policies will arise among students, faculty, and/or the administration. When such differences arise, we urge students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the University administration should be contacted. Normally, the informal procedure of discussing the difference will resolve the problem.

Any student who feels that he or she has been subjected to unfair treatment by the University by any of its employees, entities, policies, procedures or programs may report the matter in writing to the Chief Executive Officer for review and action. The Chief Executive Officer is located in the administrative location of CSTU and is open Monday through Friday 9 AM to 5 PM. On making the complaint, the student will be advised of the next step, depending on the nature of the complaint.

The first step would be to attempt to resolve the complaint informally. If the complaint is resolved satisfactorily to all parties concerned the case shall be closed, with a written notice to that effect sent to the complainant and the respondent. If no informal resolution is possible, and the student wishes to pursue the complaint, the grievance may be referred to the Bureau of Private Postsecondary Education (BPPE) State of California, P.O. Box 980818, W. Sacramento, CA, 95798- 0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 916-431-6959

## ARBITRATION AT CSTU

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

Step One: Any and all disputes, conflicts, problems, controversies, or claims of any kind, without exception, arising from or connected to enrollment and attendance at the University ("dispute") should first be taken up with the Chief Executive Officer of Student Affairs. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Student Affairs Office, and to the Office of the President for a final decision. The parties may proceed to

Step Two if the dispute is not resolved in Step One.

Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

Step Three: The parties agree that any dispute arising from enrollment, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act conducted by the Better Business Bureau (BBB).

All determinations as to the scope, enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

I: Terms of Arbitration:

A. Both Student and the University irrevocably agree that any dispute between them shall be submitted to binding Arbitration.

B. Neither the Student nor the University shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.

C. The costs of the arbitration fee, filing fee, arbitrator's compensation, and facilities fees will be paid by the University, to the extent these fees are greater than a district court filing fee.

D. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.

E. Any remedy available from a court under the law shall be available in the arbitration.

II: Procedure for Filing Arbitration:

1. Students are strongly encouraged, but not required, to utilize the first two steps of the grievance procedure described above, prior to filing arbitration.

2. A student desiring to file arbitration should first contact the Chief Executive Officer of Student Affairs, who will provide the student with a copy of the BBB rules at no cost. A student desiring to file arbitration should then contact the BBB, which will provide the appropriate forms and detailed instructions. The student should bring this form to the BBB.

3. A student may, but need not to, be represented by an attorney at the Arbitration.

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

## STUDENTS WITH DISABILITIES

The University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities cannot, on the basis of disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified disabled student may be excluded from any academic, research, counseling, financial aid, or other post-secondary education program or activity that the University provides to all students on the basis of that student's disability.

## STUDENT DISCIPLINE

Students are expected to conduct themselves in a responsible manner that reflects generally accepted moral standards, honor, and good citizenship. They are also expected to abide by the regulations of the University. It is the student's responsibility to maintain academic honesty and integrity, and to manifest a commitment to the goals of the University through proper conduct and behavior. Any form of academic dishonesty, or inappropriate conduct by students or applicants, may result in penalties ranging from warning to dismissal as deemed by CSTU. Any such disciplinary action will be taken following the procedures of due process. Due process mandates that students be given notice and an opportunity to be heard, that is, informed in writing of the nature of the charges against them and provided with an administrative hearing on the issues and provisions for appeal.

## REASONS FOR PROBATION, SUSPENSION, AND DISMISSAL OF STUDENTS

Following the procedures consistent with due process, students may be placed on probation, suspended, dismissed, or given a lesser sanction for any of the following reasons:

**Plagiarism:** Plagiarism is the presentation of someone else's ideas or work as one's own. An obvious form of plagiarism is intentionally stealing someone else's work. Using another person's sentence, phrase, or even a word that a person coined requires students to acknowledge the source of the sentence, phrase or coined word. To acknowledge the source, students can either use quotation marks or paraphrase the author. In both cases, students must cite the source of the quotation or paraphrased ideas properly.

### *Cheating or Other Academic Dishonesty*

Any form of academic dishonesty reveals a serious lack of personal integrity and detracts from the quality of a student's education. As such, cheating is a violation of University policy, because it diminishes the quality of student scholarship and defrauds those who rely on the integrity of the University's academic programs.

Academic dishonesty is considered to be any form of cheating or plagiarism (see above), or an attempt to obtain credit for academic work through fraudulent, deceptive or dishonest means. The following are examples of academic dishonesty, but are not intended to be inclusive:

- Using or attempting to use, unauthorized materials, information, or study aids in any academic exercise, such as copying from another student's test
- Submitting work previously presented in another course
- Using sources or materials not authorized by the instructor in an examination
- Altering grading materials
- Sitting for an examination by a surrogate or acting as a surrogate
- Conducting any act which defrauds the results of the academic process
- Violating software copyrights

A faculty member has two options to resolve issues of cheating or plagiarism. The first option is to take care of the matter himself or herself and the second option is to refer the matter to the University for appropriate Action.

When an instructor has adequate evidence of academic dishonesty on the part of a student, the instructor can take action against the student under the first option. Variables affecting the severity of student penalties include whether the dishonesty was premeditated, the extent of the dishonesty (one answer or an entire project), the relative importance of the academic exercise (e.g., quiz or final examination), and whether the dishonesty was active or passive (e.g., copier versus the copyee). Specific penalties that are considered are:

- Review with no action
- Warning
- Requirement that the work be repeated
- Reduction of grade on specific work in question
- A failing grade for the work in question, or for the entire course
- Any other penalty appropriate under the circumstances

The guidelines for appropriate penalties include an oral reprimand in cases where there is a reasonable doubt that the student knew that the action constituted academic dishonesty, an "F" on the particular paper, project or examination when the act was not premeditated or there were significant mitigating circumstances, or an "F" in the course where the dishonesty was premeditated or planned. The instructor will document and report his or her action to the Chief Academic Officer.

If the instructor utilizes the second option, he or she will notify the University of the type of academic dishonesty observed, provide a written statement regarding the matter, and provide the University with

the names of all witnesses and all information and documentation necessary to prepare a disciplinary hearing or other appropriate action by the University. Any of the specific penalties and guidelines for appropriate penalties above may be considered by the University. In the case of repeated infractions by a student, the University may exercise the option of dismissal.

Action by both the instructor and the University can be appealed through the appeal procedures set forth below.

### **NON-ACADEMIC REASONS FOR STUDENT DISCIPLINE**

In addition to the reasons noted above, students may be disciplined for any of the following reasons:

- Forgery, altering University documents, or knowingly providing false information;
- Disruption of the educational or administrative process of the University, by acts or expression;
- Physical abuse or destruction of University property;
- Physical abuse or threat of abuse to students, University employees, or their families;
- Verbal abuse or intimidation of students or University employees including shouting, use of profanity or other displays of hostility;
- Theft of University property;
- Sale or knowing possession of illegal drugs or narcotics;
- Possession or use or threats of use of explosives or deadly weapons on University property;
- Lewd, indecent, or obscene behavior on University property or by telephone;
- Soliciting or assisting another in an act which would subject students to a serious University sanction;
- Any action which would grossly violate the purpose of the University or the rights of those who comprise the University;
- Any act, omission to act or conduct which would be considered a crime under federal/state/local law.

Disciplinary action may include probation, suspension, and dismissal from the University and/or notification to Department of Homeland Security. Students suspected of committing any violation of University policy are accorded procedures consistent with due process typically before disciplinary action is imposed. However, inappropriate circumstances students may be suspended prior to a due process hearing.

Any violation of university policy (including all forms of academic dishonesty) can result in a student being barred from graduate or professional schools at this or other universities. In addition, violating University policy can make a student ineligible for government commissions or other employment.

## **STUDENT RIGHTS**

CSTU has adopted policies with regard to student rights and grievances that are maintained in the University's policy manuals. The University's policy seeks to treat all students with respect and fairness. All students may request access to or release of, at reasonable times, his or her education records as maintained by the University. Such a request must be in writing and addressed to the registrar. The written request must specify the records that the student desires to access or to be released, and to whom released. A student may request any special letters or copies of documents pertaining to his/her student file, but must pay the cost of producing or reproducing such documents.

A student may request changes in his or her records. If, on proper showing of evidence, a material error in the record is proved, a change or correction will be made. The University has adopted a policy whereby all students have the right to appeal decisions of faculty and staff based upon university policy.

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, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798- 0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (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))

## **COURSE MATERIAL ISBN AND PURCHASING INFORMATION**

CSTU does not have a student bookstore. Students are required to purchase textbooks required for their courses on the open market. In accordance with the current HEOA requirements, CSTU will provide the ISBN and retail price of our texts along with information on various purchasing options and buyback programs. The ISBN and price information are provided in the syllabus. Course materials can be purchased from any source, the CSTU website offers a convenient means of obtaining required course materials. CSTU cautions students about obtaining course materials from overseas sources because of the risk of delivery time and quality of the materials. Purchase decisions should not be based on the purchase price alone

## SCHEDULE OF CHARGES

Program of Study	Registration		Tuition Fee		STRF *	**Total Cost	***Tuition Fee per credit
	Non refundable	Refundable	Non Refundable				
<b>Master of Business Administration</b>	<b>\$90.00</b>	<b>\$18,000.00</b>	<b>\$0.00</b>			<b>\$18,090.00</b>	<b>\$500.00</b>
<b>Master of Computer Science</b>	<b>\$90.00</b>	<b>\$18,000.00</b>	<b>\$0.00</b>			<b>\$18,090.00</b>	<b>\$500.00</b>

\*Since January 1st 2015 the *Student Tuition Recovery Fund (STRF)* fee has temporarily been reduced to \$0.00

\*\*The estimated schedule of total charges for the entire educational program.

\*\*\*The schedule of total charges for a period of attendance.

**Student must purchase the text book required for their course before class at student own cost.**

## ADDITIONAL FEES

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

International Transcripts Evaluation Fee	\$150.00
Late Registration Fee	\$25.00
Master Level Graduation Fee	\$250.00
Additional Transcript Fee	\$10.00
Change of Program Fee	\$50.00
Course Extension Fee (4 Week Extension)	\$50.00
Leave of Absence Fee	\$50.00
Returned Check Fee	\$35.00

Return Check and Credit Card Declines Policy

Students are responsible for all fees relating to checks returned from the bank due to nonpayment. The CSTU charges a fee of \$35.00 for any returned check or credit card declined.

## STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## CANCELLATION AND REFUND POLICY

### STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the university shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the university within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

**WITHDRAWAL FROM COURSE:** The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$90.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$90) from the total tuition charge paid.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

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

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 30 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

### **TUITION PAYMENT METHODS**

Please note that CSTU does not participate in federal and state financial aid programs. CSTU accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

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

## DEGREE PROGRAM DESCRIPTIONS

### MASTER OF BUSINESS ADMINISTRATION (MBA)

The objective of the master's degree programs is to provide advanced training to those who wish to practice their profession with increased competence in the global business industries. The program emphasizes both mastery of subject matter and an understanding of related research and research methodology. This emphasis implies development of the student's ability to integrate and apply the subject matter.

#### Program Objectives:

- ✓ Students will demonstrate an understanding of business knowledge (principles, concepts, theories, perspectives) and skills (procedures, methods, strategies, approaches) for each business function/discipline, and of the interrelationships among business functions/disciplines.
- ✓ Students will demonstrate the capacity to assess business environments and opportunities, and to align business activities in developing and implementing organizational strategy and change in complex and uncertain conditions.
- ✓ Students will demonstrate the capacity to identify problems, define objectives, gather and analyze information, evaluate risks and alternatives, make decisions that are ethical and responsible, and to communicate clear, defensible ideas and plans.
- ✓ Students will demonstrate the capacity to acquire and manage organizations' financial capital, human capital, assets, information, and technology.
- ✓ Students will demonstrate the capacity to work effectively and communicate with others as a colleague and as a manager.
- ✓ Students will demonstrate the capacity to collaborate and communicate effectively with others.
- ✓ Students will demonstrate the capacity to manage, influence, and lead others, and facilitate their development.
- ✓ Students will demonstrate the capacity to perceive commonalities and differences in others' values, styles, and perspectives, and how culture affects those commonalities and differences.
- ✓ Students will demonstrate the capacity for continual self-managed learning for professional and career development.

A minimum of 36 semester units of graduate study are required for the MBA program. The MBA curriculum includes coursework in the following categories: Foundation Requirements, Core Requirements, Electives, and a Capstone Course. A number of concentration areas are shown in the section of Core Requirements; each is listed with a cluster of courses. Students that take courses in a concentration area will gain a solid knowledge and skills in a business professional field.

The student must meet prerequisite requirements when taking any course. Upon clearing background preparation work, students start to take courses to meet the degree requirements, beginning with the Foundation Requirements courses.

### **I. Foundation Requirements** (12 units)

The following required courses provide a knowledge base of interdisciplinary business theories and techniques for the students who would like to pursue a career in business management. The students can select four courses from the following list to fulfil the foundation requirements.

- MB500 Financial Management
- MB510 Human Resource Management
- MB520 Logistics and Operations Management
- MB530 Statistics for data analysis
- MB532 Statistics for Business Decision

### **II. Core Requirements** (12 units)

Beyond Foundation Requirements, the students are required to take at least 12 units of core business administration coursework. There are three concentration areas, and the students can select four courses from any of the concentration area.

#### **Management:**

- MB550 Project Management
- MB552 Management Information System
- MB554 Leadership
- MB556 International Business Management
- MB558 Financial Accounting and Analysis

#### **Marketing:**

- MB560 Marketing Management

- MB562 Global Marketing
- MB564 New Product Development
- MB566 Strategic Management
- MB576 Managerial Communication Skill

**Human Resources:**

- MB570 Human resources Law
- MB572 Organizational Behavior
- MB574 International and Comparative Labor
- MB576 Managerial Communication Skills
- MB552 Management Information System

**III. Electives** (9 units)

The students may elect any graduate-level courses to meet the electives requirement but only 6 units of the nine units can be courses in other concentration areas, or courses from Engineering School. The following is additional options for the elective courses:

Curricular Practicum: When applicable, the student may take curricular practicum courses and engage in practical training to work on company projects that are directly related to the student's course of study. The student must observe the rules required for taking the practicum courses. No more than 6 units of practicum coursework may be counted towards graduation. Part-time CPT is 1 unit, together with concurrent 9 course units, and full time CPT is 2 units, together with 6 concurrent course units. Each 1 unit of a practicum course requires at least 45 hours of practical experience related to the student's program curriculum

**IV. Capstone Course** (3 units) (A required subject)

Upon completing all or most coursework for this program, the students are required to take the capstone course and, under the guidance of the course instructor, integrate the knowledge and skills learned from all of the courses taken during the program.

MB599 Business Administration Capstone Course

**Graduation Requirements**

The Master of Business Administration degree program requires a minimum of 36 units of graduate-level courses. The MBA degree program requires coursework in the following categories:

1. Foundation Requirements,
2. Core Requirements,
3. Electives, and
4. A Capstone Course.

The following are required for graduation:

- A graduate student admitted with under-graduate deficiencies must clear the deficiencies in the early terms. The student may clear a subject by either taking the course and earning a passing grade or passing a proficiency exam on the subject,
- Maintain a grade of C- or better for all courses taken to clear deficiencies or towards the degree requirements,
- Maintain an overall G.P.A. of 3.0 or better,
- Maintain good standing with the University – with clear financial, library, and other school records,
- The student is approved to graduate after filing a petition for graduation.

#### **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

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

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

## MASTER OF SCIENCE IN COMPUTER SYSTEMS AND ENGINEERING (MSCSE)

The MSCSE program is designed for students who intend to become professional engineers in the high-technology industry, as well as for those who desire a modern, general education based on the problems and the promises of a technological society. CSTU offers a friendly atmosphere and a variety of academic programs that have made CSTU engineering graduates highly valued in high-tech firms in the Silicon Valley.

All CSTU engineering faculty members possess the following qualities: advanced degrees earned in engineering and science disciplines, high-tech work experience, and enthusiasm in teaching and helping the students. Engineering requires industrial practical experience. All faculty members have strong academic background and rich industrial experience. They understand the needs of the industry, and will help the students to learn the most-needed knowledge for the Silicon Valley, and helped them to land a job after graduated.

### Program Objectives:

To provide each student the best education by tailoring each student's study plan based on the student's background and interests.

To provide in-depth professional training with state-of-the-art learning resources to the student.

To provide relevant laboratory experience throughout each program as an integral part of the education.

To nurture a learning environment which leads to professional values recognizing high quality and integrity in a true engineer.

To provide graduate students an opportunity to pursue advanced training and professional development to practice their profession with increased competence.

A minimum of 36 semester units of graduate study are required for the CSE Master program. They include a few required foundation courses, a number of engineering courses based on the student's selection of technical pursuit, and a required capstone course, and electives. The computer systems engineering coursework will develop technical skills beneficial to the student for career planning. The student also has the opportunity to take elective courses outside of computer systems engineering to broaden the student's skillset. The student must meet prerequisite requirements when taking any course. Upon clearing background preparation work, the student starts to take courses to meet the degree requirements. The student must begin his/her graduate study with the subjects listed in the Foundation Requirements section.

**Foundation Requirements (9 units)**

(Required subjects, select three courses)

- CSE500 Software Design and Implementations
- CSE510 Fundamentals of Embedded Design
- CSE520 Advanced Operating System
- CSE530 Big Data: Storage and Analysis
- CSE540 Advanced Data Structure and Algorithms

**Computer Systems Engineering Concentration Core Course Requirements (12 units)**

Before taking the Capstone Course near the end of the program, the student will take a minimum of 12 units of graduate level Concentration Core courses and 12 units of elective courses. Choices of field of concentration include the following: Embedded Engineering, Internet Technology, and Network Engineering. The students can select four courses from one of the concentration area to fulfil the concentration requirement.

**For Embedded Engineering, the following are the required courses**

- CSE 540 Advanced Data Structure and Algorithms
- CSE 542 Embedded Software Design in Linux
- CSE 544 Mobile Programming
- CSE 546 Device Driver for Embedded Devices
- CSE 548 Artificial Intelligence
- CSE 562 Advanced Computer Networks

**For Internet Technology, the following are the required courses**

- CSE 550 Advanced Java Programming for Internet Application
- CSE 552 Interactive Web Design
- CSE 554 Internet and Network Security
- CSE 556 Database Design for cloud-based application
- CSE 558 Machine Learning

CSE 568 Blockchain and Its application

**For Network Engineering, the following are the required courses**

CSE 560 Wireless Networks and Architecture

CSE 562 Advanced Computer Networks

CSE 564 Network Analysis and Testing

CSE 566 Linux/Unix Network programming

CSE 568 Blockchain and Its application

CSE 570 Augmented and Virtual Reality

**Electives** (12 units)

The student may take any graduate-level courses, including those outside of computer engineering, but only 6 units can be courses in other concentration areas, to meet the electives requirement of 12 units. When applicable, the student may take Curricular Practicum courses and engage in practical training to work on company projects that are directly related to the student's course of study. No more than 6 units of practicum coursework may be counted towards graduation.

**Capstone Course CSE 599** (3 units)

(A required subject)

Upon completing all or most coursework for this program, the student is required to take the capstone course and, under the guidance of the course instructor, integrate the knowledge and skills learned from all of the courses taken during the program.

**Graduation Requirements**

The Master of science in Computational Science and Engineering degree program requires a minimum of 36 units of graduate-level courses. The MBA degree program requires coursework in the following categories:

5. Foundation Requirements,
6. Core Requirements,
7. Electives, and
8. A Capstone Course.

The following are required for graduation:

- A graduate student admitted with under-graduate deficiencies must clear the deficiencies in the early terms. The student may clear a subject by either taking the course and earning a passing grade or passing a proficiency exam on the subject,
- Maintain a grade of C- or better for all courses taken to clear deficiencies or towards the degree requirements,
- Maintain an overall G.P.A. of 3.0 or better,
- Maintain good standing with the University – with clear financial, library, and other school records,
- The student is approved to graduate after filing a petition for graduation.

## COURSE DESCRIPTIONS

### MB500 Financial Management (3 units)

This course is designed to introduce modern financial theories, tools, and methods used for the analysis of financial problems, give students a thorough understanding of the essential concepts that need to develop and implement effective financial strategies. The course begins with a presentation of corporate finance fundamentals before progressing to discussions of specific techniques used to maximize the value of a firm. The course also explores the recent financial and economic crises and the role of finance in the business world. The course also includes the access to the same Thomson Reuters Financial database that business professionals use every day. It is packed with additional learning solutions to help the students to become the professionals in Finance.

Prerequisite: None

### MB510 Human Resource Management (3 units)

This course is designed for students to learn the concept of HRM, history and current examples to develop advanced HRM skills. It is the most comprehensive way to learn the full spectrum of HRM. The class provides six types of high-quality applications that use concepts to develop students' critical-thinking skills. Including Human resource management strategic planning and the legal issues, Strategy driven human resource management, the legal environment and diversity management, staffing, developing and managing talent. Four types of skill-building exercises develop HR management skills that can be utilized right away. The real cases studies demonstrate HRM practice in the current business world. Students learn to apply the concept through critical thinking and to develop HRM skills they can use in their personal and professional lives.

Prerequisite: now basic business HR functions.

### MB520 Logistics and Operations Management (3 units)

This course is designed to prepare students with the ability in logistics and operations management. Topics include how managers plan and control operations to achieve optimum productivity, top quality, and customer satisfaction, qualitative and quantitative methods of managing production and operations, methods of total quality management (TQM) and continuous improvement in the service industries and in production operations. Students will also learn to plan for and operate under changing technologies in international operations and in integrated operations. The instructor may demonstrate SAP R/3 operations module. This course also provides a comprehensive overview of how to strategically manage the movement and storage of products or materials from any point in the manufacturing process to customer fulfillment. Topics covered include important tools for strategic decision making, transport, packaging, warehousing, retailing, customer services and future trends.

Prerequisite(s): None

MB530            Statistics for data analysis (3 units)

This course teaches students about the basic statistics for data analysis in the business world. Students will learn the statistics methods for business analysis, such as how random variables are used in statistical models. Students also learn the latest technology, tools and how to best utilize the tool to efficiently process and present data, get the insight from the data and enable business to make the right decision quickly. It provides realistic examples, problem sets and cases for students to internalize the strategy to overcome the real world challenges and equipped with methodology and tools to quickly solve real world problems.

Prerequisite: Real working experience, some basic business computer skills such as using spreadsheets

MB532            Statistics for Business Decision (3 units)

This course teaches students about the advanced data analytics in the business world. Students will learn the method to gather, clean, analysis and model data to provide insights. Students also learn the foundations for statistical inference, the process of inferring properties of an entire population from those of a subset known as a sample, and regression modeling, which allows us to associate how differences in data that describe one phenomenon are related to differences in others. Regression modelling is used for assessing profitability, setting prices, identifying anomalies, and generating forecasting. Big data have become more and more common in business. This course also covers how to build regression model with big data.        Prerequisite: MB530

MB550            Project Management (3 units)

This course learns the Agile Project Management (APM) four focal points: opportunities created by the agile revolution and its impact on product development, the values and principle that drive agile project management, the specific practices that embody and amplify those principles, and practices to help entire organizations. Today, the pace of project management moves faster. Project management needs to become more flexible and far more responsive to customers. Using Agile Project Management (APM), project managers can achieve all these goals without compromising value, quality, or business discipline. This class integrates the best project management, product management, and software development practices into an overall framework designed to support unprecedented speed and mobility. Special topics are include incorporating agile values, scaling agile projects, release planning, portfolio governance, and enhancing organizational agility.

Prerequisite: None

MB552            Management Information System (3 units)

This course offers graduate students an in-depth understanding and hands-on experience in modern MIS design and implementation. Topics include evolution of MIS, computer and MIS, logical foundation of MIS, future of MIS. It provides comprehensive introduction about database, knowledge management system, monitoring system, configuration management and asset management. It teaches students

about data driven decision making system which provides data insights and enable quicker and more accurate decision making process. It will also introduce what the artificial intelligence can improve business efficiency. This class enables students to design, use and manage the modern MIS system.

Prerequisite: Working experience, basic computer concept, business software tools

MB554 Leadership (3 units)

This course teaches the students the awareness of their own strengths and opportunities for improvement while gaining an understanding of the qualities essential to being an extraordinary leader. By the end of the course, the students will have: Increased the understanding of what distinguishes between more and less successful leaders and construct a plan for their own development as a leader; sharpened their ability to diagnose situations and determine how then can add value; gain experience and confidence in leadership situations, such as dealing with difficult people and inspiring others to accomplish shared team and organizational goals; and developed the ability to accept and leverage feedback and offer useful feedback to others.

Prerequisite(s) MB 510 or consent from the instructor

MB556 International Business Management (3 units)

This course reviews the classic five functions of management: planning, organizing, staffing, leading, and controlling. Students will compare managerial practices of Europe, Asia, and Latin America. The class also covers the importance of quality and continuous improvement for gaining a competitive edge. Students will learn practical aspects of management from actual case studies, the strategic considerations for management in the international environment, and the roles of the latest information technologies. In today's rapidly changing scenario of the world, the study of international business management has become necessary for management students. This course mainly focuses on managerial implications, which caters to the needs of management students. The course presents a thorough review of economies and politics of international trade and investment and various functions and forms of Global monetary system.

Prerequisite MB500 or the consent from the instructor

MB558 Financial Accounting and Analysis (3 units)

This course covers the material that is essential to understanding a set of financial statements. After taking this course, students will be able to read and understand the material in a financial statement. This course will be organized around how companies run their businesses, especially about the financial reporting. The course will concentrate on how financial analysts use financial statement information. This course will articulate the balance sheet, income statement and cash flow statement; explain the effects of accounting changes, restatements, discontinued operations, and extraordinary items. Financial instruments (investments in debt instruments, equities, and derivatives; cash flow, fair value, and foreign currency hedges; outstanding debt, equity, hybrids), deferred taxes (reconciliation of taxes

paid with tax expense), securitization stock-based compensation, earnings per share (basic and diluted) will be studied.

Prerequisite(s) MB 500 or the consent from the instructor

MB560            Marketing Management (3 units)

This course studies marketing management by analyzing real-world cases. Students will learn to implement and execute the marketing process through situation assessment, strategy formulation, marketing planning, marketing implementation and evaluation. Students will have a chance to explore the cutting-edge marketing management that reflects the latest in marketing theory and practice.

Prerequisite(s) MB 530 or the consent from the instructor

MB562            Global Marketing (3 units)

This course prepares students to enter the challenging world of Global Marketing. It covers the various problems and opportunities of culture in global marketing and advertising. It argues that the main dispute in global marketing and advertising should not be about the efficiency of standardization but about the effectiveness of culture segmentation. Knowledge of cultural specifics or the value paradoxes is the basis of effective marketing communication strategies. The class introduces the value paradox and other paradoxes in globalization and global marketing theory, the global-local dilemma, myths of global marketing, branding, values and culture, classifications of culture, communication advertising appeals, and advertising forms and how they are culture-related. The class provides updated information and findings from recent studies, in addition to new topics like global public relations, the media, and the internet and mobile phones, as well as more on consumer behavior. It includes three new dimensional models, including why the Hofstede model is the most useful one. It provides the result from researching and applying cultural values, value structure map, public relations, product and packaging design and retail. It provides a summary of market entry strategies and the marketing mix; and includes information on culture's influence on traditional media. It explains the human communication across cultures and how different age-old philosophies of each world region are the basis of human communication.

Prerequisite: MB560 or the consent from the instructor

MB564            New Product Development (3 units)

This course provides the complete understanding of the new product development process. The class teaches students a three-phase planning framework. Phase 1 addresses front-end planning topics of business objectives, market opportunity assessment, concept development, and the business plan development. Phase 2 focuses on the new product development program management, the internal organizational issues of financial justification, organizational dynamics and communications, development program execution, and manufacturing. The final phase describes the business program management, including product portfolio, pricing and market share, growth strategies, product maintenance, production-based quality management, product liability, and product life-cycle

management. It focuses the commercialization process including pre-launch preparations, the actual product launch, and product management. At the end of the class, it provides a checklist for the entire process for students to easily apply to the real world. This class gives students the concept, tools and real examples for them to learn, internalized and apply to their real jobs.

Prerequisite: MB500 or the consent from the instructor

MB566            Strategic Management (3 units)

This course teaches the students about strategic management. The courses will cover the latest cutting-edge research and strategic management trends with ideas from some of today's most prominent scholars. This course integrates the classic industrial organization model with a resource-based view of the firm to give the students a complete understanding of how today's businesses use strategic management to establish a sustained competitive advantage. The class has global focus and use examples from more than 600 emerging and leading companies to explain the ideas of strategic management. The course will teach the students how to to effectively apply strategic management tools and techniques for increased performance and tomorrow's competitive advantage.

Prerequisite: MB 520 or the consent from the instructor

MB570 Business and Human Resources Law (3 units)

This course provides an overview of U.S. employment law at both the federal and state level. It reviews employment at will and wrongful discharge, employment torts, privacy, discrimination law, worker's compensation, occupational safety and health, unemployment, federal compensation laws, and the law of noncompetition and trade secrets. It is designed for individuals preparing for careers in human resource management, labor relations, or dispute resolution.

Prerequisite: MB 510 or the consent from the instructor

MB572 Organization behavior (3 units)

This course explores the complex dimension of organizational behavior including examination of experiential and conceptual approaches to communication, self-awareness, perception, motivation, problem solving and culture. Students apply interpersonal and intrapersonal exploration to the management of change, leadership theories and organizational issues. Real case projects are required.

Prerequisite: MB 510 or the consent from the instructor

MB574 International and Comparative Labor (3 units)

This course is designed to teach international employment law, comparative labor law, employment practice, international labor standards, labor organizations, international labor treaties. It provides a solid conceptual framework compares national laws dealing with individual collective employment rights, including antidiscrimination law and privacy law, and considers the systems used to resolve labor and employment disputes in the context of international labor law. It also covers international labor law considers the International Labor Organization, NAFTA and other bilateral trade agreements that include labor standards, and the European Union. In addition, it explores transnational corporations' self-regulatory efforts (or codes of conduct,) and the mechanisms for pursuing international labor standards in United States courts. Comparisons are drawn among the laws of the United States, Canada, Mexico, the United Kingdom, Germany, France, China, Japan and India. Exploring the similarities and the differences among various approaches to the employment relationship allows students to better understand and evaluate the approach each country takes, and helps them develop a normative approach to labor and employment law. National legal materials are presented within historical and cultural context.

This class will provide the solid foundation for students to work at a global company, hiring and growing the right talent and building global talent pool. Students can help their employers improve company's global competence and competitiveness.

Prerequisite: MB510 of the consent from the instructor

MB576            Managerial Communication Skills (3 units)

Communicating clearly is a critical skill for successful managers! The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. This class will provide you the guide to business communication that delivers the message whether written, or spoken, in person or via e-mail with respect for the receiver, and in all business situations. This class will cover all facets of business communication offers numerous opportunities to practice and apply your new skills and a log to track your improvement.

Prerequisite: MB550 or the consent from the instructor

MB599            Master of Business Management Capstone (3 units)

This course is designed for students to gain the practical experience on integrating the knowledge learned from the program including the foundation courses, core courses, and elective courses, and deliver a final project under the guidance of the course instructor. The final delivery project will vary depending on the need of the industry, and the students' background. The scope of the course is determined by the instructor.

Prerequisite: completed all the foundation and core courses

CSE500           Software Design and Implementation (3 units)

This course is designed for students to use the engineering approach to develop practical, high-quality software projects. Topics include software life cycle, development process, requirement specification, design and testing techniques, verification and validation. Students will have a chance to review the basic coding skills, including C, C++, and Java, and learn to use project management tools, principle, and environment to facilitate the development of software. Topics include the basic elements of software design and construction, providing a solid understanding of control flow, abstract data types (ADTs), memory, type relationships, and dynamic behavior. This course also evaluates the benefits and overhead of object-oriented design (OOD) and analyzes software design options.

Prerequisite: none

CSE510           Fundamentals of Embedded Design (3 units)

This is the fundamental of embedded systems engineering designed for students who are interested in learning real-time embedded systems and practicing real-time programming of embedded systems. Topics include hardware issues including platform, microprocessors commonly used in these systems and how a microprocessor works in such systems, concept of memory, registers, I/O; interrupt generation and handling in an embedded system; the concept of real-time programming, multi-task, concurrency, mutual exclusion; overview of real-time kernel/OS, drivers; system initialization and startup, and debug issues. Hands-on exercises are required.

Prerequisite: none

CSE520          Advanced Operating System (3 units)

This course offers graduate students an in-depth understanding and hands-on experience in modern understanding and hands-on experience in modern operating system design and implementation. Topics include progress, memory, file system, I/O, deadlocks, operating system implementations, modern distributed and network system architectures, communication and synchronization in distributed systems, thread and process scheduling. Projects are required.

Prerequisite: none

CSE530          Big Data: Storage and Analysis (3 units)

What is big data and what is all the buzz about it? This course will answer these questions by introducing basic terminologies and concepts behind big data and its applications. This course will cover in-depth several popular open source systems that enterprises deployed to store and perform computation on big data. By studying systems such as MapReduce, Spark, HBase, and Cassandra, students will gain insights on the challenges, design choices, basic algorithms of big data and learn how to use big data tools to solve real world problems.

Prerequisite: none

CSE540          Advanced Data Structure and Algorithms (3 units)

This course is designed to teach efficient use of data structures and how to design an algorithm to solve a practical problem. Students will learn the logical relations between data structures associated the real problem and its physical representation. Topics include algorithms and algorithm efficiency analysis, data organization and the applications. Practical use of the arrays, stacks, queues, single and double linked lists, trees, graphs, and heaps will be covered in depth. The class based data models with OOB design concept will also be introduced.

Prerequisite: CSE500 or the consent of the instructor

CSE542          Embedded Software Design in Linux (3 units)

This course prepares students to enter the challenging world of embedded Linux. It covers the following key topics: comparing Linux and traditional embedded environments, comparing leading embedded Linux processors, understanding the details of the Linux kernel initialization process, learning the basic concepts about Linux drivers, learning about the special role of bootloaders in embedded Linux systems - with specific emphasis on U-Boot, using embedded Linux file systems, understanding the Memory Technology Devices subsystem for flash (and other) memory devices, mastering debugging tools such as gdb, KGDB, learning many tips and techniques for debugging within the Linux kernel, learning how to maximize productivity in cross-development environments, learning to prepare an entire

development environment, including TFTP, DHCP, and NFS target servers; and learning to configure, build, and initialize BusyBox to support a set of unique requirements. Hands-on exercises are required.

Prerequisite: CSE500 or the consent of the instructor

#### CSE544          Mobile Programming (3 units)

This course teaches how to create effective native apps across platforms and Web apps for today's most popular smartphone platforms with Duffy's PROGRAMMING MOBILE APPLICATIONS: ANDROID™, iOS, AND WINDOWS PHONE 7. This unique, hands-on tutorial approach combines clear presentations with numerous screenshots and step-by-step instructions to guide students in developing applications for Google™ Android™, Apple iOS, and Windows Phone 7. Students learn to create identical native and Web apps for each platform, which allows comparing each platform's development processes. The course includes from platform architecture to native app life cycle management with an emphasis on fundamental programming concepts. This course's unique coverage of multiple platforms not only demonstrates the portability of apps, but also ensures a solid understanding of programming principles that benefits students throughout their career.

Prerequisite: CSE500 or the consent of the instructor

#### CSE546          Device Driver Design

This course investigates the operating system (Linux, or UNIX) components that interact with device drivers, the device driver building and debugging process, device driver architecture, functionality and the relevant kernel APIs. Topics include: operating system architecture; I/O API; operating system kernel; building, loading and debugging device drivers; device driver entry points; device driver data structures; I/O request processing; plug, play and power management; interrupts and timers; memory management; direct memory access; and timing. The goal of the course is to present comprehensive coverage of the operating system kernel, HAL, device drivers and the related APIs. Upon completion of the course, the student should be able to develop, build, install and test basic device drivers, as well as to port existing drivers from one operating system to another. Hands-on practice is required.

Prerequisite: CSE500 or the consent of the instructor

#### CSE548          Artificial Intelligence

This course covers an introduction to artificial intelligence (AI) concepts and algorithms, such as searching, logic and reasoning, probability and reasoning, causality and reasoning, learning, and deep learning. We will cover AI applications in speech recognition, web search, face recognition, machine translation, autonomous driving, and automatic scheduling. These are all complex real-world problems, and the goal of artificial intelligence is to tackle these with rigorous mathematical tools. In this course, you will learn the foundational principles that drive these applications and practice implementing some of these systems. The main goal of the course is to equip you with the tools to tackle new AI problems you might encounter in life.

Prerequisite: CSE500 or the consent of the instructor

CSE 550           Advanced Java Programming for Internet Application (3 units)

This course learns the all basics and advanced features of Java programming. It starts with the basics and Leads to Advance features of Java in detail. This course covers covered and explained several topics of latest Java 8 Features in detail. Topics includes– Lambdas. Java 8 Functional interface, Stream and Time API in Java 8. This courses teach the students how to develop, and debug and Java Internet application. The course starts with keywords, syntax, and constructs that form the core of the Java language and then it leads the students to advanced features of java, including multithreaded programming and Applets. Students get a chance to review the fundamentals and learn the advanced topics. The previous programming experience in C/C++ is required for this course.

Prerequisite: CSE 510

CSE 552           Interactive Web Design

This course covers the fundamental concepts of the 3-tier model, Internet database access, and major tools and techniques utilized in application development. Topics include REST, N-tier model, JDBC with database applications, Java Servlet, JSP and JavaBean, WML, and XML. In addition, the students will learn the best practice development approach using Sprint Framework to achieve MVC model as well as Hibernate on how to map business domain object model to underline relational database. At the end of this course, the students shall have a fresh view on both the fundamental and advanced skills to implement large scale enterprise systems. Hands-on exercises are an integral part of the course.

Prerequisite: CSE510 or the consent of the instructor

CSE 554           Internet and Network Security

The course addresses security risks in computer networks and computer systems and the fundamental techniques used to reduce these risks. It also gives an introduction to the role of security as an enabling technology for electronic commerce. The course is divided into four major parts: (1) Fundamentals of Network Security and System Security, (2) Fundamentals of Cryptography: This is probably the most important part of this course. This part involves basic reasoning and understanding of cryptography. This includes the fundamentals of symmetric and asymmetric key systems, message integrity (hashing functions), digital signature, digital certificate, key management, and familiarity with common standards for these techniques; (3) Cryptography in real world applications: Several security applications will be discussed, including PGP, SSL, IPsec, with SSL be the focus- major components of SSL protocol and its role in electronic commerce. Students will learn how to set up an https web server, and how to apply and integrate digital certificate with browsers, web servers, and communication protocols on the Web; (4) Hands-on Cryptography: This part is for those who are interested in implementing security software using cryptography.

Prerequisite: CS510 or the consent of the instructor

#### CSE 556 Database Design for cloud-based application

This course provides an in-depth understanding of the Database Management System. Emphasis is on the latest database architecture, database configuration and administration. Topics include logical/physical database layout, database server processes, database creation, various database physical objects; client/server configuration, multi-threaded server configuration, database storage management, database security, database utilities, database monitoring, partitions, and database backup/recovery methods. This course specifically details procedural extensions to SQL to develop stored procedures, functions, packages and database triggers. In addition, it covers database performance tuning from an application development point of view by exploring query optimizer, database hints, and various database access methods. Cloud Database Development and Management explains how student can take advantage of the cloud environment to develop their own fully functioning database systems.

Prerequisite: CS510 or the consent of the instructor

#### CSE 558 Machine Learning

This course introduces methods and techniques for using stored data to make decisions. The student will learn data types including operational or transactional data such as data for sales, cost, and inventory; nonoperational data such as forecast data and macroeconomic data; and meta data, and learn their patterns, associations, or relationships, and how to use the information for decision making. Statistical learning concepts such as regression, classification, decision trees and model reduction techniques such as principle component analysis will be will be introduced. Specific examples of engineering and businesses using data mining techniques will be given in the course. The student is required to work on course projects by using modern data analysis software and referring to cases studied.

Prerequisite: CS510 or the consent of the instructor

#### CSE 560 Wireless Networks and Architecture

This course covers the development of improved wireless networks for the future. The Future of Wireless Networks: Architectures, Protocols, and Services. This course discusses the emerging network architectures, underlying protocols, services, and applications. The topics includes the new wireless network architectures that are being developed, such as mobile SDN, wireless local area networks (i.e., 802.11), and wireless sensor networks for the Smart Grid. The course also discusses the new protocols and enabling technologies for the different wireless network architectures. These include wireless MAC protocols, resource allocation in cognitive radio networks, multicast transmission, and femtocells, which provide enhanced indoor coverage and increased network capacity. In the end, the courses discusses several new services and applications that are springing up, such as multisource selection for wireless peer-to-peer (P2P) networks and device-to-device (D2D) content sharing, which reduces duplicated downloads of the same contents on cellular links by offloading the traffic onto other networks. It also

covers the next generation of wireless security and privacy control techniques that service providers can use to ensure that their infrastructures and services are adequately protected against all kinds of threats.

Prerequisite: CSE520 or the consent of the instructor

#### CSE 562          Advanced Computer Networks

This course covers the physical layer of networking, computer hardware and transmission systems, then works the way up to network applications. The topics includes email; the domain name system; the World Wide Web (both client- and server-side); and multimedia (including voice over IP, Internet radio video on demand, video conferencing, and streaming media. This course is designed to have a deep understanding of computer networks. The course review some basic network basic concepts, including the OSI model, and TCP/IP. Computer network is moving to IPv6. IPv6 has improved many aspects over IPv4. This course will cover the difference and the improvement from IPv4 to IPv6, together with the hands-on practice to enhance the understanding of the computer networks.

Prerequisite: CSE520 or the consent of the instructor

#### CSE 564          Network Analysis and testing

This course covers computer network analysis, testing techniques, and experience-based strategies to isolate and solve network problems. Topics include wiring and cable testing issues, transmission encoding techniques, dissecting the IEEE 48-bit MAC address, the impact of different types of broadcast traffic, operational details and analysis considerations for switches, Ethernet and Token Ring operational details and analysis, the IEEE 802.2 LLC protocol, datagrams and routing, IP specifics, protocol analysis and troubleshooting, baselining throughput and latency. Hands-on exercises using protocol analyzer are required to reinforce the topics.

Prerequisite: CSE520 or the consent of the instructor

#### CSE 566          Linux/Unix Network programming

This course is designed for students to gain fundamental knowledge of and hands-on experience with UNIX/Linux network programming. Students will learn to program in C with UNIX/Linux system calls and students will learn Internet addressing in both IPv4 and IPv6 networks. Then, the students will learn TCP/IP's structure and function from the bottom up: from link layer protocols, such as Ethernet and Wi-Fi, to network, transport, and application layers. ARP, DHCP, NAT, firewalls, ICMPv4/ICMPv6, broadcasting, multicasting, UDP, DNS, and much more will be covered in the course. TCP, including connection management, timeout, retransmission, interactive data flow, and congestion control are covered in details. The basics of security and cryptography, and the modern protocols for protecting security and privacy, including EAP, IPsec, TLS, DNSSEC, and DKIM are also covered. Students are required to do projects with a substantial amount of programming. Upon completion of this course, students should be able to develop real-world UNIX/Linux network applications, including Sockets, XTI, and RPC.

Prerequisite: CSE520 or the consent of the instructor

#### CSE 568          Blockchain

Blockchain is an emerging technology that can radically improve banking, supply-chain, and other transaction networks, creating new opportunities for innovation. This course is designed for students to quickly understand blockchain technology and to give hands-on experience with a sample use case. Students will learn how to apply blockchain technology in practical situations. The course is organized in three parts: blockchain basics, setup private blockchain, and building blockchain applications. By the end of the course, students will be able to create, connect and use their own personal blockchain in AWS, and create their own blockchain applications.

Prerequisite: CSE520 or the consent of the instructor

#### CSE 570          Augmented and Virtual Reality

What is augmented reality and Virtual Reality? This course teaches about these two emerging technologies of AR (Augmented Reality) and Virtual Reality. Augmented reality is the blending of virtual reality and real life, as developers can create images within applications that blend in with contents in the real world. With AR, users are able to interact with virtual contents in the real world, and are able to distinguish between the two. AR is the most effective technology in providing real-time and real-world view information to users. This course will cover the following topics: AR/VR applications, how human visual system works, how cameras works, how display works, and how all these work together. After the course, tudents will learn the key concepts and the fundamentals in AR and VR.

#### CSE 599          Computer Systems Engineering Capstone

This course is designed for students to gain the hands-on experience on integrating the knowledge learned from the program including the foundation courses, core courses, and elective courses, and deliver a final project under the guidance of the course instructor. The final delivery project will vary depending on the trend of computer industry, and the students' background. The scope of the course is determined by the instructor.

Prerequisite: completed all the foundation and the core courses

## ADMINISTRATION AND FACULTY

### **Executive Officers**

President and CAO	Glen (Zhigang) Qin	Ph.D. EECS. MBA.
Chief Operating Officer	Henry (Hang) Zhang	MSSE MSEE BSCS

### **Staff**

Registrar	Qinyuan Fan, MBA
Director of Library Services	Peijun Zheng, PhD
Director of Student Services	Qinyuan Fan, MBA

### **Faculty**

Chen Wu

Ph.D. in Electrical Engineering and Computer Science, Stanford University, CA

MS in Electrical Engineering and Computer Science, Stanford University, CA

BS in Automation, Tsinghua University, Beijing, China

Chin Woo Tan

Ph.D. in Electrical Engineering, University of California, Berkeley, CA

MA in Mathematics, University of California, Berkeley, CA

BS in Electrical Engineering, University of California, Berkeley, CA

W. David Li

Ph.D. in Engineering and Applied Sciences, Harvard University, Cambridge, MA

MS in Engineering and Applied Sciences, Harvard University, Cambridge, MA

BS in Automatic Control Engineering Tsinghua University, Beijing, China

Jinsong Liu

Ph.D. in Electronic Engineering, Dublin City University, Ireland

MSc in Applied Mathematics, Dublin City University, Ireland

BSc in Applied Mathematics, Shanghai University, China

Mao Yu

Ph.D. in Electrical Engineering, University of California, Davis, CA

BS in Electrical Engineering, Tsinghua University, Beijing, China

Peiwei Mi

Ph.D. in Computer Science from University of Southern California, Los Angeles, CA

BS in Electrical Engineering from University of Science and Technology of China, Hefei, China

William Li

Ph.D. in Physics, University of Nevada, Reno, NV

M.S. in Computer Science, University of Nevada, Reno, NV

M.S. in Environmental Science, Peking University, China

B.S. in Space Physics, Peking University, China

Yijie Huo

Ph.D. in Electrical Engineering, Stanford University, Stanford, CA

Eugene Feng

MS in Engineering Management, Santa Clara University, Santa Clara, CA

BS in Electrical Engineering, Rutgers University, New Brunswick, NJ

Jiaping Pan

MBA in Computer in Business, Pacific State University, Los Angeles, CA

BS in Physics, Shanghai Polytech University, Shanghai, China

Qin Yuan Fan

MBA in Accounting, Northwestern Polytechnic University, Fremont, CA

BBAIS, Northwestern Polytechnic University, Fremont, CA

Richard Meng

Ph.D.in Earth and Environmental Sciences, Caltech, Pasadena, CA

MBA University Baltimore, MA

BS in Space Physics, Peking University, China

Sathya Rajan

MBA, Santa Clara University, Santa Clara, CA

MS in Electrical Engineering, Oklahoma State University, Stillwater, OK

BS in Electronics & Communication, Mysore University, India

Wei Wu

MBA with concentration in Marketing, Santa Clara University, CA

MS in Computer Science, Michigan State University, MI

MS in Electrical Engineering, Tong-Ji University, Shanghai, China

BS in Computer Science, Tong-Ji University, Shanghai, China

Yan Yang

MBA with Information Systems Concentration, University of Cincinnati, OH

MA in Communication, University of Cincinnati OH

Bachelor Degree of Law, International Cultural Communication, Beijing Normal University, China

BA in English Language and Literature, Beijing Normal University, China

**Academic Policy Committee**

David Li, PhD

Chinwoo Tan, PhD

## CALENDAR

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

### HOLIDAYS

New Year's Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving (Thursday and Friday)

Christmas (2 week break)