

FREDERICK TAYLOR
UNIVERSITY

Moraga, California

CATALOG

2008 - 2009

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

APPROVAL

The University has the authorization to operate and award undergraduate and graduate degrees by the Bureau for Private Postsecondary and Vocational Education, of the State of California.

Updated January 2008

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A Word From the President

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

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

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

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

Mansour Saki, Ph.D.

President

STATEMENT OF MISSION, PURPOSE AND OBJECTIVES

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

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

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

FTU's philosophy is based on the belief that professional experience and education are interrelated. Therefore, each student's academic program culminates in the completion of an academic project related to a student's practical experience and/or occupation. As FTU's instructional goals are flexible and personalized, this project is developed with the assistance and approval of assigned faculty, qualified in the student's subject area.

Once having accomplished these goals, the following outcomes will be evidenced by the adult learner:

- Demonstrated mastery of course work assigned;
- Ability to analyze, define and recommend solutions to given problems;
- Demonstrated ability to reason and think abstractly;
- Demonstrated depth and breadth of knowledge in specified area of concentration;
- An educational preparedness that is suitable to pursue advanced training or degree programs;
- An educational preparedness to qualify students to assume key responsibilities in business and professional environments.

FREDERICK TAYLOR UNIVERSITY VERSUS OTHER INSTITUTIONS

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

- FTU tailors course work according to the individual student's needs and experience rather than to a uniform prescription.
- Students benefit from various forms of interaction with our faculty including on-line advising, and electronic mail.
- FTU's carefully chosen textbooks and study materials are provided to our students **free of charge**. These textbooks and study materials not only serve students during their educational career, but also become part of the student's personal and professional library.
- FTU offers **partial scholarships** to help qualified students who need financial assistance to pursue their studies.
- FTU provides an affordable tuition schedule, and **does not charge** an application fee.

ADMISSION AND ENROLLMENT PROCEDURES

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

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

Please send your application to:

Frederick Taylor University

346 Rheem Boulevard

Moraga, CA 94556

To expedite your application process, you may fax your application form and its supporting documents to **(925) 376-0908**. For further information, please contact an academic counselor at either **(800) 988-4MBA** or **(925) 376-0900**, or reach us through our e-mail address:

admissions@ftu.edu

CREDIT FOR EXPERIENTIAL LEARNING

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

TRANSFER OF CREDIT

The University may accept any course work successfully completed at other accredited or state-approved colleges and universities, if it comparably meets FTU course work requirements.

Should a student wish to transfer credit and degree earned from FTU to another institution, the student is advised to first contact the receiving institution to which the transfer of credit or degree is sought. All employers and universities have their own policy regarding acceptances of degrees and transfer of credits.

CHALLENGE EXAMINATIONS

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

ACADEMIC DEGREE PROGRAMS

Frederick Taylor University offers the following undergraduate and graduate degree programs:

Bachelor of Science in Management (B.S.)

Bachelor of Business Administration (B.B.A.)

Master of Business Administration (M.B.A.)

GRADING SYSTEM

Frederick Taylor University awards letter grades as follows:

A	Excellent	4.0 grade point
B	Above Average	3.0 grade point
C	Average	2.0 grade point
D	Lowest Passing Grade	1.0 grade point
U	Unsatisfactory	0.0 grade point

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

DEGREE CREDIT REQUIREMENTS

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

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

TUITION AND FEES

FTU charges a fixed rate for each degree program. The cost of textbooks and study materials are included in the tuition.

TUITION AND FEES

Bachelor of Science in Management	\$ 4000
Bachelor of Business Administration	\$ 4000
Master of Business Administration	\$ 4000
Registration Fee	\$ 100
Graduation and Diploma Fee	\$ 100
General Education Courses (per semester unit)	\$ 25
Transcript Fee	\$ 25

Exceptional Charges

Some students may be responsible for the following additional charges:

General Education Charges:

Undergraduate students who have not completed the General Education courses at other colleges and universities shall take deficient credits at FTU. An additional cost of \$25 (per semester credit) will be applied for the completion of General Education courses at FTU.

Shipping Charges:

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

Re-activation Fee:

To ensure academic progress, students are to complete a minimum of one course in every 6 months. In case of non-compliance student will become inactive. Inactive students may submit a request for re-activation to the Dean of Instruction at FTU. Such request should be sent with a payment of \$250 as reactivation fee. All requests will be handled within three business days. Upon acceptance, student will be notified in writing and his/her status will be restored. Otherwise, reactivation fee will be refunded.

TUITION PAYMENT OPTIONS

- **Option A:** 10% discount with payment in full for the degree program.
- **Option B:** Pay-as-you-go. FTU will work individually with you to develop a program that meets your needs.

Tuition may be paid by check(s), Visa, or MasterCard. International students may pay by Certified Check or Wire Transfer.

SCHOLARSHIPS

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

Undergraduate Scholarships:

Up to 25 partial-tuition scholarships are awarded annually.

Graduate Scholarships:

Up to 25 partial-tuition scholarships are awarded annually to qualified students entering the Master's Degree Program.

TUITION REFUND POLICY

A student has the right to cancel the Enrollment Agreement at any time. A student is entitled to a full refund if the first course materials are not sent out within seven days after acceptance by the University, less the \$100 registration fee. A student may withdraw until midnight of the eighth business day after the first course material was mailed for a full refund, less than \$100 registration fee. The notice of cancellation and withdrawal is effective when delivered or when postmarked. Refunds will be made within 30 days thereafter. A student may withdraw after the program of instruction has begun.

For purpose of determining the scheduled length of program for refund calculations, multiply the

number of courses required for the degree by 6 weeks, the expected completion time per course. If the student has completed 60% or less of the program of study, the refund shall be a prorated refund, less the \$100 registration fee.

For example, if a student completes 6 weeks of a 48 week program and has paid \$4000 in tuition, the student would receive a refund calculated as follows: $\$4000 \times 42/48 = \3500 , less the \$100 registration fee. All refunds will be made within 30 days of the receipt of the notice of cancellation. If tuition and costs are due to the University, we will send a notice and appropriate billing within 30 days.

For withdrawals beyond 60% completion, there are no refunds; nor are there any refunds when the student completes courses or the program in a shorter time period. Student will be charged for books and instructional material received.

Students who have paid in full and who have requested a refund in writing and have received all of their instructional material are not entitled to a refund after the material is mailed. However, they are entitled to receive all of the instruction they ordered for, provided that they comply with the academic policies and procedures of the University.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, 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 reimburses proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.

5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.
7. You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Reform Act of 1989.

The University will pay the State Assessment amount to STRF for eligible students. For further information or instruction, contact:

Bureau for Private Postsecondary and Vocational Education, P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone: (916) 547-7720.

BACHELOR OF SCIENCE IN MANAGEMENT (B.S.)
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)

Program Objectives:

Bachelor degree programs offered by FTU are baccalaureate degree completion programs, and are designed to prepare students with appropriate background for business advancement and management opportunities in business and industry.

Admission Requirements:

- High School Graduation or completion of GED.

General Education Requirements:

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

GE 105	Algebra	5 units
GE 110	Statistics	5 units

GE 115	Mathematics	5 units
GE 120	English Grammar	5 units
GE 125	Communications	5 units
GE 140	Psychology	5 units
GE 150	U.S. History	5 units
GE 160	Art History	5 units

Comparable courses within these subject areas may also satisfy the General Education requirement.

Students who have not completed general education courses at other colleges and universities must do so at FTU.

Graduation Requirements:

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

❑ **Transfer of Credit**

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

❑ **Completion of Course Work Requirements**

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

Bachelor of Science in Management

Coursework Requirements: (80 units required)

LR 200	Library Research Methods	5 units
BA 200	Introduction to Business Management	5 units
BA 202	Human Behavior in Organization	5 units
IS 210	Computer Spreadsheets	5 units
BA 210	Principles of Macroeconomics	5 units
BA 215	Principles of Microeconomics	5 units
BA 220	Principles of Marketing	5 units
BA 225	Accounting I	5 units

BA 226	Accounting II	5 units
BA 230	Business Law	5 units
BA 235	Principles of Management	5 units
BA 240	Managerial Accounting	5 units
BA 245	Business Finance	5 units
BA 250	Taxes and Business Decisions	5 units
BA 255	Career Planning	5 units
EM 260	Human Resources	5 units
EM 270	Operations Management	5 units
EM 280	Sales Management	5 units
BA 285	Business Plan	5 units
EM 290	Directed Study in Management	5 units
EM 295	Project in Management	5 units

Bachelor of Business Administration

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

LR 200	Library Research Methods	5 units
BA 200	Introduction to Business Management	5 units
BA 202	Human Behavior in Organization	5 units
IS 210	Computer Spreadsheets	5 units
BA 210	Principles of Macroeconomics	5 units
BA 215	Principles of Microeconomics	5 units
BA 220	Principles of Marketing	5 units
BA 225	Accounting I	5 units
BA 226	Accounting II	5 units
BA 228	Working Capital Management	5 units
BA 230	Business Law	5 units

BA 235	Principles of Management	5 units
BA 240	Managerial Accounting	5 units
BA 245	Business Finance	5 units
BA 250	Taxes and Business Decisions	5 units
BA 255	Career Planning	5 units
BA 285	Business Plan	5 units

Elective Course Work Requirements: (15 units required)

Accounting:

BA 227	Budgeting	5 units
BA 240	Managerial Accounting	5 units
AC 295	Project in Accounting	5 units

Health Care Administration:

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

Information Systems:

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

International Business:

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

Human Resources Management:

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

Management:

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

Operations Management:

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

Marketing:

MM 250	Marketing Management	5 units
MM 290	Directed Study in Marketing	5 units
MM 295	Project in Marketing	5 units

COURSE DESCRIPTIONS

General Education

GE 105 Algebra **5 units**

An introductory study in the Number Systems including Linear Equations, Inequalities, Exponents, Polynomials, Factoring, Rational Expressions, Graphing Linear Equations, Radical Expressions, and Quadratic Equations.

GE 110 Statistics **5 units**

Course discusses how to acquire meaningful information by analyzing data from either controlled or uncontrolled environments. The course covers probability and hypothesis testing, random variables, sampling, and regression.

IS 210	Computer Spreadsheet	5 units
An in-depth study and analysis of a popular spreadsheet.		
BA 210	Principles of Macroeconomics	5 units
Course covers economic indicators, aggregate demands, aggregate supply, money, credits and borderless world.		
BA 215	Principles of Microeconomics	5 units
Course covers market process, consumer response, producer response as well as revenue, costs, price and profit.		
HC 215	Health Care Policy	5 units
Study of requirements of quality and efficiency in health care environments.		
IS 215	Information Technology	5 units
Course covers the terminology and programming of data processing systems.		
BA 220	Principles of Marketing	5 units
Marketing theory and strategic implications; price policies, trade channels, promotion techniques, product and service management.		
BA 225	Accounting I	5 units
Course provides a basic understanding of the accounting process, financial statements, content of assets, liabilities, and owner's equity accounts.		
BA 226	Accounting II	5 units
Course provides an advanced understanding of Financial Accounting.		
BA 227	Budgeting (BA 225)	5 units
A study of the budgeting process in the service and manufacturing environments.		
BA 228	Working Capital Management	5 units
The course covers a study of working capital management in areas of accounts receivable, inventory, cash, and accounts payable management.		
BA 230	Business Law	5 units
Study of business law including sales, bankruptcy, partnerships, corporations, and current governmental regulations and regulatory bodies.		
BA 235	Principles of Management	5 units
Advanced study of concepts and historical context of management.		

BA 240	Managerial Accounting (BA 225)	5 units
Course includes costs-volume analysis, costing systems, direct materials and direct labor variances, and performance measurement.		
BA 245	Business Finance	5 units
This course will cover the principles of financial analysis and its major role in a sound financial management system.		
BA 250	Taxes and Business Decisions	5 units
This course illustrates the necessity of tax planning in business environments. Various forms of business organizations and the basics of taxation for individuals and corporation will be covered.		
MM 250	Marketing Management (BA 220)	5 units
A study of marketing functions in the organization, and application to tangible goods and services.		
BA 255	Career Planning	5 units
Course will cover topics on career exploration, career life planning and self-exploration. It will give students the opportunity to identify, plan, and develop their own career path.		
BA 260	International Business	5 units
Study of the environmental economic, political and social constraints on doing business abroad.		
EM 260	Human Resources Management	5 units
Study of human resource planning, recruiting, selection, and training. Development of personnel policies and government regulations.		
BA 265	Small Business Management	5 units
Study of opportunities and qualifications for establishing, financing, and developing managerial policies and procedures for small businesses.		
EM 270	Operations Management	5 units
Survey of operation techniques and the joint problems of managing people, equipment and material. Covering efficient allocation of resources in an organization.		
EM 280	Sales Management	5 units
The course offers the study of how to manage the sales force and the selling function. It covers the sales process and how to be a successful sales manager.		
BA 285	Business Plan	5 units

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

EM 290 Directed Study in Management (BA 235) 5 units

Individual study of selected topics in management under supervision of faculty.

HC 290 Directed Study in Health Care (HC 215) 5 units

Individual study of selected topics in health care under supervision of faculty.

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

Individual study of selected topics in human resources.

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

Individual study of selected topics in international business.

IS 290 Directed Study in Information Systems (IS 215) 5 units

Individual study of selected topics in information systems under supervision of faculty.

MM 290 Directed Study in Marketing (MM 250) 5 units

Study of selected topics in marketing under supervision of faculty.

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

Individual study of selected topics in operations management with faculty supervision.

AC 295 Project in Accounting (BA 225 and/or BA 226) 5 units

Students apply their accounting knowledge in a practical situation.

EM 295 Project in Management (BA 235) 5 units

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

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

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

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

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

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

Students apply their knowledge of international business management to complete a

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

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

LR 400	Advanced Library Research Methods	4 units
BA 400	Advanced Management and Organizational Behavior	4 units
BA 405	Management Policy and Strategy	4 units
IS 410	Computer Technology for Managers	4 units
BA 415	Economics for Managers	4 units
BA 430	Advanced Business Law	4 units
BA 440	Advanced Managerial Accounting	4 units
MK 450	Advanced Marketing Management	4 units
BA 485	Developing Business Plan	4 units

Elective Course Work Requirements: (12 units required)

Executive Management:

FM 445	Financial Management	4 units
IB 450	Advanced International Business	4 units
IS 460	Information Systems for Managers	4 units

International Business:

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

IB 495 International Business Project 6 units

Financial Management :

FM 445 Advanced Financial Management 4 units

BA 490 Project Proposal 2 units

FM 495 Financial Management Project 6 units

Marketing Management :

MK 450 Advanced Marketing Management 4 units

BA 490 Project Proposal 2 units

MK 495 Marketing Management Project 6 units

Information Systems:

IS 460 Information Systems for Managers 4 units

BA 490 Project Proposal 2 units

IS 495 Information Systems Project 6 units

Health Care Administration:

HC 465 Health Care Policy and Management 4 units

BA 490 Project Proposal 2 units

HC 495 Health Care Administration Project 6 units

Operations Management :

OP 450 Advanced Operations Management 4 units

BA 490 Project Proposal 2 units

OP 495 Operations Management Project 6 units

Comprehensive overview of the U.S. health care system with an emphasis on the political, economic, social and ethical forces influencing health care delivery.

BA 485 Developing Business Plan 4 units

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

BA 490 Project Proposal 2 units

Preparation of an outline for a project related to the elective program.

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

Students apply their financial management knowledge to handle a practical situation in the field.

HC 495 Health Care Administration Project 6 units

Students will use their knowledge of health care administration to present a paper on a major issue.

HR 495 Human Resources Project (Core Courses, HR 450) 6 units

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

IB 495 International Business Project (Core Courses, IB 450) 6 units

Students apply international business administration to a real-world situation of their own choice.

IS 495 Information Systems Project (Core Courses, IS 460) 6 units

Students perform a field study of their own choice in management information systems.

MK 495 Marketing Management Project (Core Courses, MK 450) 6 units

Students will exercise their marketing management knowledge in a practical situation.

OP 495 Operations Management Project 6 units

Students will utilize the acquired knowledge and insight in Operations Management to present a research project on a major issue.

RECORD KEEPING PROCEDURES

Under California Law, the University is required to maintain student records for a period of no less than 5 years at its principal place of business. The administrative policy of the University is to maintain the transcript of records indefinitely. FTU will provide transcripts to students upon written request.

RELEASE OF ACADEMIC INFORMATION

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

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

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

Any questions or problems concerning this matter which have not been satisfactorily answered or resolved by FTU should be directed to the Bureau for Private Postsecondary and Vocational Education at the following address:

P.O. Box 980818, West Sacramento, CA 95798-0818, Telephone (916) 574-7720.

FOREIGN STUDENTS

Foreign students are expected to be proficient in the English language prior to enrollment. A writing sample may be required of foreign students. FTU does not provide any English Language Services.

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

TEXT AND STUDY MATERIALS

Students receive appropriate textbooks and study materials **free of charge**.

LIBRARY

Due to the independent study nature of its programs, the University does not maintain a traditional library for student use. However, FTU requires students to utilize their nearest academic library for preparation of their research papers and projects. Students are to complete and return to FTU certification that such facilities are accessible. The University will reimburse students in an amount not to exceed \$25.00 per academic year for incurred library fees. FTU also provides a library reference service where students can contact a Resource Specialist with their questions regarding library resources and research. Please visit our web site at www.ftu.edu and click on E-Library to become more familiar with our library resources.

UNDERGRADUATE INDEPENDENT PROJECT

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

DIRECTED STUDY AND ELECTIVE PROJECT

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

COMPUTER NEEDS

Students who are enrolling in the IS 205, IS 210, IS 215, IS 290, IS 295, IS 410, IS 460, and IS 495 must have access to an IBM compatible personal computer.

ACCEPTANCE POLICY AND PRELIMINARY LETTER OF ACCEPTANCE

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

NON-DISCRIMINATION POLICY

Frederick Taylor University admits qualified students of any race, color, creed, sex, religion, or national origin. The University is an equal opportunity employer.

STUDENT IDENTIFICATION CARDS

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

STUDENT RIGHTS AND GRIEVANCES

All student grievances must be submitted in writing to the President's Office. The University maintains student handbooks detailing policies on student rights and grievances.

ATTENDANCE AND LEAVE OF ABSENCE

The University has no attendance requirements. Leave of absence may be granted for good reasons at the discretion of the University. Students are required to submit a petition for any extended leave of absence.

STANDARDS FOR STUDENT ACHIEVEMENT

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

STATEMENT OF SEXUAL ASSAULT AND HARASSMENT

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

DISCIPLINARY SUSPENSION OR DISMISSAL

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

EVALUATION OF LESSONS SUBMITTED BY STUDENTS

Students' lessons will be evaluated within 10 business days. Final projects will be graded within fifteen business days.

STUDENT INTERACTION

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

STUDENT HOUSING AND JOB PLACEMENT

The University does not offer housing programs or job placement services at this time.

RESERVATION OF RIGHTS

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

FACILITIES

FTU administrative and academic offices are located at 346 Rheem Boulevard, Moraga, California 94556. Our phone numbers are **(800) 988-4MBA**, **(925) 376-0900**, and our fax number is **(925) 376-0908**. The City of Moraga is part of Contra Costa County in the San Francisco Bay Area, in Northern California.

OFFICE HOURS

Our offices are open Monday through Friday 8:30 a.m. – 3:30 p.m. Pacific Time. Voice mail is available 24 hours a day, 7 days a week.

QUESTIONS AND ANSWERS

Q: Is **FTU** an approved University?

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

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

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

Q: Does **FTU** offer financial aid or scholarships?

A: Yes, some qualified students may be awarded Partial-Tuition Scholarships.

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

A: That depends on your motivation and the number of courses required, considering your transferred credits. In general, most students complete their degree programs in 9-18 months.

Q: Does the University provide transcripts?

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

Q: May courses taken elsewhere be transferred to **FTU**?

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

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

A: Purchase is not necessary. Textbooks and study materials are provided to our students, **free of charge**.

Q: How soon can I start my degree program?

A: Many students begin their degree program within 2 weeks of the date of the acceptance letter.

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

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

Administration

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

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

ADVISORY BOARD

Vlad E. Genin, Ph.D.

Leo Rosi, C.P.A.

PARTIAL LIST OF FACULTY

❑ **Pamela Berkman**

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❑ **Behzad Olfatpour**

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