## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog of Entry</td>
<td>6</td>
</tr>
<tr>
<td>Holidays</td>
<td>6</td>
</tr>
<tr>
<td>Location of Administrative Office</td>
<td>6</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>6</td>
</tr>
<tr>
<td>Facilities</td>
<td>7</td>
</tr>
<tr>
<td>Letter from the President</td>
<td>8</td>
</tr>
<tr>
<td>About Technological University of the Americas</td>
<td>9</td>
</tr>
<tr>
<td>Mission</td>
<td>10</td>
</tr>
<tr>
<td>Purpose</td>
<td>11</td>
</tr>
<tr>
<td>Objectives</td>
<td>11</td>
</tr>
<tr>
<td>Educational philosophy</td>
<td>11</td>
</tr>
<tr>
<td>Instructional Methods</td>
<td>12</td>
</tr>
<tr>
<td>Method of Study</td>
<td>12</td>
</tr>
<tr>
<td>Course Materials</td>
<td>12</td>
</tr>
<tr>
<td>Study Guide</td>
<td>13</td>
</tr>
<tr>
<td>Submission and Response Times</td>
<td>13</td>
</tr>
<tr>
<td>Course Proctoring</td>
<td>14</td>
</tr>
<tr>
<td>Degree Offerings</td>
<td>14</td>
</tr>
<tr>
<td>Transcripts</td>
<td>14</td>
</tr>
<tr>
<td>Requesting Duplicate or Replacement Copy of Transcript</td>
<td>14</td>
</tr>
<tr>
<td>Transferability of TUA' Credits</td>
<td>15</td>
</tr>
<tr>
<td>Computer Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Admissions</td>
<td>16</td>
</tr>
<tr>
<td>Bachelor degree programs</td>
<td>16</td>
</tr>
<tr>
<td>Master degree programs</td>
<td>17</td>
</tr>
<tr>
<td>Doctoral degree programs</td>
<td>17</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>19</td>
</tr>
<tr>
<td>Maximum Time to Degree Completion</td>
<td>19</td>
</tr>
<tr>
<td>University Enrollment and Course Registration</td>
<td>20</td>
</tr>
<tr>
<td>Academic Year</td>
<td>20</td>
</tr>
<tr>
<td>Definitions</td>
<td>20</td>
</tr>
<tr>
<td>Enrollment Procedures</td>
<td>20</td>
</tr>
<tr>
<td>Enrollment Form</td>
<td>21</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Review of Records by Student</td>
<td>73</td>
</tr>
<tr>
<td>Record of Access</td>
<td>76</td>
</tr>
<tr>
<td>Storage of Student Records</td>
<td>76</td>
</tr>
<tr>
<td>Student Privacy Rights</td>
<td>77</td>
</tr>
<tr>
<td>Waiver of Privacy Right</td>
<td>78</td>
</tr>
<tr>
<td>Conditions for Waiver</td>
<td>78</td>
</tr>
<tr>
<td>Student Change of Status</td>
<td>78</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act</td>
<td>78</td>
</tr>
<tr>
<td>Retaining Student Work Products and Grading Records</td>
<td>79</td>
</tr>
<tr>
<td>Official Student Name of Record</td>
<td>79</td>
</tr>
<tr>
<td>Student Disability Accommodations</td>
<td>79</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>80</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>80</td>
</tr>
<tr>
<td>Conduct Violations</td>
<td>81</td>
</tr>
<tr>
<td>Grievance Resolution Policy and Procedures</td>
<td>81</td>
</tr>
<tr>
<td>TUA Faculty, Staff and Leadership</td>
<td>82</td>
</tr>
<tr>
<td>Qualifications of TUA Faculty</td>
<td>82</td>
</tr>
<tr>
<td>Faculty</td>
<td>82</td>
</tr>
<tr>
<td>Academic Leadership and Administration</td>
<td>89</td>
</tr>
<tr>
<td>TUA board of regents / board of trustees</td>
<td>93</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>94</td>
</tr>
<tr>
<td>Additional Policies and Administrative Guidelines</td>
<td>112</td>
</tr>
</tbody>
</table>
Catalog of Entry

Students are expected to become thoroughly familiar with the contents of the Technological University of the Americas Catalog and to comply with the provisions pertaining to them. All statements in that publication are subject to change at any time without prior notice. They are not to be regarded as offers to contract. The Catalog outlines the minimum academic regulations, degree, and certificate requirements. Technological University of the Americas may adopt additional and/or more stringent requirements for admission, retention and certificates that take priority over the Catalog’s minimum provisions. It is the student’s responsibility to become familiar with both the Catalog. All policies are reviewed annually. Policy changes become effective the fall following the approved change. Students will be notified if there are exceptions to the effective date.

If any program requirements are changed, students already enrolled will be protected from any hardship resulting from such changes. Consequently, the course and the unit hour requirements stated in the catalog at the time of the student’s start date shall determine that student’s graduation requirements.

Restarts however, will be required to meet new program requirements.

Catalogs in force at the restart date of a student will become their new catalog of entry.

The prospective student can download a copy of the catalog of from the Technological University of the Americas website. If you visit the Administrative Offices, you may request a copy of the catalog. During the enrollment process the student is given a copy prior to signing the ENROLLMENT AGREEMENT.

Technological University of the Americas
Commewijnestraat 41
Paramaribo - Suriname
Tel: (+597) 490328
Fax: (+597) 490371
www.tua.university
suriname@tua.university

Holidays

- New Year’s Day
- Martin Luther King Day (Observed)
- President’s Day (Observed)
- Memorial Day (Observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

Location of Administrative Office

Technological University of the Americas
Commewijnestraat 41
Paramaribo - Suriname
Tel: (+597) 490328
Fax: (+597) 490371
www.tua.university
suriname@tua.university

Hours of Operation

The Administrative Office is open between 8:00 AM and 5:00 PM (UTC-8), Monday through Friday. Technological University of the Americas is an online school and students may access the school’s servers at any time of the day.
Facilities

Technological University of the Americas is an online university. As such, the university has an administrative office which it conducts business and is the contact point for students. The administrative office conducts all transactions from students and faculty through facilities, equipment, websites, servers, and systems ("Sites"). Sites include, but are not limited to, the online classroom, online seminars, virtual campus, discussion boards, and internal email system.

All school records, student files, correspondence, etc., are kept at the administrative office.

All Technological University of the Americas sites and computer equipment, email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and supplies, if provided, are done so exclusively to assist you in your educational activities. In addition, the University licenses software to support its educational processes. Without express written consent of the University, you are not permitted to copy, remove, alter, or install software on equipment owned by the University.

Using University software, and communication devices, you knowingly and voluntarily consent to your use of these systems being monitored and acknowledge to the University’s right to conduct such monitoring.
Message from the Chairman

Dear Student:

Welcome to Technological University of the Americas.

Technological University of the Americas (TUA) is an institution of higher learning dedicated to providing innovative distance education in technology management and accountancy. Our programs foster these student learning with opportunities to enhance or change careers in a diverse global society. We are committed to general education, a student-centered service and applied scholarship in a practical environment.

TUA provides you a practice-focused innovative learning experience that separates you from the crowd and transforms your life. We know that your success as a professional or executive depends on your dreams, what you know, and how you apply what you know. We are passionate and committed to improve the quality of your life by delivering top level innovative programs to let you succeed in the global community.

At TUA, we are committed to the idea that learning is a lifelong process. Congratulations on taking the first step on your path to a lifetime of personal and academic growth.

Sincerely,

Prof. Hubert Rampersad, Ph.D.
Chairman, Technological University of the Americas

Message from the President

Dear Student:

It is my honor and pleasure to welcome you to the Technological University of the Americas. Our innovative curriculum that integrates strong academics with authentic experiential learning opportunities is extremely well suited to meet the evolving needs of today’s business student and the global marketplace.

Our university is also committed to embedding a global mindset and orientation into all of our programs, research, and outreach activities. Our top-ranked international business program offers distinctive opportunities for our students to study and work internationally.

Our faculty are thought leaders in their academic fields and in business practice. We pride ourselves on conducting research and outreach activities that address the world’s most pressing issues.

TUA’s faculty, staff, students, alumni, and partners are committed to transforming business education to take full advantage of experiential, global, and entrepreneurial learning opportunities. We welcome your feedback and invite you to join us in shaping the university of the future.

Sincerely,

Drs. Bert Schreuders CT/HRDC
President Technological University of the Americas
About Technological University of the Americas

The Technological University of the Americas (TUA) is a private institution in Suriname and is recognized by the Department of Higher Education and Community Development (MINOV) and the related Accreditation Body NOVA (reference number; RS/rn/3489).

Technological University of the Americas has received full accreditation from the United Kingdom Awarding Organization, Qualifi Ltd., for Levels 4, 5, 7, and 8. These awards are the UK equivalents of Years 2, and 3, MBA and Doctoral levels at university. You may see how these are equivalent to university degrees from the OfQual web site at https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels.

History of Technological University of the Americas

Hubert Rampersad, Ph.D., a native from Suriname, is a Harvard Business School endorsed best-selling author and former MIT Sloan guest professor. He did establish THE BUSINESS SCHOOL OF THE AMERICAS (BSA) and THE TECHNOLOGICAL UNIVERSITY OF THE AMERICAS (TUA) in his home country Suriname in 2011, as two separate private online institutions, both recognized by the Department of Higher Education and Community Development (MINOV) and the related Accreditation Body NOVA (reference numbers RS/mp300411/2141 and RS/rn/3489) in order to help poor students in his country to get access to low cost high quality innovative education in technology management and education. BAS initially focused on Business Management and Education and TUA on Technology Engineering. In 2012 BSA became a faculty of TUA in order to provide the best possible education available at the best possible price to develop professionals and leaders in Suriname and the rest of South America.

Now in 2016, TUA is fully focused on providing low-cost distance education in Business Management, Education and Technology Engineering to the poor and those serving the poor in third world countries like Suriname, partly based on its own unique authentic and holistic leadership and management concepts like Total Performance Scorecard, Personal Balanced Scorecard, Authentic Personal Branding, Authentic Governance and TPS-Lean Six Sigma, which are endorsed by leading professors from Harvard Business School, MIT, Yale, London Business School, IMD, INSEAD, etc. and which are currently also being used by these universities. We are passionate and committed to improve the quality of the life of students in poor countries like Suriname by delivering them affordable innovative online programs locally so that they can succeed globally.
Mission
Technological University of the Americas is an institution of higher learning dedicated to providing innovative distance education in technology management and accountancy. Our programs foster these student learning with opportunities to enhance or change careers in a diverse global society. Technological University of the Americas is committed to general education, a student-centered service and applied scholarship in a practical environment. The primary purpose of Technological University of the Americas is to provide world-class distance education in Business Management, Accountancy, Education and Technology Engineering to poor students in third world countries for success in business and professional environments.

Purpose
To accomplish its mission, Technological University of the Americas has established the following purposes:

1. Educate students in third world countries towards reaching the highest levels of performance during their careers.
2. Provide academic programs that have been developed and assessed by faculty, staff, and members of educational, professional, and business communities.
3. Provide excellence in education for our students and offer them opportunities to be successful if life.
4. Provide intensive and comprehensive instruction using both onsite and online modes of delivery that strengthens student academic achievement.
5. Instill in its students the value of lifelong learning by stimulating intellectual, curiosity, creative and critical thinking, and awareness of culture and diversity.
6. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.
7. Assist students in developing professional attitudes, values, skills, and strategies that foster success in their careers and in life.
8. Prepare students to meet the ever-changing needs of their communities now and in the future.
9. Planning developmentally appropriate activities and experiences that enhance each student's social, emotional, and cognitive development.
10. Creating a diverse and stimulating learning atmosphere to meet the individual needs of our students.
11. Creating ongoing professional development opportunities for our students, faculty, and staff members.
12. Conducting innovative research in technology engineering and business management.

Objectives
Technological University of the Americas was established to solve the unique problems faced by poor adults with family and career responsibilities that desire to earn graduate degrees in Business Management, Accountancy, Education and Technology Engineering but are unable to do so at traditional institutions. Often this is due to fixed academic calendars, class schedules inconsistent with their needs, and the difficulty in commuting to distant campuses.

Degree programs of Technological University of the Americas are designed in accordance with the following objectives:

1. To provide scholarly and professionally oriented education at the bachelor, master's and doctoral levels for persons preparing for, or who are engaged in, careers in business and/or education;
2. To require student acquisition of the core body of knowledge representative of the degree programs offered;
3. To ensure relevance and practical application of course content by drawing on the expertise of faculty advisory committees and representatives of the education, business, government and legal communities;
4. To require student knowledge of current and authoritative information in the fields of business;
5. To stimulate and hone higher levels of intellectual, analytical, critical thinking and depth of knowledge abilities in each student;
6. To develop student skills in research techniques, professional writing, and research reporting;
7. To challenge students to study research applications in business to develop the qualifications to conduct
efficient, independent investigations;
8. To promote ethical values and foster commitment to life-long learning.

Educational philosophy
Technological University of the Americas is sensitive to the diversity of cultural and ethnic backgrounds represented in its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. The University is committed to the development of each student’s intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation and may include group discussions and projects, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual’s commitment to pursuing lifelong personal and professional development.

Technological University of the Americas helps students reach their educational goals by providing them with the communication skills necessary to work successfully with clients and other professionals, offering courses that prepare them to successfully participate in society, equipping them with the business knowledge necessary to succeed in life and encouraging them to become involved in professional organizations that will promote their learning and professional skills. The University is committed to serving the public good. We engage in continuous efforts to increase college attainment of high-risk populations and help students achieve economic independence through higher education and employment. We model public service to promote and encourage charitable activities and volunteerism among our faculty, staff, and students.

Instructional Methods

Method of Study
TUA offers an interactive Internet-based distance educational experience. Many of the courses have on-site learning components that incorporate the actual operations of an urban mission or other approved nonprofit organization as both "laboratory" and "classroom." Students are involved in directed observation, analysis, data gathering, and evaluation of various aspects of the operations and programs of nonprofit organizations depending on their chosen major.

The independent study component includes:

- Assigned readings
- Audio and video lectures
- Written research projects
- Proctored examinations
- Online discussion and collaboration with other students and faculty members
- Other guided learning experiences

Assignments and examinations are submitted online. Students also register and pay for their courses online. Therefore, all students are required to have their own personal Internet e-mail address and regular access to the Internet. For courses with assignments that require access to the operations of an urban mission or other organization, students will need to work with a local organization of their choosing.

Course Materials
TUA will transmit all the lessons and other materials to the student if the student:

- Has fully paid for the educational program; and
- After receiving the first lesson and initial materials, requests in writing that all of the materials be sent.
If the university transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

The university’s learning study materials are designed for self-directed independent study by the student with a continual guidance provided by the instructor through frequent evaluation of the student’s email answers. Each course consists of a textbook(s) accompanied by a comprehensive Study Guide written by experienced faculty. Each course is divided into appropriate number of segments. The Study Guide will provide clear directions of the learning assignments to be completed by the student. Demonstration of mastery of the subject is shown by the results of written essays after taking each of these segments, which enable the students to assess her or his academic progress.

Online Students - the instructor will grade, return and discuss the results with the students. The final examination will be proctored, the final exam and paper (if required) will then be sent to the instructor of record (a University faculty member). The instructor will grade and return the work to the student (this may be done through the postal system, by facsimile (fax) or by emailing the materials).

In general students study one course at a time, which will enable the student to focus on the subject being studied. On-going assistance is provided to each student whenever consultation is requested by the student.

Study Guide

Students of the university will be provided with a course study guide, giving a step-by-step instructional guidance to remain on the self-directed course from the beginning to the end.

Submission and Response Times

1. Self-study: The university provides all students with a comprehensive study package specially designed for independent study. This package consists of quality study guides, assignments and a study plan, which guides the student in planning their course of study. Upon completion of the enrollment agreement, enrollment documents, and completion of all financial requirements, the course package will be emailed to the student seven (7) days after the student is accepted for admission. (See Calendar in the Catalog).

2. Assignments: The study package for each course includes a set of assignments for evaluating the students' academic progress these may be forwarded to the university. Students who do not secure at least Grade B in these assignments for graduate degree programs will be required to answer the assignments again. The university will email evaluations of student assignments, within five (5) working days of their receipt at the university.

3. Essay: Students are expected to submit an essay paper based on the material topics covered by the assignments. The university will email evaluations of student papers, five (5) working days of its receipt at the university.

4. Written Analysis of Cases: Students enrolled in a course that requires a case study are expected to submit a written analysis of a case relevant for their course of study. All students will also be provided model written analysis of cases to guide them in this stage of the course/program. The university will email evaluations of student cases, five (5) working days of their receipt at the university.

5. Examinations: In the final segment, the students will have to complete a final examination. The examinations are a final assessment of the students’ understanding of the subject. Students will have to secure at least Grade B in these examinations for graduate degree programs to be declared successful in this stage. These carry a weight of 50% in the overall assessment of performance. The university will mail evaluations of student’s examination within one (1) week of holding the examination. The final exam and paper (if required) will be sent to the instructor of record. The instructor will grade and return the work to the student (this may be done through the postal system, by facsimile (fax) or by emailing the materials). The university will email evaluations of the student’s final examination within one (1) week of holding the examination.

6. Final Evaluation: Candidates will have to secure a minimum of overall Grade B for graduate degree programs in each course to be declared successful.
7. Program Delivery: To all the students, the university provides a study package specially designed for independent study. Each study package includes a study plan, list of textbooks and other reference material, a set of assignments, essay papers and a few cases for written analysis for those courses that require it. The students are expected to have access to computers and email for submitting the work products (completed assignments, essay paper and written case analysis). The student work products have to be sent to the University by email for grading and evaluation. The university in turn will return the graded assignments/work products within five (5) working days by email.

8. TUA shall maintain a record of the dates on which lessons, projects, dissertations and all items mentioned above were received and responses were returned to each student.

Course Proctoring
Ensuring academic honesty in an online environment is vital to the integrity of our online classes and programs. For each course taught the final exam must be a proctored exam.

Please contact your advisor concerning your needs in the area where you are taking courses

DO NOT use the online system to view/update/submit your proctor information. Instead, e-mail us. Include your name, your e-mail address, the enrollment number(s) and course(s) for which you are assigning the proctor, and the proctor’s name, title, department, institution, mailing address, and telephone number.

Degree Offerings
TUA offers the following degree programs:
- Bachelor in Business Administration (BBA) (Upper level)
- Bachelor in Accounting (BA) (Upper Level)
- Bachelor in Science of Information Technology (BS) (Upper Level)
- Master in Business Administration (MBA)
- Master in Accounting (MA)
- Master in Science in Information Technology (MS)
- Doctor in Business Administration (DBA)
- Doctor in Education in Education Leadership (Ed. D.)

Transcripts
The Registrar will maintain academic records of all course work completed at the school. Transcripts will be released only after receipt of a signed, written request from the student.

Transcripts issued to the student will be marked “Issued to Student”. Students are allowed one transcript at no charge. A fee is charged for each additional transcript.

No official transcript(s) may be released if records are on hold for financial reasons or missing documentation. (See Records on Hold policy.) Students may request an unofficial transcript in this case. The word “unofficial” will be stamped/imprinted on the transcript.

Third-party transcripts from other institutions cannot be released to any individual or institution.

Requesting Duplicate or Replacement Copy of Transcript
To request a duplicate or replacement copy of a transcript, a request must be submitted in writing with payment of the applicable fee. The transcript the fee is $15 for each transcript requested. The request should include the following information:

1. Full name
2. Former name (if different)
3. Student number
4. Dates of attendance or year of graduation
5. Type of document requested
6. Address(es) to which the documents are to be mailed
7. Whether you need to wait for recent information (grades) before sending document
8. Signature
9. Mail or deliver requests to:

Technological University of the Americas
Commewijnestraat 41
Paramaribo - Suriname
Tel: (+597) 490328
Fax: (+597) 490371
www.tua.university
suriname@tua.university

Please allow 5 to 10 business days for processing of all requests.

PLEASE NOTE: Document requests will not be filled until all financial obligations to the school have been met. Please see “Records on Hold” below for more information.

Transferability of TUA’ Credits
Program work taken at TUA is not automatically transferable to another institution. No representation is made whatsoever concerning the transferability of the University’s credits to any other institution. Acceptance of credits is controlled by the receiving institution and accreditation does not guarantee acceptance of credits from one institution to another. Units you earn from the TUA programs may not be transferable to any other college or university.

Computer Requirements
Internet connection
TUA’s technical support staff strongly recommends a broadband (cable modem or DSL) Internet connection. Though not required, subscribing to a broadband connection may be the most important investment Students can make to improve their online learning experience.

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<th>MINIMUM</th>
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<tr>
<td><strong>Internet Connection</strong></td>
<td>56K Modem Broadband (Cable or DSL)</td>
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<td></td>
<td>512kbps Download speed or higher</td>
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<tr>
<td><strong>Software Requirements:</strong></td>
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<tr>
<td>Word Processing application to save and open</td>
<td>Microsoft Office 2010 or higher (Word, Excel,</td>
</tr>
<tr>
<td>Microsoft Office formats (.docx, .xlsx, .pptx)</td>
<td>PowerPoint)</td>
</tr>
<tr>
<td>Adobe Acrobat Reader to view PDF files</td>
<td>Adobe Acrobat Reader (Current Release)</td>
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<tr>
<td>Adobe Flash Player to view videos, tutorials,</td>
<td>Adobe Flash (Current Release)</td>
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<tr>
<td>and other media content</td>
<td>Oracle Java 7 (Current Release)</td>
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<tr>
<td>Java Plug-in (optional) for secondary sites</td>
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<tr>
<td>and tools</td>
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<tr>
<td>Anti-Virus Software to scan files and emails</td>
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**Mac Software Requirements**
- Mac OS 10.8 (Mountain Lion)
- Mac OS 10.9 (Maverick)
- Mac OS 10.10 (Yosemite)
- One for the following internet browsers for accessing and navigating sites:
  - Safari (Current Release)
  - Firefox (Current Release)
  - Chrome (Current Release)
  - Apple QuickTime (Current Release)

With Current Software Updates
Safari, Firefox, Chrome
Apple QuickTime

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<thead>
<tr>
<th>Windows Software Requirements</th>
</tr>
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<tr>
<td>Windows Vista</td>
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<tr>
<td>Windows 7</td>
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<tr>
<td>Windows 8</td>
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<tr>
<td>Windows 10</td>
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<tr>
<td>One for the following internet browsers for accessing and navigating sites:</td>
</tr>
<tr>
<td>Internet Explorer, Microsoft Edge, Firefox, or Chrome</td>
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<tr>
<td>Windows Media Player</td>
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<tr>
<th>Hardware Requirements</th>
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<tbody>
<tr>
<td>1 GHz Processor</td>
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<tr>
<td>512MB of Memory (RAM)</td>
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<tr>
<td>20GB of free storage space</td>
</tr>
<tr>
<td>2 GHz Processor or higher</td>
</tr>
<tr>
<td>2GB or higher of Memory (RAM)</td>
</tr>
<tr>
<td>30GB or higher of free storage space</td>
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* Courses requiring the use of a webcam or headset will require a broadband connection with a minimum speed of 256 kbps upload and 512 kbps download.
† Specific courses or programs may have additional requirements.
Information technology courses also require:
• Windows is required for some required applications
• Mac users will need a Windows install or Windows set-up with Parallels
• Backup storage device
Some MBA courses also require Windows
• Mac users will need a Windows install or Windows set-up with Parallels

Admissions

**Bachelor degree programs (upper level)**

1. You must be 18 years of age or older, past the age of compulsory education.
2. Submit $25 non-refundable registration fee.
3. Complete an application questionnaire.
4. Have a personal interview with an advisor on-line and complete an academic plan.
5. You must provide a High (secondary) School Diploma or official transcript from an Institution Accredited by a U.S. Department of Education-Recognized Accrediting Agency or an Internationally Recognized Institution. If you have earned The High School Equivalency Certificate (G.E.D.), you will be eligible for admission
6. Students applying from other English speaking countries such as Canada, United Kingdom, Australia, New Zealand, must supply a high (secondary) school transcript showing satisfactory completion of their high (secondary) school education are eligible for admission to the university’s programs.
7. Students who attended non-English speaking secondary education must provide their secondary education records. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included. Certified transcript translation is not allowed to be done by the student, but is required to be performed by a third party (the school that has been applied to is not permitted to provide the translation either).
8. Students who studied in a language other than English at the secondary school level, or whose native language is not English, must take the Test of English as a Foreign Language (TOEFL) examination to determine if the student has sufficient English language skills to satisfactorily complete the institution’s programs. applicant’s proficiency scores achieved not more than 2 years before admission: IELTS
scores: minimum overall score 6.5 with no part score below 6.0; TOEFL scores minimum acceptable score of 550 for the paper based test and 79 for the Internet based examination.

Prerequisites for enrolling in bachelor program
A student that has completed and been awarded and Associate’s degree from a community college, college or university accredited by a regional accrediting commission recognized by the U.S. Department of Education is eligible for enrollment. The student must have earned 60 transferable semester units, or 90 transferable quarter credits as an undergraduate with a Cumulative Grade Point Average of 2.5 on a 4.0 scale. Of the units earned, 30 transferable semester units, or 45 transferable quarter credits must be in general education. Minimum requirement is 6 semester units, or 9 quarter credits in English, Plus 6 semester units, or 9 quarter credits in college level math. Plus 6 semester units, or 9 quarter credits in physical or biological sciences. Plus 6 semester units, or 9 quarter credits in History. Plus 6 semester units, or 9 quarter credits in Social Sciences. The balance may be in general education courses of your choice. Note: business majors must have basic accounting and economics.

Master degree programs
The Admissions Department evaluates an applicant for the Master’s Degree Program on multiple criteria upon the receipt of the following:

1. Completion of a Bachelor’s degree from a regionally accredited/approved institution in United States or its equivalent from an Institution Accredited by a U.S. Department of Education-Recognized Accrediting Agency or an Internationally Recognized Institution. Transcripts from every university/college ever attended.

2. The Admissions Department evaluates an applicant on multiple criteria upon the receipt of the following:
   a. Completed application with non-refundable one-time registration fee of $50
   b. Have a personal interview with an advisor on-line and create an academic plan.
   c. Official transcripts from all post-secondary institutions attended, certifying a cumulative grade point average of at least 3.0 (4.0 scale) during the last two years of undergraduate work and any subsequent study.
   d. Scores on standardized test, such as GRE, GMAT, if available.
   e. Students applying outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English, and who studied in a medium, other than English at the undergraduate level.
   f. Students who attended non-English speaking secondary education must provide their secondary education records. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included. Certified transcript translation is not allowed to be done by the student, but is required to be performed by a third party (the school that has been applied to is not permitted to provide the translation either).
   g. Evidence of language proficiency if the native tongue is not English, including:
      i. A degree from an English-language college or university or
      ii. Receipt of official copy of applicant’s proficiency scores achieved not more than 2 years before admission: IELTS scores: minimum overall score 6.5 with no part score below 6.0; TOEFL scores minimum acceptable score of 550 for the paper based test and 79 for the Internet based examination.

The University will waive the TOEFL requirement for students who meet any of the following criteria:
   a. The medium of instruction at school or at the undergraduate level was English.
b. The GPA in all English courses is 3.0 or better at the Undergraduate level.

c. The score in the English on standardized tests such as GRE, GMAT is in the 50th percentile

d. Two letters of recommendation from professionals familiar with the applicant's abilities.

**Doctoral degree programs (DBA/Ed. D.)**

Admission to the Doctoral Degree programs of the University’s Graduate School requires the following:

1. Completion of a Master’s degree from an accredited/approved institution in United States or its equivalent from an Institution Accredited by a U.S. Department of Education-Recognized Accrediting Agency or an Internationally Recognized Institution.

2. The Admissions Department evaluates an applicant on multiple criteria upon the receipt of the following:

   a. Completed application with non-refundable registration fee of $50

   b. Have a personal interview with an advisor on-line and create an academic plan.

   c. Official transcripts from all post-secondary institutions attended, certifying a cumulative grade point average of at least 3.0 (4.0 scale) during the last two years of graduate work and any subsequent study.

   d. Scores on standardized test, such as GRE, GMAT, if available.

   e. Students applying outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English, and who studied in a medium, other than English at the undergraduate level.

   f. Students who attended non-English speaking secondary education must provide their secondary education records. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included. Certified transcript translation is not allowed to be done by the student, but is required to be performed by a third party (the school that has been applied to is not permitted to provide the translation either).

   g. Evidence of language proficiency if the native tongue is not English, including

      i. A degree from an English-language college or university or

      ii. Receipt of official copy of applicant’s proficiency scores achieved not more than 2 years before admission: IELTS scores: minimum overall score 6.5 with no part score below 6.0; TOEFL scores minimum acceptable score of 550 for the paper based test and 79 for the Internet based examination.

3. The University will waive the TOEFL requirement for students who meet any of the following criteria:

   a. The medium of instruction at school or at the undergraduate level was English.

   b. The GPA in all English courses is 3.0 or better at the Undergraduate level.

   c. The score in the English on standardized tests such as GRE, GMAT is in the 50th percentile

   d. Two letters of recommendation from professionals familiar with the applicant's abilities.

   e. Personal statement of professional and educational goals.

**Admission requirements**

<table>
<thead>
<tr>
<th>Academic Degree</th>
<th>Minimum level of Education Completed; Post-Secondary Education from an Institution Accredited by a U.S. Department</th>
<th>Minimum Cumulative Grade Point Average (on a 4.0 scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Level</td>
<td>Previous Degree</td>
<td>Units</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------</td>
<td>-------</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Associates Degree or equivalent Units.</td>
<td>3.0</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Bachelor’s Degree</td>
<td>3.0</td>
</tr>
<tr>
<td>Doctoral Level (DBA/ Ed. D.)</td>
<td>Master’s Degree</td>
<td>3.0</td>
</tr>
</tbody>
</table>

For additional information such as Program Objectives, Student Privacy, Inspection & Review of Records, et. check our Moodle system and website.

**Student Learning Outcomes**

Upon the completion of the degree programs at Technological University of the Americas, the student will be able to demonstrate the following competencies:

- Apply ethical and legal principles to a business environment
- Conduct independent research relevant to business-, educational and technology-related issues
- Demonstrate written and oral presentation skills expected of a Technological University of the Americas graduate
- Develop a global business perspective based on the knowledge of foreign business environments and cultures
- Integrate the knowledge acquired in the program to analyze a business, identify its strengths and weaknesses, and determine what changes can be made for improvement
- Demonstrate the ability to analyze the evolving nature of corporations
- Practice managerial leadership and organizational change
- Determine and measure an organization’s intellectual and assets
- Identify how product development merges with entrepreneurship
- Foster new approaches to measuring the economic performance of organizations
- Demonstrate the ability to manage and administer a business organization with a clear embodiment of ethics in his/her business practices
- Demonstrate that s/he has acquired and can implement management methods that are relevant and applicable to the business world.
- Practice enhanced management skills and interpersonal relationships.
- Articulate a philosophy of management based upon the integration of empirical, historical, and social science research.
- Outline the most widely practiced managerial methods and principles.
- To master all components of the business management, education and technology engineering curriculum.
- To master an executive-level of critical thinking and systematic thought, team building, decision making, and leadership.
- To gain a comprehensive understanding of the business management, education and technology engineering best practices.
- To develop and apply knowledge related to business management, education and technology engineering.
- To be proficient and excel in the practical application of business management, education and technology engineering systems, tools and techniques.
- To obtain the necessary skills to plan, develop and operate a successful business.
- To recognize the value of lifelong learning by mastering intellectual, curiosity, creative and critical thinking, and awareness of culture and diversity.
- To develop the ability to conduct innovative research in technology engineering and business management.

### Maximum Time to Degree Completion

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Normal Time from Program Start Date to Completion</th>
<th>Maximum Time from Program Start Date to Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
<td>4 years</td>
<td>6 years</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Doctoral Degree</td>
<td>5 years</td>
<td>7.5 years</td>
</tr>
</tbody>
</table>

### University Enrollment and Course Registration

#### Academic Year

Technological University of the Americas operates on a July 1 through June 30 calendar.

#### Definitions

Technological University of the Americas uses the quarter unit system.

**“Unit of Credit”**

1. As the reasonable equivalent of one hour of documented online activity including documented out-of-class activity, combined to total three hours per week for ten weeks for one quarter hour of credit, including:
   a. Academically engaged and documented activity in a virtual classroom includes, but is not limited to, such examples as time spent in: seminars, discussion threads, exams/quizzes, and interactive simulations/exercises.
   b. Out-of-class documented activity includes, but is not limited to, such examples as time spent in: reading course-related material, writing, research, team work, study time, field trips, and tutoring.

2. As a measure that Technological University of the Americas determines to be the reasonable equivalent to a credit hour of student work, as defined above, including such instances of awarding credit that includes, but is not limited to, the assessment of prior learning with proficiency shown via such examples as:
   a. CLEP or DANTES exam performance
   b. Evaluated programs of non-collegiate instruction such as ACE-recognized credit

“Full time study” means the equivalent of, if measured in quarter credits, 10 quarter credits to be completed within 10 weeks of instruction.

“Part time study” means the equivalent of, if measured in quarter credits, less than 10 quarter credits to be completed within 10 weeks.

“Quarter” means at least 10 weeks of instruction or its equivalent.
“Tuition” means the cost for instruction normally charged on a per quarter credit basis. It does not include the cost of textbooks, supplies, transportation, or equipment.

Enrollment Procedures
Before registering for a TUA course, students must formally enroll. Enrollment is open year round. There are several steps to follow, so the process must be started at least one month prior to the beginning of the first term of study with TUA. Please read the following steps carefully and complete each of them in order.

Step One: Complete the Enrollment Form Online
Online: Complete the enrollment form online and pay the $25 application fee.

This fee is non-refundable unless the refund request is made within 5 business days from when the student submits their application, not including holidays and weekends.

Other Requirements
To enroll in TUA the student must prove that he or she is eligible to enroll by presenting official transcripts from an accredited school/university. This must be mailed to TUA directly from the institutions. Faxes or photocopies will not be accepted. Students are responsible to inform TUA if her transcripts will be sent with her maiden name on them instead of her current last name. Transcripts should be mailed to:

Technological University of the Americas
Bindastraat 68, Paramaribo, Suriname

Step Two: Registering for Courses
After the enrollment process is complete, students use the online registration system to sign up for their courses. Once payment is received, students access will be granted to the online classrooms.

Step Three: New Student Orientation
All new students must complete the New Student Orientation before beginning work on their first course.

Important Considerations
1. Enrollment in TUA is open year round. Technological University of the Americas operates on a July 1 through June 30 calendar. New students should begin the enrollment process at least one month before the beginning of the class in which they wish to participate.
2. Course registration does not include textbooks. These must be ordered separately from our online bookstore or another source such as Amazon.com or a local bookstore.
3. To take TUA courses, students must have their own personal e-mail address that is used only by themselves. Free web-based e-mail accounts can be obtained with Gmail, Yahoo, or Hotmail.
4. TUA courses are accelerated semester classes that cover 16 weeks of course work in just 11 weeks. Therefore, participating in two courses simultaneously is that equivalent of full-time enrollment in a traditional college. Plan to spend at least 17 hours a week involved in learning activities related to each course.

Enrollment Form
Enrollment forms are found online at http://www.tua.university/applicationstudent-portal-form/

Transfer credit
Your courses from regionally accredited post-secondary institutions will normally transfer to Technological University of the Americas if they are comparable to courses offered for academic credit or would earn academic credit if they were offered.
In general, college-level courses in which passing grades have been earned are acceptable for transfer to the University; some departments may require at least a "C" grade for a specific course to be applied to the degree program.

Evaluation of transfer credit is two-step process:

1. When you apply, the Office of Admissions reviews your course work taken at another institution to determine whether the courses are acceptable for transfer. A Transfer Credit Evaluation form indicating which courses have been accepted for transfer will be sent to you with your offer of admission letter.

2. You should contact an academic adviser in your major as soon as possible after receiving the transfer credit evaluation to discuss how the credits accepted for transfer apply to your degree program.

All costs associated with the international credit evaluation are the responsibility of the student. The University reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by evaluation agencies. There will be no mixing or matching of evaluations.

All Transcripts must be presented in English. Transcripts not in English must be translated into English and evaluated by an appropriate third party or a trained transcript evaluator fluent in the language of the transcript. An English translation of the review must be included.

Each department determines which transfer credits meet requirements for its degrees.

We will accept for transfer undergraduate applicants the following:

- Up to 60 semester college units from a regionally accredited community or junior college, including online courses. Units taken at a recognized junior college institution outside of the United States will be evaluated on a case by case basis.
- A maximum of 90 credits from a regionally accredited senior college or university (including online courses), with the exception of those senior college credits previously applied toward a two-year program or an associate degree. Credits taken at a recognized senior institution outside of the United States will be evaluated on a case by case basis.
- A grade of C- or above for any course transferred toward a bachelor’s degree.
- A grade of B or above for any course transferred toward a master’s degree.
- A grade of A for any course transferred toward a doctoral degree.

Notice concerning transferability of credits and credentials earned at our institution

The transferability of credits you earn at Technological University of the Americas is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program at our institution is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Technological University of the Americas to determine if your degree will transfer.

Prior Experiential Learning Assessment

Prior Learning Assessment

Prior Learning Assessment is the process of earning college credit for college-level learning acquired from other sources, such as work experience, professional training, military training, or open source learning from the web.
Did you know that you may earn half of your credits toward your bachelor’s degree, at less than half of the cost-per-credit? Technological University of the Americas allows you to apply relevant learning, work and life experiences toward college credits through the Prior Learning Assessment (PLA) process.

Save Time and Money by Applying Your Past Experience Toward a Degree

You may be able to fulfill some elective, interdisciplinary and/or general education courses by going through the PLA process. In order to be eligible for PLA credits, you must be an undergraduate student who has already been accepted into Technological University of the Americas. In addition, you must have submitted your transcripts to the University and you must have remaining general education or elective credits required to earn your degree.

Before submitting an application, we suggest that you contact your Academic Advisor to discuss whether or not PLA would be beneficial to you, and how credits can be applied to your degree program.

PLA credit costs

There is a one-time submission fee, and a fee per credit assessed and applied to your program. The one-time submission fee is $150, and the fee per credit assessed is $75 (state taxes may apply).

Application to the PLA process does not guarantee credits will be applied, so please read the qualifications carefully. Speak with your Academic Advisor about whether your experience can qualify for university credit.

Get Credit for Your Experience

Professional training, such as seminars and courses provided by employers may be eligible for PLA. Licenses, certificates and transcripts from colleges and institutions may also be eligible. Certain types of experience may be eligible through writing an experiential learning essay.

Bachelor’s degree students can earn up to 60 PLA credits (30 for professional training and 30 for Experiential Essay). Graduate degree programs are not eligible for PLA credits.

Contact the Registrar’s Office for more information.

Acceptance by Technological University of the Americas

As a prospective student, you will be given a Catalog and are encouraged to review this Catalog prior to signing an Enrollment Agreement.

Once the completed Enrollment Agreement and the required items mentioned above have been received, the applicant will be informed of their acceptance or denial. If the school does not accept an applicant, all non-refundable fees paid by the applicant to the school will be refunded.

Course Registration

Student’s university enrollment is based on course registration. When a student has been accepted the next step is to register for the course(s) they need to take. Each student should use the academic plan as a guide and enroll in courses in the order they appear on the academic plan. Many courses have prerequisites that must be met prior to registering. Your academic plan should have an order of what to take when. Register for the course(s) you wish to take online following the instructions of the course registration system. The maximum number of quarter credits that an undergraduate can enroll in is for each Quarter is 20.

Student Services

Technological University of the Americas maintains a student services program that takes into account the number of programs, and size and mix of the student body and that responds to individual student needs. These services must be coordinated by an individual with appropriate professional and educational qualifications and must minimally encompass relevant coping skills (e.g., life, career development, budget, and personal financial planning skills); general development appropriate to higher education students; student retention strategies suited to the school’s programs;
academic advising; testing and tutoring services; supervision and monitoring of attendance records and leaves of absence; graduate employment assistance; and information concerning housing, transportation, and child care.

Learning Resources

Library

It is the policy of the university that the student be provided with adequate library and research resources to complete the degree program in which the student is enrolled. The University depends for library and other learning resources primarily on other institutions’ collections and resources not in possession of the University. The student must secure rights to use information at a local academic or research library in their locale.

Technological University of the Americas’ Online Library maintains and develops information resources and services that support the education goals of students, faculty, and staff. Through the LIRN core library, you will have access to thousands of e-books and periodicals, including professional, scholarly, and trade journals, and other monographs. Because library skills are an integral part of your academic achievement, guidance on the use of our research tools and resources is available to you through interactions with LIRN staff, video demonstrations, and other instructional aids.

Graduate students are directed to the Association of Research Libraries on the internet at www.arl.org for information about academic libraries in their locale. ARL is a not for profit organization of 123 libraries in North America comprised of the library collections of major state and private universities. The graduate student is required to obtain academic library facilities in or near his/her home locale, and is to complete and return to the University certification that documents such facilities are accessible. The graduate student must obtain a library card from the academic library which will include a fee which is dependent on the libraries’ policy.

Having a library card at the academic library chosen by the graduate student and approved by the University, the student has access to a professional librarian or information specialist experienced in the electronic retrieval of information to provide support for and serve as a resource guide for the student.

There are many no-charge libraries online. Such as the following:

- Project Gutenberg - More than 20,000 ebooks, audio books, CDs and DVDs.
- Bartleby - Huge collection of reference, verse, fiction and nonfiction books.
- Ibibio - Library and digital archive offering ebooks, academic papers, software, music, and streaming radio.
- Google Books - More than 100,000 books and a fully searchable database.
- Live Search Books - Thousands of books and a fully searchable database.
- World Digital Library - Source for manuscripts, rare books, music, films, maps, prints and more in multilingual format.
- ERIC - World’s largest library of digital education literature.
- Bibliovault - Digital files for more than 12,500 books.
- Internet Public Library - Books, magazines, newspapers, reference materials and more.

University Sponsored Digital Libraries

- Online Books - More than 30,000 books from the University of Pennsylvania.
- The Perseus Digital Library - Tufts University collection of classics and humanities resources.
- Columbia University Libraries Broad range of text, audio and images from Columbia University.
- Yale University Library - Wide range of books, abstracts, films, images and more.
- Brigham Young University Digital Collection - Text, scholarly periodicals, theses and dissertations, audio and images from Brigham Young.
- Internet Archive,
- Library of Congress,
- National Archives,
- Smithsonian’s Digital Library,
• Michigan's eLibrary,
• New York Public Library,
• Chicago Public Library,
• Stanford University's HighWire,
• Harvard Library Portal to name a few.

**International Digital Libraries**

• The European Library - Audio and printed music, children's literature, academic papers, and much more.
• National Library of Australia - e-journals, subject guides, pictures and other digital collections.

The University shall document compliance with the policy by having the student provide to the Registrar’s office the following forms:

a. Library and Information Retrieval Resources Form  
b. Library Use Authorization Form

**Interlibrary Loan**

As the student progress in their educational program, they may need to borrow various printed material for other libraries. Each student when they enroll must have a library card from an academic library in their area. If a particular edition is not available at the library in which the student has a library card, they may request that their library borrow the edition from another library. It will be the student’s responsibility to return the borrowed edition to their library on or before the due date to avoid any late penalties. Charges incurred because of overdue or lost items will be the student responsibility to pay.

**Housing**

Technological University of the Americas is not a resident campus.

Technological University of the Americas has no dormitory facilities.

Technological University of the Americas is an online institution and does not provide information on housing located reasonably close to the institutions facilities.

As an online institution, Technological University of the Americas has no responsibility to find or assist a student to find housing

**Placement Assistance**

Technological University of the Americas does not offer any placement assistance services.

**Tutors**

If a student at risk requests a tutor, the University will assist the student in finding a suitable qualified person. All tutors suggested by the University must have received a written referral from a current member of the university faculty, and shall receive training and guidance on effective tutoring. Tutors are not guaranteed by the university to be available, however, the university will assist the student in finding a qualified tutor that the student can hire.

**Life coping skills**

Technological University of the Americas is offering a series of workshops sharing tips on how to manage the busy life of a college student.

The free, 30-minute online workshops are offered throughout the quarter, providing tips on a variety of subjects.
Topics include the following:

- money management,
- time management, personal wellness,
- study skills,
- social networking and online etiquette,
- values and goal priority setting,
- reading strategies,
- conflict resolution,
- stress management.

Grievance Resolution

Technological University of the Americas is committed to student learning. Issues may arise that provide the need for grievance resolution. The institution maintains a formal GRIEVANCE RESOLUTION LOG. In addition, students are able to submit a written complaint directly to the Bureau for Private Postsecondary Education.

Technological University of the Americas maintains the policy that all complaints that require intervention by the Director or designee are to be logged. This provides the institution and regulatory agencies an overview of a wider range of complaint issues and illustrates the institutions capacity for complaint resolution without the need for formality. Grievances at each level in the institution are documented and included in the employee’s file.

Complaints Against Faculty

Conduct of University Faculty is outlined in the following:

Operating Policy and Procedure: Conduct of University Faculty

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the university policy regarding the conduct of university faculty.

REVIEW: This OP will be reviewed in May of even-numbered years by the chief academic officer with recommended revisions presented to the president.

Policy/procedure

1. Colleges and universities must function in accordance with the public trust and the actions by faculty, staff, and students within them must be consistent with the execution of that trust.

2. The following offenses are hereby defined to exemplify and define actions that are in breach of that trust:
   
a) Academic dishonesty such as giving or receiving aid on a test, examination, quiz, or other academic assignment;
   
b) Plagiarism;
   
c) Forgery, alteration, or unauthorized use of university documents, records, or identification materials;
   
d) Knowingly furnishing false information to the university;
   
e) The use of force or violence or other methods of obstructing the functions of the university, which include teaching, research, administration, public service, presentations by guest lecturers and speakers, and other authorized activities;
   
f) Physical abuse of any person on university-owned or controlled property or at university sponsored or supervised functions or conduct that threatens or endangers the health or safety of any such person;
   
g) Theft of or damage to the tangible property of the university or of a member of the university community or campus visitor;
h) Unauthorized entry to or use of university facilities;

i) Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or any substance the possession or distribution of which is regulated by federal law, except where the manufacture, distribution, dispensing, possession, or use are in accordance with the laws of each;

j) Lewd, indecent, or obscene conduct on university-owned or controlled property or at a university-sponsored or supervised function;

k) Failure to comply with the lawful directions of university officials where such directions are issued in the performance of their duties; and/or

l) Violation of other promulgated university policies or rules.

3. Each faculty, staff, and/or student employee is required to notify the university of any criminal drug conviction no later than five days after such conviction.

4. Adjudication of a violation of the standards established in this policy will result in the assessment of a penalty ranging from an oral reprimand to separation from the university.

5. Each employee of the university shall be required to abide by the terms of this policy as a condition of employment.

6. Violations in any of the above areas should immediately be brought to the attention of the chairperson to whom the individual is responsible, the dean of the college, and the president. The appropriate administrator will then, along with the individual reporting the complaint, make a joint decision of how or if the matter should be pursued further. The next superior level of administrator will be fully informed of the allegation and the results of any further inquiry or required action.

Students should direct complaints to the chief academic officer. Faculty complaint records are kept by the TUA administration.

**Catalog Disclaimer**

This Catalog is not intended to be, and should not be construed as, a contract between the university and its students, either individually or collectively. This catalog is updated annually. Any changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation and 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.

All information contained herein reflects as accurately as possible current curricula, policies, tuition, fees, and requirements for admission to, participation in, and graduation from the programs of the university as of the date of printing.

The university reserves the right, without notice, to modify fees, curricula, policies, and requirements for admission to, participation in, and graduation from the programs of the university consistent with good educational practice and the requirements of the profession. Students will be officially informed of any changes that may affect them by the Administration.

Detailed information regarding the specific regulations, which govern the educational and extracurricular programs at university, and the procedures by which they are enforced, are published in the Student Handbook.

In keeping with the school philosophy of an immediate response to the needs of students, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. This catalog will be updated at least once a year in accordance with regulatory guidelines.
This publication must be prepared well in advance of the time period it covers; therefore, changes in some programs may occur. Programs as described are subject to change with reasonable notice. Some programs or programs that are offered may have to be canceled because of insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the university President or designee. Any questions about programs listed in this catalog should be directed to the President.

**Undergraduate Degree Programs**

In this section, you can find general policies relevant to undergraduate students as well as policy and program information specific to the Schools of Business Management and Technology Engineering.

**Upper Level**

TUA offers upper level baccalaureate programs. This means that TUA provides the last 6 quarters (4 semesters) of instruction leading to a baccalaureate degree. Students must have completed the first six quarters (4 semesters) of a bachelor’s degree program or have received an associate’s degree at another institution prior to enrolling in the undergraduate programs at TUA. For the specific requirements of courses that must be completed prior to enrollment, check the Admission Requirements section of the degree program you wish to pursue.

**Certification, State Board, and National Board Exams**

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. TUA makes reasonable efforts to provide accurate information on test dates and fees for examinations. In some cases, work experience or field experience may be required to be eligible to take or to successfully pass these exams. Although certain programs are designed to prepare you to take various certification and licensing exams, the University cannot guarantee you will be eligible to sit for or will pass these exams. In addition, a GED or high school diploma may be required to take state, national, or certification exams. Furthermore, states, employers, and various other agencies may require a criminal background check and/or drug check before you take professional licensing, certification, or registration exams.

**Employment and Continued Education**

The university’s programs are designed to prepare you to pursue employment in your field of study, or in related fields. However, the university does not guarantee that you will be placed in any particular job, eligible for job advancement opportunities, or employed at all. While many of the university’s degree programs are designed to prepare you to pursue continued graduate-level education, the university cannot guarantee that you will be granted admission to any graduate programs.

**Required Background Checks**

For some programs, you may be required to undergo criminal background checks before starting classes; before you can be placed in an internship, externship, or at a clinical site; or before taking professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states, even if the exam is taken and successfully completed. Consequently, you may be denied admission to some programs.

**Binding and Archival of Graduate Theses**

If you are enrolled in a thesis track of study, you must deliver two bound copies of the completed and approved thesis, as well as an electronic version, to the Dean of your academic program. This must be completed prior to graduation and at your expense.
Bachelor Degree in Business Administration (BBA)

Description and Outcomes
The objective of the upper level Bachelor’s Degree in Business Administration program is to prepare you with the knowledge, technical skills, and work habits to pursue positions in a variety of business fields. The curriculum is designed to provide a solid foundation in management and helps you develop teamwork and leadership skills as well as the ability to motivate people and communicate effectively. Decision-making and problem solving skills are also emphasized.

Career Focus Areas
You can personalize your degree in business administration by focusing electives on a particular career focus area. Career focus areas consist of a minimum of four 300- or 400-level courses and allow you to concentrate on your career interests. Career focus areas in the Bachelor’s Degree in Science in Business Administration program are not available to students enrolling in the advanced start version of the program.

Program Length
The Bachelor’s Degree in Business Administration program consists of a minimum of 92 quarter credits. Upon successful completion of the program, you will be awarded the Bachelor’s Degree in Business Administration.

Discipline-Specific Outcomes
1. Evaluate information management, planning, and control in business environments.
2. Analyze organizational processes and procedures in a variety of business settings.
3. Synthesize appropriate principles, concepts, and frameworks for making ethical decisions.
4. Assess the roles that structure, management, and leadership play in organizational performance.
5. Evaluate how economics, government, and law affect value creation in the global context.
6. Evaluate career skills in the field of business and management.

Admissions Requirements
You must meet the below admissions requirements in addition to TUA’s general admissions requirements.

1. Completed Application
2. Academic Records. Applicants must submit an official transcript indicating successful completion of an associate’s degree program from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Transcripts should be sent directly to the Office of Admissions from all schools previously attended.
3. The student must have earned 60 transferable semester credits, or 90 transferable quarter credits as an undergraduate with a Cumulative Grade Point Average of 2.0 on a 4.0 scale. Of the credits earned, 30 transferable semester credits, or 45 transferable quarter credits must be in general education. Minimum requirement is 6 semester credits, or 9 quarter credits in English, Plus 6 semester credits, or 9 quarter credits in college level math. Plus 6 semester credits, or 9 quarter credits in physical or biological sciences. Plus 6 semester credits, or 9 quarter credits in History. Plus 6 semester credits, or 9 quarter credits in Social Sciences. The balance may be in general education courses of your choice. Note: you must have basic accounting and economics as part of the transferable credits.
4. For those required to take the TOEFL exam, a minimum score of 600 is required.
5. Selection is based on high promise of success in graduate study in business administration, as indicated by a combination of:
   • Prior academic performance;
   • 2 letters of recommendation from employers or professors;
A current resume

## Bachelor Degree in Business Administration Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 301</td>
<td>Information Technology for Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 302</td>
<td>Effective Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>BUS 303</td>
<td>Organizational Development</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 304</td>
<td>Fundamentals for Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 305</td>
<td>Innovation and Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>BUS 401</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 402</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 403</td>
<td>Quality Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 404</td>
<td>Marketing Principles</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 405</td>
<td>An Introduction to Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BUS 406</td>
<td>Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 407</td>
<td>Project Cycle Management</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 408</td>
<td>Business Plan Development</td>
<td>4</td>
</tr>
<tr>
<td>BUS 409</td>
<td>Total Performance Scorecard</td>
<td>4</td>
</tr>
<tr>
<td>BUS 410</td>
<td>Management Accounting</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 411</td>
<td>Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BUS 412</td>
<td>Seminar in Personal Leadership Branding</td>
<td>4</td>
</tr>
<tr>
<td>BUS 413</td>
<td>Maintenance Management</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 414</td>
<td>Qualitative Research Practice</td>
<td>4</td>
</tr>
<tr>
<td>BUS 415</td>
<td>Employment Development</td>
<td>4</td>
</tr>
<tr>
<td>BUS 416</td>
<td>Seminar in Change Management</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 303</td>
<td>Computer Technology</td>
<td>4</td>
</tr>
<tr>
<td>IT 304</td>
<td>Programming Principles</td>
<td>4</td>
</tr>
</tbody>
</table>
**Graduation Requirements**

To graduate, you must:

1. Successfully complete 92 quarter credits of the required courses for your program of study and obtain the minimum cumulative GPA of 2.0 required within the maximum time frame permitted (see the Satisfactory Academic Progress section for further information).
2. Return all property belonging to TUA.
3. Attend Career Resources and Financial Aid exit interviews online, if applicable.
4. Fulfill all financial obligations to the university prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

**Cost of Instruction**

The table below is an estimate of the cost of instruction for the BBA degree based on normal time for completion of 2 years (8 Quarters).

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Bachelor: Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non Refundable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Total Tuition</td>
<td>$18,400.00</td>
</tr>
<tr>
<td>Books and Learning Materials</td>
<td>$650.00*</td>
</tr>
<tr>
<td>Supplies and Kits</td>
<td>NA</td>
</tr>
<tr>
<td>Equipment</td>
<td>NA</td>
</tr>
<tr>
<td>International Transcript Evaluation Fee</td>
<td>$100.00-$480.00***</td>
</tr>
<tr>
<td>Certified Translation</td>
<td>$25.00/page**</td>
</tr>
<tr>
<td>TOEFL or IELTS Testing Fees</td>
<td>$50.00-$100.00</td>
</tr>
<tr>
<td>STRF Fee (California residents only)</td>
<td>0</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credit</td>
<td>$50.00/course***</td>
</tr>
<tr>
<td>Fee for Transfer of Credit</td>
<td>$75.00***</td>
</tr>
<tr>
<td>TOEFL or IELTS Testing Fees</td>
<td>$50.00-$100.00</td>
</tr>
<tr>
<td>Library fees (Library Cards or Use Fees)</td>
<td>$100.00/year</td>
</tr>
<tr>
<td>Commencement fee (when student files graduation request)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total Charges</strong>*</td>
<td><strong>$19,475.00</strong></td>
</tr>
</tbody>
</table>

*Cost of books based on Amazon listed cost of the book

**The cost of evaluating international transcripts will vary due to the number of course and degrees that need to be evaluated. Certified Translation cost will vary due to the number of pages that must be translated.

***The total charges do not include the cost of International Transcript Evaluation Fees, Certified Translation Fees and Fee for Transfer of Credit.

**** Paid to library directly

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $2,381.25

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $19,475.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: (See Note below) $2,406.25
Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

**Bachelor Degree in Accounting (BA)**

**Description and Outcomes**
The objective of the Bachelor’s Degree in Accounting program is to prepare you with the knowledge, technical skills, and work habits to analyze accounting and business problems. You’ll understand how best to communicate and use financial information to support business decisions. The Bachelor’s Degree in Accounting will also give you an understanding of the legal and regulatory environment that commercial organizations and accounting professionals must work within. You’ll learn to identify and evaluate ethical dilemmas and provide logical ways to resolve them. The Bachelor’s Degree in Accounting prepares students for a wide range of accounting-related careers, including public accounting, corporate accounting, internal audit, accounting in not-for-profit organizations, and job opportunities with state, local, and federal government agencies.

**Program Length**
The Bachelor’s Degree in Accounting program consists of a minimum of 104 quarter credits. Upon successful completion of the program, you will be awarded a Bachelor’s Degree in Accounting.

**Discipline-Specific Outcomes**
1. Ability to document, analyze, and evaluate accounting information systems.
2. Understanding of the external audit process.
3. Ability to conduct accounting research and to effectively communicate its results.
4. Use information technologies and computerized accounting software for financial accounting and reporting.
5. Apply generally accepted accounting principles to measure and report information related to accounting for the assets, liabilities, equities, revenues and expenses, and cash flows of business enterprises and governmental and not-for-profit entities.
6. Prepare tax returns and reports for individuals and business enterprises.
7. Interpret cost data and prepare managerial accounting reports.
8. Apply generally accepted auditing standards in the audit of public and private entities.
9. Apply ethical and legal concepts to accounting and tax related issues.
10. Demonstrate effective communication of accounting information.

**Admissions Requirements**
You must meet the below admissions requirements in addition to TUA’s general admissions requirements.

1. Completed Application
2. Academic Records. Applicants must submit an official transcript indicating successful completion of an associate’s degree program from an institution accredited by an accrediting agency. Transcripts should be sent directly to the Office of Admissions from all schools previously attended.
3. The student must have earned 60 transferable semester credits, or 90 transferable quarter credits as an undergraduate with a Cumulative Grade Point Average of 2.0 on a 4.0 scale. Of the credits earned, 30 transferable semester credits, or 45 transferable quarter credits must be in general education. Minimum requirement is 6 semester credits, or 9 quarter credits in English, Plus 6 semester credits, or 9 quarter credits in college level math. Plus 6 semester credits, or 9 quarter credits in physical or biological sciences. Plus 6 semester credits, or 9 quarter credits in History. Plus 6 semester credits, or 9 quarter credits in Social Sciences. The balance may be in general education courses of your choice. **Note:** you must have basic accounting and economics as part of the transferable credits.
4. For those required to take the TOEFL exam, a minimum score of 600 is required.
5. Selection is based on high promise of success in graduate study in business administration, as indicated by a combination of:
   - Prior academic performance;
   - 2 letters of recommendation from employers or professors;
   - A current resume

**Bachelor Degree in Accounting Courses**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 303</td>
<td>Computer Technology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 301</td>
<td>Information Technology for Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 302</td>
<td>Effective Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 303</td>
<td>Organizational Development</td>
<td>4</td>
</tr>
<tr>
<td>BUS 304</td>
<td>Fundamentals for Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 305</td>
<td>Innovation and Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 401</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 402</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 404</td>
<td>Marketing Principles</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 405</td>
<td>An Introduction to Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BUS 406</td>
<td>Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 410</td>
<td>Management Accounting</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 411</td>
<td>Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BUS 414</td>
<td>Qualitative Research Practice</td>
<td>4</td>
</tr>
<tr>
<td><strong>Quarter 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 301</td>
<td>Accounting Principles</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 302</td>
<td>Intermediate Accounting</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 303</td>
<td>Business Law</td>
<td>6</td>
</tr>
<tr>
<td><strong>Quarter 7</strong></td>
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<tr>
<td>ACCT 401</td>
<td>Financial Accounting and Reporting</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 402</td>
<td>Income Tax</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 403</td>
<td>Financial Statement Analysis</td>
<td>6</td>
</tr>
<tr>
<td><strong>Quarter 8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Course Name</td>
<td>Units</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>ACCT 404</td>
<td>Internal Auditing</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 405</td>
<td>Accounting Information Systems</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total quarter credits</td>
<td>104</td>
</tr>
</tbody>
</table>

**Graduation Requirements**

To graduate, you must:

1. Successfully complete 104 quarter credits of the required courses for your program of study and obtain the minimum cumulative GPA of 2.0 required within the maximum time frame permitted (see the Satisfactory Academic Progress section for further information).
2. Return all property belonging to TUA.
3. Attend Career Resources and Financial Aid exit interviews online, if applicable.
4. Fulfill all financial obligations to the university prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

**Cost of Instruction**

The table below is an estimate of the cost of instruction for the BA degree based on normal time for completion of 2 years (8 Quarters).

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Bachelor: Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non Refundable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Total Tuition</td>
<td>$20,800.00</td>
</tr>
<tr>
<td>Books and Learning Materials</td>
<td>$680.00*</td>
</tr>
<tr>
<td>Supplies and Kits</td>
<td>NA</td>
</tr>
<tr>
<td>Equipment</td>
<td>NA</td>
</tr>
<tr>
<td>International Transcript Evaluation Fee</td>
<td>$100.00-$480.00***</td>
</tr>
<tr>
<td>Certified Translation</td>
<td>$25.00/page**</td>
</tr>
<tr>
<td>TOEFL or IELTS Testing Fees</td>
<td>$50.00-$100.00</td>
</tr>
<tr>
<td>STRF Fee (California residents only)</td>
<td>0</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credit</td>
<td>$50.00/course***</td>
</tr>
<tr>
<td>Fee for Transfer of Credit</td>
<td>$75.00***</td>
</tr>
<tr>
<td>TOEFL or IELTS Testing Fees</td>
<td>$50.00-$100.00</td>
</tr>
<tr>
<td>Library fees (Library Cards or Use Fees)</td>
<td>$100.00/year ****</td>
</tr>
<tr>
<td>Commencement fee (when student files graduation request)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total Charges***</td>
<td>$21,905.00</td>
</tr>
</tbody>
</table>

*Cost of books based on Amazon listed cost of the book

**The cost of evaluating international transcripts will vary due to the number of course and degrees that need to be evaluated. Certified Translation cost will vary due to the number of pages that must be translated.

***The total charges do not include the cost of International Transcript Evaluation Fees, Certified Translation Fees and Fee for Transfer of Credit.

**** Paid to library directly

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $2,685.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $21,905.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: (See Note below) $2,710.00

Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

Bachelor of Science Degree in Information Technology (BS)

Description and Outcomes
The objective of the Bachelor of Science Degree in Information Technology program is to help you prepare for career advancement in the information technology field by providing the technical knowledge, and communication, critical thinking, and creative skills relevant to the modern workplace. The degree program is designed to help you develop a working knowledge of information technology (IT) concepts, tools, and methods as well as the leading-edge technologies needed to design information systems. In addition, courses teach you how to apply technical competencies to solve business problems. Whether your immediate educational goals are satisfied by the completion of a bachelor's degree or you are planning to pursue study in the information technology field beyond the baccalaureate level, this degree program may be for you.

The following educational objectives are approved by information technology faculty:

- Our graduates will be able to apply current industry-accepted practices and new and emerging practices when solving real-world information technology problems in the industry.
- Our graduates will be able to exhibit teamwork and effective communication skills.
- Our graduates will be able to ethically and appropriately apply knowledge of societal impacts of information technology in the course of career-related activities.

Program Length
The Bachelor’s Degree in Information Technology program consists of a minimum of 92 quarter credits. Upon successful completion of the program, you will be awarded the Bachelor’s Degree in Information Technology.

Discipline-Specific Outcomes

1. Technology Skills: Apply current technical tools and methodologies to solve problems.
2. Client Specifications: Analyze users' technical issues.
5. Business Analysis: Evaluate the potential impact of information systems and technology on business processes.
6. Project Management: Apply project management practices, tools, and methods.
7. Professional Development: Demonstrate an understanding of the importance of professional development in the IT field.

Admission Requirements
You must meet the below admissions requirements in addition to TUA’s general admissions requirements.

1. Completed Application
2. Academic Records. Applicants must submit an official transcript indicating successful completion of an associate’s degree program from an institution accredited by an accrediting agency. Transcripts should be sent directly to the Office of Admissions from all schools previously attended.
3. The student must have earned 60 transferable semester credits, or 90 transferable quarter credits as an undergraduate with a Cumulative Grade Point Average of 2.0 on a 4.0 scale. Of the credits earned, 30...
transferable semester credits, or 45 transferable quarter credits must be in general education. Minimum requirement is 6 semester credits, or 9 quarter credits in English. Plus 6 semester credits, or 9 quarter credits in college level math. Plus 6 semester credits, or 9 quarter credits in physical or biological sciences. Plus 6 semester credits, or 9 quarter credits in History. Plus 6 semester credits, or 9 quarter credits in Social Sciences. The balance may be in general education courses of your choice. **Note:** you must have basic accounting and economics as part of the transferable credits.

4. For those required to take the TOEFL exam, a minimum score of 600 is required.

5. Selection is based on high promise of success in graduate study in Information Technology, as indicated by a combination of:
   - Prior academic performance;
   - 2 letters of recommendation from employers or professors;
   - A current resume

**Bachelor of Science Degree in Information Technology Courses**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 302</td>
<td>Effective Communication Skills</td>
<td>4</td>
</tr>
<tr>
<td>BUS 305</td>
<td>Innovation and Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>BUS 401</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Quarter 2</strong></td>
<td></td>
</tr>
<tr>
<td>BUS 404</td>
<td>Marketing Principles</td>
<td>4</td>
</tr>
<tr>
<td>BUS 407</td>
<td>Project Cycle Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 410</td>
<td>Management Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Quarter 3</strong></td>
<td></td>
</tr>
<tr>
<td>BUS 411</td>
<td>Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BUS 412</td>
<td>Seminar in Personal Leadership Branding</td>
<td>4</td>
</tr>
<tr>
<td>BUS 414</td>
<td>Qualitative Research Practice</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Quarter 4</strong></td>
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</tr>
<tr>
<td>BUS 415</td>
<td>Employment Development</td>
<td>4</td>
</tr>
<tr>
<td>IT 301</td>
<td>Computer Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>IT 302</td>
<td>Information Technology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Quarter 5</strong></td>
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</tr>
<tr>
<td>IT 303</td>
<td>Computer Technology</td>
<td>4</td>
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<tr>
<td>IT 304</td>
<td>Programming Principles</td>
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<tr>
<td>IT 305</td>
<td>Multi Media</td>
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<td></td>
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<td>IT 401</td>
<td>Computer Graphics</td>
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<tr>
<td>IT 402</td>
<td>Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>IT 403</td>
<td>Software Engineering I</td>
<td>4</td>
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</tbody>
</table>
Graduation Requirements

To graduate, you must:

1. Successfully complete 92 quarter credits of the required courses for your program of study and obtain the minimum cumulative GPA of 2.0 required within the maximum time frame permitted (see the Satisfactory Academic Progress section for further information).
2. Return all property belonging to TUA.
3. Attend Career Resources and Financial Aid exit interviews online, if applicable.
4. Fulfill all financial obligations to the university prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Cost of Instruction

The table below is an estimate of the cost of instruction for the BS degree based on normal time for completion of 2 years (8 Quarters).

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<thead>
<tr>
<th>Degree Program</th>
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<tbody>
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<td>$100.00-$480.00**</td>
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<tr>
<td>Certified Translation</td>
<td>$25.00/page**</td>
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<tr>
<td>STRF Fee (California residents only)</td>
<td>0</td>
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<tr>
<td>Assessment Fees for Transfer of Credit</td>
<td>$50.00/course***</td>
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<tr>
<td>Fee for Transfer of Credit</td>
<td>$75.00***</td>
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<tr>
<td>TOEFL or IELTS Testing Fees</td>
<td>$50.00-$100.00</td>
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<tr>
<td>Library fees (Library Cards or Use Fees)</td>
<td>$100.00/year ****</td>
</tr>
<tr>
<td>Commencement fee (when student files graduation request).</td>
<td>$100.00</td>
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<tr>
<td>Total Charges***</td>
<td>$19,575.00</td>
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</tbody>
</table>

*Cost of books based on Amazon listed cost of the book
The cost of evaluating international transcripts will vary due to the number of course and degrees that need to be evaluated. Certified Translation cost will vary due to the number of pages that must be translated.

The total charges do not include the cost of International Transcript Evaluation Fees, Certified Translation Fees and Fee for Transfer of Credit.

Paid to library directly

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</td>
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<tr>
<td>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</td>
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<td>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: (See Note below)</td>
<td>$2,418.75</td>
</tr>
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Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

Graduate Degree Programs

In this section, you can find general policies relevant to graduate students as well as policy and program information specific to the Schools of Business Management and Technology Engineering.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. TUA makes reasonable efforts to provide accurate information on test dates and fees for examinations. In some cases, work experience or field experience may be required to be eligible to take or to successfully pass these exams. Although certain programs are designed to prepare you to take various certification and licensing exams, the University cannot guarantee you will be eligible to sit for or will pass these exams. In addition, a GED or high school diploma may be required to take state, national, or certification exams. Furthermore, states, employers, and various other agencies may require a criminal background check and/or drug check before you take professional licensing, certification, or registration exams.

Employment and Continued Education

The university’s programs are designed to prepare you to pursue employment in your field of study, or in related fields. However, the university does not guarantee that you will be placed in any particular job, eligible for job advancement opportunities, or employed at all. While many of the university’s degree programs are designed to prepare you to pursue continued graduate-level education, the university cannot guarantee that you will be granted admission to any graduate programs.

Required Background Checks

For some programs, you may be required to undergo criminal background checks before starting classes; before you can be placed in an internship, externship, or at a clinical site; or before taking professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states, even if the exam is taken and successfully completed. Consequently, you may be denied admission to some programs.

Binding and Archival of Graduate Theses
If you are enrolled in a thesis track of study, you must deliver two bound copies of the completed and approved thesis, as well as an electronic version, to the Dean of your academic program. This must be completed prior to graduation and at your expense.

**Master Degree in Business Administration (MBA)**

**Description and Outcomes**

The objective of the Master in Business Administration (MBA) program is to help you pursue leadership positions in competitive business environments. The curriculum is designed to address this through a portfolio of practical, resume-building projects that satisfy your intellectual curiosity and help build the knowledge, skills, and abilities to make sound business and management decisions. Beyond these practical skills, the program is also designed to foster thought leadership, innovation, and corporate social responsibility in a global context.

The online Master in Business Administration is a comprehensive program designed to provide bright and practical learners with a global business perspective and tools for intelligent problem solving by using best practices and contemporary methodologies. It emphasizes innovation and application, and it is designed to develop the strong critical thinking you need to become a business leader who can create and communicate solutions to diverse groups of stakeholders. TUA MBA program will prepare you to face the challenging, competitive and dynamic business world. Students will use our online learning platform in discussion with faculty, submit assignments, and engage in other learning activities. We offer concentrations that let you tailor your program to your area of interest.

The MBA program is designed for business leaders, from the recent college graduate to the seasoned executive. If you are looking to advance, re-brand, change industries, or start your own business, an MBA will open the doors to new possibilities. The educational leadership courses teach you to consider how to most effectively promote student learning and development and school achievement, and demonstrate your understanding of the program’s four knowledge goals: diverse learners, academic content and pedagogy, assessment, and professional responsibilities and relationships.

**Career Focus Areas**

In addition to the core program requirements, you may add a specialization to your degree plan, for which you are required to take a minimum of three courses from one of the chosen specializations. Students have the opportunity to specialize with an Advanced Core in Business Management, Brand Management, Personal Branding, Authentic Governance, Leadership, Educational Leadership, Entrepreneurship, Project Management, Hospitality Management, Logistics Management, Technology Management and Finance.

**Program Length**

The MBA program requires a total of 54 quarter credits. All courses are 3 quarter credits. The credits are allocated as follows: 33 quarter credits of 11 core courses, MBA Capstone Course of 3 quarter credits, MBA thesis of 9 quarter credits, and 9 quarter credits of 3 advanced core courses.

**Discipline Specific Outcomes**

1. Apply knowledge related to fundamental business processes to make effective business decisions in a global context.
2. Integrate business knowledge to take well-reasoned action in diverse situations.
3. Innovate to address business issues and opportunities in dynamic environments.
4. Demonstrate the leadership necessary to accomplish business goals and maximize organizational performance.
5. Evaluate the ethical and social implications of business decisions in a global context.
Admissions Requirements

For those students that did not receive a bachelor’s degree in business, they must have Basic Accounting, and Economics as part of their course history. Those students who do not have a bachelor’s degree in business must take the prerequisite course MBA 535 Theory of Economics and Marketing prior to starting the MBA program. A grade of "B" or better is required.

The MBA Admissions Committee reviews all applications. The required and preferred criteria are:

1. Baccalaureate degree from an accredited college or university or the equivalent. Specific coursework in business administration is not required.
2. Proficiency in mathematics at the college algebra level
3. 2 years of work experience preferred.
4. A $50 nonrefundable application fee.
5. Selection is based on high promise of success in graduate study in business administration, as indicated by a combination of:
   a. Official transcripts for each college/university attended
   b. Scores on the Graduate Management Admission Test (GMAT);
   c. Scores on the Test of English as a Foreign Language, if appropriate;
   d. Prior work experience;
   e. 2 letters of recommendation from employers or professors;
   f. A current résumé

Master in Business Administration Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td></td>
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</tr>
<tr>
<td>BUS 501</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 502</td>
<td>Business Principles and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 503</td>
<td>Finance and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Quarter 2</td>
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<td></td>
</tr>
<tr>
<td>BUS 504</td>
<td>Strategic Marketing Management</td>
<td>3</td>
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<tr>
<td>BUS 505</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 506</td>
<td>Business Process Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 507</td>
<td>Strategic Management</td>
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</tr>
<tr>
<td>Quarter 3</td>
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<td>BUS 508</td>
<td>International Business Strategy</td>
<td>3</td>
</tr>
<tr>
<td>BUS 509</td>
<td>Legal and Ethical Environment of Business</td>
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</tr>
<tr>
<td>BUS 510</td>
<td>Research Methodology</td>
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</tr>
<tr>
<td>Quarter 4</td>
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<td></td>
</tr>
<tr>
<td>BUS 511</td>
<td>Operations Strategy</td>
<td>3</td>
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<tr>
<td>BUS 512</td>
<td>MBA Capstone Course</td>
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<td>Quarter 5</td>
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</table>
### Required Advanced Core Courses

Each student must select one of the following Advanced Core Topics:

#### Quarter 6

**Finance Advanced Core:**

<table>
<thead>
<tr>
<th>Course #</th>
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<tbody>
<tr>
<td>BUS 601</td>
<td>Business Finance</td>
<td>3</td>
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<tr>
<td>BUS 602</td>
<td>Corporate Finance</td>
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</tr>
<tr>
<td>BUS 603</td>
<td>Business Ethics Case Studies</td>
<td>3</td>
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</table>

**Total Quarter Credits**

- 9

**Business Management Advanced Core:**

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Units</th>
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<td>BUS 603</td>
<td>Business Ethics Case Studies</td>
<td>3</td>
</tr>
<tr>
<td>BUS 604</td>
<td>Strategic Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 605</td>
<td>Innovation Management</td>
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</table>

**Total Quarter Credits**

- 9

**Brand Management Advanced Core:**

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<tr>
<td>BUS 605</td>
<td>Innovation Management</td>
<td>3</td>
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<tr>
<td>BUS 606</td>
<td>Personal Branding</td>
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<tr>
<td>BUS 607</td>
<td>Brand Management</td>
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**Total Quarter Credits**

- 9

**Personal Branding Advanced Core:**

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<td>Personal Branding</td>
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<td>BUS 607</td>
<td>Brand Management</td>
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<td>BUS 608</td>
<td>Personal Brand Coaching</td>
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**Total Quarter Credits**

- 9

**Leadership Advanced Core:**
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<tbody>
<tr>
<td>BUS 606</td>
<td>Personal Branding</td>
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<tr>
<td>BUS 609</td>
<td>Entrepreneurship</td>
<td>3</td>
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<td>BUS 610</td>
<td>The Leadership Challenge</td>
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**Educational Leadership Advance Core:**

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<td>BUS 609</td>
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<td>BUS 611</td>
<td>Knowledge Management in Education</td>
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<td>BUS 612</td>
<td>Educational Psychology</td>
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**Entrepreneurship Advanced Core:**

<table>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 605</td>
<td>Innovation Management</td>
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<tr>
<td>BUS 609</td>
<td>Entrepreneurship</td>
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<tr>
<td>BUS 613</td>
<td>Creating an Entrepreneurial Mindset</td>
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**Project Management Advance Core:**

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<th>Course Name</th>
<th>Units</th>
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</thead>
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<tr>
<td>BUS 605</td>
<td>Innovation Management</td>
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<tr>
<td>BUS 614</td>
<td>Strategic Project Management</td>
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**Hospitality Management Advanced Core:**

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<td>BUS 605</td>
<td>Innovation Management</td>
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<tr>
<td>BUS 616</td>
<td>Hotel Management and Operation</td>
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<td>BUS 617</td>
<td>Hospitality Management Accounting</td>
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**Technology Management Advanced Core:**

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<tbody>
<tr>
<td>Course #</td>
<td>Course Name</td>
<td>Units</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------</td>
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</tr>
<tr>
<td>BUS 605</td>
<td>Innovation Management</td>
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<tr>
<td>BUS 618</td>
<td>Strategic Innovation</td>
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<td>BUS 619</td>
<td>New Product Development Management</td>
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<td><strong>Total Quarter Credits</strong></td>
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**Logistics Management Advanced Core:**

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</thead>
<tbody>
<tr>
<td>BUS 605</td>
<td>Innovation Management</td>
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<tr>
<td>BUS 615</td>
<td>Total Quality Management</td>
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<tr>
<td>BUS 620</td>
<td>Logistics Management and Strategy</td>
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<tr>
<td></td>
<td><strong>Total Quarter Credits</strong></td>
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</table>

**Authentic Governance Advanced Core:**

<table>
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<tr>
<th>Course #</th>
<th>Course Name</th>
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<td>Business Ethics Case Studies</td>
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<td>BUS 621</td>
<td>Corporate Governance</td>
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<tr>
<td>BUS 622</td>
<td>Authentic Governance I</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Quarter Credits</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**MBA Capstone Course**

At the end of your program the Capstone Course unites MBA students with professors, CEOs, and other leading industry professionals, providing you with an opportunity to demonstrate the knowledge and experience gained through the MBA program. Business leaders identify real-life challenges faced by their organization, and look to you for critical analysis. After a weekend of intense deliberation, you and your team present your solutions for evaluation and critique. Outstanding case presentations have resulted in sponsoring companies inviting students to submit resumes and present at head offices. This 3 quarter credit capstone course will also help students complete their curriculum through the creation of a Business Plan. Students prepare for these courses through research in their earlier MBA curriculum so that they are ready to conduct their project or write their plan during these intensive course. They will formulate, develop and communicate an original business plan.

**Graduation Requirements**

To graduate, you must:

1. Successfully complete 54 quarter credits of the required courses for your program of study and obtain the minimum cumulative GPA of 3.0 required within the maximum time frame permitted (see the Satisfactory Academic Progress section for further information).
2. Submit Graduation Application
3. Return all property belonging to TUA.
4. Attend Career Resources and Financial Aid exit interviews online, if applicable.
5. Fulfill all financial obligations to the university prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.
Cost of Instruction
The table below is an estimate of the cost of instruction for the MBA degree based on normal time for completion of 1.5 years (6 Quarters).

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Master's in Business Administration</th>
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<tbody>
<tr>
<td>Application Fee (Non Refundable)</td>
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<td>Supplies and Kits</td>
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<td>Equipment</td>
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<tr>
<td>International Transcript Evaluation Fee</td>
<td>$100.00-$480.00***</td>
</tr>
<tr>
<td>Certified Translation</td>
<td>$25.00/page**</td>
</tr>
<tr>
<td>STRF Fee (California residents only)</td>
<td>0</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credit</td>
<td>$50.00/course***</td>
</tr>
<tr>
<td>Fee for Transfer of Credit</td>
<td>$75.00***</td>
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<tr>
<td>TOEFL or IELTS Testing Fees</td>
<td>$50.00-$100.00</td>
</tr>
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</tr>
<tr>
<td>Commencement fee (when student files graduation request)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total Charges***</td>
<td>$17,050.00</td>
</tr>
</tbody>
</table>

*Cost of books based on Amazon listed cost of the book
**The cost of evaluating international transcripts will vary due to the number of course and degrees that need to be evaluated. Certified Translation cost will vary due to the number of pages that must be translated.
***The total charges do not include the cost of International Transcript Evaluation Fees, Certified Translation Fees and Fee for Transfer of Credit.
****Paid to library directly.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $2,783.34

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $17,050.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: (See Note below) $2,833.34

Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

Master Degree in Accounting (MA)

Description and Outcomes
The Master's Degree in Accounting is a non-thesis program that requires a total of 66 quarter credits beyond the Bachelor's Degree in Accounting. The Master's Degree in Accounting program assumes applicants to have a strong foundation in accounting consistent with the knowledge acquired from an undergraduate accounting degree. For those students who enter with a Bachelor's Degree in Accounting in accounting, the program is designed to be completed within one calendar year.

For those students that did not receive a bachelor's degree in business, they must have Basic Accounting, and Economics as part of their course history. The Master's Degree in Accounting program is designed for students who desire a professional accounting career.
Program Length
The program requires takes 7 quarters and a total of 66 quarter credits.

Discipline Specific Outcomes
1. Use advanced accounting knowledge to address organizational issues.
2. Evaluate complex accounting solutions using accounting principles and financial analysis.
3. Assess emerging and global accounting issues that can contribute to organizational success.
4. Articulate a process for making ethical accounting decisions.
5. Manage accounting teams using competitive strategy to achieve established goals.
6. Communicate complex financial information in a clear and concise manner.

Admissions Requirements
The Admissions Committee reviews all applications. The required and preferred criteria are:
1. Bachelor’s degree in business, with Accounting and Economics as part of the course history, from an accredited college or university or the equivalent.
2. Proficiency in mathematics at the college algebra level
3. 2 years of work experience preferred.
4. A $50 nonrefundable application fee.
5. Selection is based on high promise of success in graduate study in accountancy, as indicated by a combination of:
   g. Official transcripts for each college/university attended
   h. Scores on the Graduate Management Admission Test (GMAT);
   i. Scores on the Test of English as a Foreign Language, if appropriate;
   j. Prior work experience;
   k. 2 letters of recommendation from employers or professors;
   l. A current résumé

Master Degree in Accounting Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 501</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 502</td>
<td>Business Principles and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 503</td>
<td>Finance and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Quarter 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 504</td>
<td>Strategic Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 505</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 506</td>
<td>Business Process Management</td>
<td>3</td>
</tr>
<tr>
<td>Quarter 3</td>
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<tr>
<td>BUS 507</td>
<td>Strategic Management</td>
<td>3</td>
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<tr>
<td>BUS 508</td>
<td>International Business Strategy</td>
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</tr>
<tr>
<td>BUS 509</td>
<td>Legal and Ethical Environment of Business</td>
<td>3</td>
</tr>
</tbody>
</table>
### Master Degree in Accounting Capstone Course

This course blends accounting theory, practice and research. Students demonstrate leadership and strategic decision-making skills along with advanced knowledge of accounting. Students present findings to colleagues and professionals in the field. Upon completion of this course, students are expected to be able to do the following:

- Apply learned research skills to investigate an entity.
- Analyze the financials of organization.
- Interpret results of the financial analysis.
- Develop a course of action based on research on analysis.
- Prepare a management summary of the research and analysis.
- Present findings in a professional and engaging manner.

### Graduation Requirements

To graduate, you must:

1. Successfully complete 66 quarter credits of the required courses for your program of study and obtain the minimum cumulative GPA of 30 required within the maximum time frame permitted (see the Satisfactory Academic Progress section for further information).
2. Submit Graduation Application
3. Return all property belonging to TUA.
4. Attend Career Resources and Financial Aid exit interviews online, if applicable.
5. Fulfill all financial obligations to the university prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

### Cost of Instruction

The table below is an estimate of the cost of instruction for the MA degree based on normal time for completion of 2 years (7 Quarters).
# Degree Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Master's in Accounting</th>
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</thead>
<tbody>
<tr>
<td>Application Fee (Non Refundable)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Total Tuition</td>
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<tr>
<td>Books and Learning Materials</td>
<td>$550.00*</td>
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<tr>
<td>Supplies and Kits</td>
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</tr>
<tr>
<td>Equipment</td>
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</tr>
<tr>
<td>International Transcript Evaluation Fee</td>
<td>$100.00-$480.00***</td>
</tr>
<tr>
<td>Certified Translation</td>
<td>$25.00/page**</td>
</tr>
<tr>
<td>STRF Fee (California residents only)</td>
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<tr>
<td>Assessment Fees for Transfer of Credit</td>
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<tr>
<td>Fee for Transfer of Credit</td>
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<td>TOEFL or IELTS Testing Fees</td>
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<td>Library fees (Library Cards or Use Fees)</td>
<td>$100.00/year ****</td>
</tr>
<tr>
<td>Commencement fee (when student files</td>
<td>$100.00</td>
</tr>
<tr>
<td>graduation request).</td>
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</tr>
<tr>
<td>Total Charges***</td>
<td>$17,200.00</td>
</tr>
</tbody>
</table>

*Cost of books based on Amazon listed cost of the book

**The cost of evaluating international transcripts will vary due to the number of course and degrees that need to be evaluated. Certified Translation cost will vary due to the number of pages that must be translated.

***The total charges do not include the cost of International Transcript Evaluation Fees, Certified Translation Fees and Fee for Transfer of Credit.

**** Paid to library directly.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $2,392.85

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $17,200.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: (See Note below) $2,442.85

Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

## Master of Science in Information Technology (MS)

### Description and Outcomes

The Master of Science in Information Technology give the student a broad based understanding of developing and current technologies being used in today’s cyberspace. Our program moves you from the academic to the world of technology with its core courses. If you have a bachelor’s degree in information technology, computer science, information systems, management of information systems, or a similar field of study, the Master of Science in Information Technology could help you take the next step in your career.

As you progress in the MSc program, you will learn the theories, principles and practices of information technology. When you graduate your skills will include managing complex technology systems, develop strategic planning skills, you will explore the relationships between structure and process in project management and the management of IT functions. Learn how to bridge the gaps between communications, IT and business management and increase your marketable skills. You'll focus on managing varying aspects of information technology.
Program Length
The Master of Science in Information Technology program requires a total of 45 quarter credits. All courses are 3 quarter credits. The credits are allocated as follows: 39 quarter credits of 13 courses and thesis of 6 quarter credits. Upon successful completion of the program, you will be awarded a Master of Science degree.

Discipline Specific Outcomes
1. Theory and Principles: Evaluate the theory, principles, and practices of information systems.
2. Project Management: Employ project management skills to construct plans for information technology projects.
3. Decision Analysis: Assess and analyze data to arrive at logical decisions for solving complex problems.
4. System Analysis and Design: Apply appropriate technologies in the analysis and design of information systems.
5. Ethical Practices: Assess ethical, legal, and social issues within the information technology field.

Admission Requirements
You must meet the admissions requirements in addition to TUA’s general requirements.
1. If you do not possess a bachelor’s degree in information technology or a comparable field of study, you must take Information Technology your first term in place of an IT elective.
2. You may apply to use transfer credit to replace or substitute for up to three courses by submitting a waiver form to the Dean of the School. A waiver will be granted conditionally, based upon an evaluation of common learning outcomes.
3. You may enroll in no more than one course per term for your first three terms. After completing your third term, you may enroll in two courses per term if your cumulative GPA is 3.5 or higher. Exceptions to this policy require the approval of the Dean of the School.
4. Completed Application
5. Earned bachelor’s degree or its equivalent from and accredited institution.
6. A GPA of 3.0
7. Graduate Management Admissions Test (GMAT).
8. Academic Records. Applicants must submit an official transcript indicating successful completion of a bachelor’s and acceptable master’s degree program from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Transcripts should be sent directly to the Office of Graduate Admissions from all schools previously attended.
9. For those required to take the TOEFL exam, a minimum score of 600.
10. Selection is based on high promise of success in graduate study in business administration, as indicated by a combination of:
   - Prior academic performance;
   - 2 letters of recommendation from employers or professors;
   - A current resume

If you do not possess a bachelor’s degree in information technology or a comparable field of study, you must take Information Technology your first term in place of an IT elective.

You may apply to use transfer credit to replace or substitute for up to three courses by submitting a waiver form to the Dean of the School. A waiver will be granted conditionally, based upon an evaluation of common learning outcomes.

You may enroll in no more than one course per term for your first three terms. After completing your third term, you may enroll in two courses per term if your cumulative GPA is 3.5 or higher. Exceptions to this policy require the approval of the Dean of the School.

Master of Science in Information Technology Courses
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 501</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 503</td>
<td>Finance and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 510</td>
<td>Research Methodology</td>
<td>3</td>
</tr>
<tr>
<td>Quarter 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 605</td>
<td>Innovation Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 614</td>
<td>Strategic Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IT 501</td>
<td>Systems Engineering</td>
<td>3</td>
</tr>
<tr>
<td>Quarter 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 502</td>
<td>Information Security</td>
<td>3</td>
</tr>
<tr>
<td>IT 503</td>
<td>Database Modeling and Design</td>
<td>3</td>
</tr>
<tr>
<td>IT 504</td>
<td>Computer Networks</td>
<td>3</td>
</tr>
<tr>
<td>Quarter 4</td>
<td></td>
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</tr>
<tr>
<td>IT 601</td>
<td>Structured Query Language</td>
<td>3</td>
</tr>
<tr>
<td>IT 602</td>
<td>Internet Technology</td>
<td>3</td>
</tr>
<tr>
<td>IT 603</td>
<td>Cyber Security</td>
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<tr>
<td>Quarter 5</td>
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<tr>
<td>IT 604</td>
<td>Advanced Programming</td>
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<td>IT 605</td>
<td>Thesis</td>
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<tr>
<td></td>
<td>Total Quarter Credits</td>
<td>45</td>
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</tbody>
</table>

**Graduation Requirements**

To graduate, you must:

1. Successfully complete 45 quarter credits of the required courses for your program of study and obtain the minimum cumulative GPA of 30 required within the maximum time frame permitted (see the Satisfactory Academic Progress section for further information).
2. Submit Graduation Application
3. Return all property belonging to TUA.
4. Attend Career Resources and Financial Aid exit interviews online, if applicable.
5. Fulfill all financial obligations to the university prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

**Cost of Instruction**

The table below is an estimate of the cost of instruction for the DBA degree based on normal time for completion of 2 years (8 Quarters).
<table>
<thead>
<tr>
<th><strong>Degree Program</strong></th>
<th><strong>Master of Science in Information Technology</strong></th>
</tr>
</thead>
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<tr>
<td>Application Fee (Non Refundable)</td>
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<td>Total Tuition</td>
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<td>Books and Learning Materials</td>
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<td>Supplies and Kits</td>
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<td>Equipment</td>
<td>NA</td>
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<tr>
<td>International Transcript Evaluation Fee</td>
<td>$100.00-$480.00**</td>
</tr>
<tr>
<td>Certified Translation</td>
<td>$25.00/page**</td>
</tr>
<tr>
<td>STRF Fee (California residents only)</td>
<td>0</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credit</td>
<td>$50.00/course***</td>
</tr>
<tr>
<td>Fee for Transfer of Credit</td>
<td>$75.00***</td>
</tr>
<tr>
<td>TOEFL or IELTS Testing Fees</td>
<td>$50.00-$100.00</td>
</tr>
<tr>
<td>Library fees (Library Cards or Use Fees)</td>
<td>$100.00/year ****</td>
</tr>
<tr>
<td>Commencement fee (when student files graduation request)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total Charges</strong>*</td>
<td>$14,600.00</td>
</tr>
</tbody>
</table>

*Cost of books based on Amazon listed cost of the book
**The cost of evaluating international transcripts will vary due to the number of course and degrees that need to be evaluated. Certified Translation cost will vary due to the number of pages that must be translated.
***The total charges do not include the cost of International Transcript Evaluation Fees, Certified Translation Fees and Fee for Transfer of Credit.
**** Paid to library directly.

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE**: **$2,850.00**

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**: **$14,600.00**

**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT**: (See Note below) **$2,900.00**

Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

**Doctor in Business Administration (DBA)**

**Description and Outcomes**

The objective of the Doctorate of Business Administration (DBA) program is to help you pursue leadership positions in competitive business environments. The curriculum is designed to address this through a portfolio of practical, resume-building projects that satisfy your intellectual curiosity and help build the knowledge, skills, and abilities to make sound business and management decisions. Beyond these practical skills, the program is also designed to foster thought leadership, innovation, and corporate social responsibility in a global context.

The Doctorate of Business Administration program is a professional and innovative doctorate that enables students to develop in-depth expertise in a specific business area. It prepares highly experienced professionals for teaching and research positions or for advanced research positions in consulting, government or industry. It also provides students a strong theoretical understanding of business disciplines and the necessary preparation to contribute to organizational knowledge and effectiveness through required coursework and interaction with academics and practitioners at the leading edge of their fields. DBA students will also need to complete a dissertation that contributes to business practice.
Specializations
In addition to the core program requirements, you may add a specialization to your degree plan, for which you are required to take a minimum of three courses from one of the chosen specializations. Specializations are not required for completion of the general program. Students have the opportunity to specialize with an Advanced Core in Business Management, Brand Management, Personal Branding, Authentic Governance, Leadership, Entrepreneurship, Project Management, Hospitality Management, Logistics Management, Technology Management and Finance.

Program Length
The DBA program requires a total of 90 quarter credits. The credits are allocated as follows: 63 quarter credits consist of 10 courses of 6 quarter credits each and one course of 3 quarter credits and 27 quarter credits for dissertation courses.

Program Outcomes
1. Prepare highly experienced professionals for teaching and research positions or for advanced research positions in consulting, government or industry.
2. Apply knowledge related to fundamental business processes to make effective business decisions in a global context.
3. Integrate business knowledge to take well-reasoned action in diverse situations.
4. Innovate to address business issues and opportunities in dynamic environments.
5. Demonstrate the leadership necessary to accomplish business goals and maximize organizational performance.
6. Evaluate the ethical and social implications of business decisions in a global context.

Admissions Requirements
You must meet the below admissions requirements in addition to TUA’s general requirements.

DBA programs are open to those who have earned an equivalent of a Master’s Degree in a business discipline from accredited universities and whose graduate academic records, scores on the required standardized examination, and prior work experience indicate that they have the capability to complete the program. Admission is reviewed by the DBA Admissions Committee. The DBA Admissions Committee reviews all applications. The required and preferred criteria are:

1. Completed Application
2. Earned graduate degree in one of the following: Master of Business Administration (MBA), Master of Science in Accounting (MSA), MS in Information Systems, or MS in Management Information Systems.
3. In addition to the degree requirement above, applicants must have completed a minimum of 18 hours in business courses (undergraduate and graduate courses count in the 18-hour requirement).
4. A Cumulative GPA of 3.00 for entrance into the program.
5. Two professional reverences
6. Graduate Management Admissions Test (GMAT). A minimum score of 470 on the GMAT is required.
7. Academic Records. Applicants must submit an official transcript indicating successful completion of a bachelor’s and acceptable master’s degree program from an institution accredited by an accrediting agency. Transcripts should be sent directly to the Office of Graduate Admissions from all schools previously attended.
8. For those required to take the TOEFL exam, a minimum score of 600.
9. A minimum of three years of professional experience preferred, including significant management experience.
10. A $50 nonrefundable application fee.
11. Selection is based on high promise of success in graduate study in business administration, as indicated by a combination of:
   a. Prior academic performance;
   b. Prior work experience;
   c. 2 letters of recommendation from employers or professors;
### Doctor in Business Administration Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1</strong></td>
<td></td>
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</tr>
<tr>
<td>BUS 701</td>
<td>Public Policy</td>
<td>6</td>
</tr>
<tr>
<td>BUS 702</td>
<td>Global Marketing</td>
<td>6</td>
</tr>
<tr>
<td><strong>Quarter 2</strong></td>
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</tr>
<tr>
<td>BUS 703</td>
<td>Talent Management</td>
<td>6</td>
</tr>
<tr>
<td>BUS 704</td>
<td>Strategic Management Concepts and Cases</td>
<td>6</td>
</tr>
<tr>
<td><strong>Quarter 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 705</td>
<td>Global Business Management</td>
<td>6</td>
</tr>
<tr>
<td>BUS 706</td>
<td>Research Methods</td>
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<tr>
<td><strong>Quarter 4</strong></td>
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<tr>
<td>BUS 707</td>
<td>Seminar in Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 708</td>
<td>The Legal Environment and Business Law</td>
<td>6</td>
</tr>
</tbody>
</table>

### Required Advanced Core Courses

Each student must select one of the following Core programs:

#### Finance Advanced Core:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BUS 801</td>
<td>Financial Management</td>
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<tr>
<td>BUS 802</td>
<td>Financial Planning</td>
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</tr>
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<td>BUS 803</td>
<td>Investment Analysis and Portfolio Management</td>
<td>6</td>
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<tr>
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<td><strong>Total Quarter Credits</strong></td>
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</table>

#### Business Management Advanced Core:

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<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
</tr>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
</tr>
<tr>
<td>BUS 806</td>
<td>Organizational Design</td>
<td>6</td>
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<tr>
<td></td>
<td><strong>Total Quarter Credits</strong></td>
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</table>

#### Brand Management Advanced Core:

<table>
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<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
</tr>
<tr>
<td>Course #</td>
<td>Course Name</td>
<td>Units</td>
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<tr>
<td>---------</td>
<td>-----------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
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<tr>
<td>BUS 807</td>
<td>Strategic Brand Management</td>
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**Personal Branding Advanced Core:**

<table>
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<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
</tr>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
</tr>
<tr>
<td>BUS 808</td>
<td>Authentic Personal Leadership Branding</td>
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<tr>
<td></td>
<td>Total Quarter Credits</td>
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</table>

**Leadership Advanced Core:**

<table>
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<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
</tr>
<tr>
<td>BUS 808</td>
<td>Authentic Personal Leadership Branding</td>
<td>6</td>
</tr>
<tr>
<td>BUS 809</td>
<td>Organizational Culture and Leadership</td>
<td>6</td>
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<tr>
<td></td>
<td>Total Quarter Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

**Entrepreneurship Advanced Core:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
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<tbody>
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<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
</tr>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
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<tr>
<td>BUS 809</td>
<td>Organizational Culture and Leadership</td>
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<td>Total Quarter Credits</td>
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**Project Management Advanced Core:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
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<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
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<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
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<tr>
<td>BUS 810</td>
<td>Project Management Skills</td>
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**Hospitality Management Core:**

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<th>Course Name</th>
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<td>Corporate Social Responsibility</td>
<td>6</td>
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<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
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<td>BUS 811</td>
<td>Hospitality Management</td>
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</table>
### Technology Management Core:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
</tr>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
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<td>BUS 812</td>
<td>Technology and Innovation Management</td>
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<td><strong>Total Quarter Credits</strong></td>
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</table>

### Logistics Management Core:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
</tr>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
</tr>
<tr>
<td>BUS 813</td>
<td>Reverse Logistics and Closed Loop Supply Chain Management</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total Quarter Credits</strong></td>
<td><strong>18</strong></td>
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</table>

### Authentic Governance Advanced Core:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 804</td>
<td>Corporate Social Responsibility</td>
<td>6</td>
</tr>
<tr>
<td>BUS 805</td>
<td>Entrepreneurial Leadership</td>
<td>6</td>
</tr>
<tr>
<td>BUS 814</td>
<td>Authentic Governance II</td>
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<tr>
<td></td>
<td><strong>Total Quarter Credits</strong></td>
<td><strong>18</strong></td>
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</table>

### Dissertation Research and Publication 4 Years to complete

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Quarter Credits</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

### Cost of Instruction

The table below is an estimate of the cost of instruction for the DBA degree based on normal time for completion of 5 years (20 Quarters).

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Doctorate in Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non Refundable)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Total Tuition</td>
<td>$31,500.00</td>
</tr>
<tr>
<td>Books and Learning Materials</td>
<td>$450.00*</td>
</tr>
<tr>
<td>Supplies and Kits</td>
<td>NA</td>
</tr>
<tr>
<td>Equipment</td>
<td>NA</td>
</tr>
<tr>
<td>International Transcript Evaluation Fee</td>
<td>$100.00-$480.00***</td>
</tr>
<tr>
<td>Certified Translation</td>
<td>$25.00/page**</td>
</tr>
<tr>
<td>STRF Fee (California residents only)</td>
<td>0</td>
</tr>
</tbody>
</table>
Assessment Fees for Transfer of Credit $50.00/course***
Fee for Transfer of Credit $75.00***
TOEFL or IELTS Testing Fees $50.00-$100.00
Library fees (Library Cards or Use Fees) $100.00/year ****
Commencement fee (when student files graduation request) $100.00
Total Charges*** $32,600.00

*Cost of books based on Amazon listed cost of the book.
**The cost of evaluating international transcripts will vary due to the number of course and degrees that need to be evaluated. Certified Translation cost will vary due to the number of pages that must be translated.
***The total charges do not include the cost of International Transcript Evaluation Fees, Certified Translation Fees and Fee for Transfer of Credit.
****Paid to library directly.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $1,597.50
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $32,600.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: (See Note below) $1,647.50

Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

Doctor of Education in Educational Leadership (Ed.D.)

Description and Outcomes

The objective of the Doctor of Education in Educational Leadership (Ed.D.) program is to help you pursue leadership positions in educational organizations. This Ed.D. degree program will prepare you to strategically manage and lead complex educational organizations in the areas of budgeting, teacher management and operations. The curriculum is designed to address this through a portfolio of practical, resume-building projects that satisfy your intellectual curiosity and help build the knowledge, skills, and abilities to make sound business and management decisions. Beyond these practical skills, the program is also designed to foster thought leadership, innovation, and corporate social responsibility in a global context.

The mission of the Doctor of Education in Educational Leadership degree program is to prepare students and professionals to become effective leaders who value diversity and academic integrity and have the competencies essential for shaping the future within complex educational environments. The program promotes a commitment to fostering innovation, collaboration, scholarship, and service. Throughout the program students will be educated in the concepts, knowledge and skills necessary to make valuable contributions to the field of education and society.

This Ed.D. degree program will prepare you to become an educational leader who will strategically manage and lead complex educational organizations. It will prepare you to become an educational practitioner who demonstrates analytical, critical, and innovative thinking to improve the performance of educational institutions. You will be able to: a) conduct research to evaluate and improve organizational processes, b) provide instructional leadership to support and enhance the educational process, c) impact the processes in educational decision making, and d) manage the educational organization effectively. An important part of the Ed.D. degree program is the successful completion and oral defense of a doctoral dissertation that adds new information to the body of educational leadership knowledge. To ensure the quality, the program’s curriculum is designed to develop the student’s ability to create original solutions to complex issues and to apply the most appropriate research method for addressing these issues.
Program Length
The Ed.D. program requires a total of 90 quarter credits. The credits are allocated as follows: 63 quarter credits consist of 10 courses of 6 quarter credits each and one course of 3 quarter credits and 27 quarter credits for dissertation courses.

Program Outcomes
1. Prepare highly experienced professionals for teaching and research positions or for advanced research positions in consulting, government or industry.
2. Apply knowledge related to fundamental business processes to make effective business decisions in a global context.
3. Integrate business knowledge to take well-reasoned action in diverse situations.
4. Innovate to address business issues and opportunities in dynamic environments.
5. Demonstrate the leadership necessary to accomplish business goals and maximize organizational performance.
6. Evaluate the ethical and social implications of business decisions in a global context.

Admissions Requirements
You must meet the admissions requirements in addition to TUA’s general requirements.

The Doctor of Education in Educational Leadership program is open to those who have earned an equivalent of a Master’s Degree in a business discipline from accredited universities and whose graduate academic records, scores on the required standardized examination, and prior work experience indicate that they have the capability to complete the program. Admission is reviewed by the Ed. D. Admissions Committee. The Ed. D. Admissions Committee reviews all applications. The required and preferred criteria are:

1. Completed Application
2. Earned Master’s Degree in a business discipline from an accredited institution of higher education.
3. In addition to the degree requirement above, applicants must have completed a minimum of 18 hours in business courses (undergraduate and graduate courses count in the 18-hour requirement).
4. A GPA in upper division and graduate study of 3.0 or above.
5. Submission of Graduate Record Examination (GRE) scores on the three GRE tests, taken within the last five years.
6. A minimum of four years of professional experience and educational preferred, including significant management experience.
7. For those required to take the TOEFL exam, a minimum score of 600.
8. A $50 nonrefundable application fee.
9. Selection is based on high promise of success in graduate study in business administration, as indicated by a combination of:
   a. Prior academic performance;
   b. Prior work experience in education;
   c. Three confidential recommendation forms attesting to the leadership ability and scholarship of the candidate;
   d. A professional résumé

Doctor of Education in Educational Leadership Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 701</td>
<td>Public Policy</td>
<td>6</td>
</tr>
<tr>
<td>BUS 703</td>
<td>Talent Management</td>
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<tr>
<td>Quarter 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Course Name</td>
<td>Units</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>BUS 704</td>
<td>Strategic Management Concepts and Cases</td>
<td>6</td>
</tr>
<tr>
<td>BUS 706</td>
<td>Research Methods</td>
<td>6</td>
</tr>
</tbody>
</table>

**Quarter 3**

| BUS 708 | The Legal Environment and Business Law               | 6     |
| BUS 804 | Corporate Social Responsibility                      | 6     |

**Quarter 4**

| BUS 805 | Entrepreneurial Leadership                           | 6     |
| BUS 809 | Organizational Culture and Leadership                | 6     |

**Quarter 5**

| ED 801  | Learning and Cognition in Education                 | 3     |
| ED 802  | Classroom Management                                 | 6     |

**Quarter 6**

| ED 803  | Education Leadership                                 | 6     |
| ED 900  | Dissertation                                         | 27    |
|         | - Dissertation Design and Implementation            |       |
|         | - Dissertation in Progress                          |       |
|         | - Dissertation Completion & Defense                  |       |

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertations</td>
<td>27</td>
</tr>
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**Cost of Instruction**

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**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** $1,647.50

Note: This total does not include the cost for evaluation and translation of student transcripts and degrees presented for transfer.

**Doctoral Degree Advisors**

A department Doctoral advisor will be assigned to each student upon admission to the program. The term “Doctoral advisor” refers to the academic advisor – who guides first and second year students through coursework and offers advice toward their career goals. When students complete qualifying exams, their dissertation advisor will guide them through their dissertation and job search phase. All doctoral students must select a dissertation advisor within one month following the successful completion of the qualifying examination. It is recommended that the student select a dissertation advisor that will serve as the chair of the student’s dissertation from proposal through graduation. The faculty member must also agree to be the student’s mentor. Any member of the Graduate Faculty in the can serve as an advisor, but it is recommended that the student and advisor hold similar interests. Students should meet regularly with their department Doctoral advisor to discuss curricular and research issues.

**Brief Outline**

1. Basic Discipline Examination
2. Dissertation Topic General Examination
3. Dissertation Workshops
4. Original Research Paper and Presentation
5. Candidacy
6. Dissertation Proposal
7. Dissertation Defense

**Basic Discipline General Examination**

A student must successfully complete the Basic Discipline General Examination requirement in an area that supports the student’s dissertation area as part of the Doctoral degree. General degree requirements.

The Basic Discipline General Examination requirements may include completion of specific courses, research papers, research workshops, a written and/or oral examination, and a faculty evaluation of these requirements. The written portion of the General Examination requirements is administered once a year; The Basic Discipline General Examination requirements should be completed by the end of the first year in the Program. See Expectations and Timelines below.

**Dissertation Topic General Examination**

The student determines the area of interest before entering the Doctoral Program. A student must successfully complete the Dissertation Topic General Examination requirements in the student’s dissertation area as part of the Doctoral general degree requirements. The Dissertation Topic General Examination requirements may include but are not limited to: successful completion of specific courses, research papers, research workshops, reading lists, a written examination, and a faculty evaluation of the above; Dissertation Topic General Examination requirements
may also require specific GPAs and a specified course load per quarter. The written part of the Dissertation Topic General Examination requirements is typically administered once a year, often between June and September. Usually, the Dissertation Topic General Examination requirements should be completed by the end of the second year in the Program. See Expectations and Timelines below.

**Dissertation Workshops**

To fulfill the requirement, Doctoral degree students must register for a Dissertation Workshop for each academic quarter in their second and third years for a total of 6 quarters. The workshops are designed to help the student transition emphasis from courses to research. This is a chance for the student to develop dissertation proposals, understand their dissertation area. Another benefit is the opportunity for the student to present material to an interested and critical group. See Expectations and Timelines below.

**Original Research Paper**

Students must write an original research paper and present it at a workshop at the end of the first quarter of the third year. The student must secure the approval of two faculty members from the area of the student’s research. After the paper has been approved, the student must present it at a dissertation workshop by the end of the third quarter of the third year.

The student must submit a subject topic for approval by the two faculty members. After the approval of the topic, the student must submit an outline to the two faculty members who will sign the outline to show it has been approved. The student must complete the original research paper and present it to the faculty members for their approval. Once approved by the faculty, the student must present the paper at a dissertation workshop. After the presentation and approval by the two faculty members, the student must upload a copy to the university in PDF format. See Expectations and Timelines below.

**Petition for Candidacy**

A Petition for Doctoral Candidacy form must be completed by the student and signed by the members of the dissertation committee. These signatures indicate the willingness of the committee members to oversee the dissertation and allow the Graduate School to confirm eligibility. In order to be eligible for candidacy, the student must have:

- Completed at least 54 quarter credits of coursework;
- Successfully completed the general examination requirements in the student’s dissertation area;
- Enrolled in and participated in a dissertation area workshops in the student’s dissertation area during the second and third years. A total of six quarters with a grade of pass is required;
- Write an original research paper and present it in a curriculum paper workshop. This must be done by the first term of the third year
- Submitted an approved Work Proposal to the Graduate School.

Certification of candidacy indicates that a student has completed the above listed requirements and has reached the advanced stage of the Doctoral Program, permitting him/her to devote full-time to writing a dissertation. See Expectations and Timelines below.

**Dissertation Proposal**

Initiate a major piece of original research (the dissertation proposal) and present it for faculty approval at a dissertation proposal seminar.

All dissertation topics within Innovation University of Silicon Valley will have to be directly related to the field of study. The content of such dissertation projects may investigate any related hypotheses. The doctoral candidate must submit a preliminary draft of the entire dissertation work to every member of their dissertation committee by the beginning of the quarter in which the doctoral student contemplates graduation in order to allow for dissertation committee members’ requests and revisions before as well as after the final oral examination takes place.

**Dissertation Defense**
Complete a satisfactory dissertation and defend it successfully at a dissertation defense seminar. This research is the completion and extension of the research presented at the student’s dissertation proposal seminar.

The application requesting a date for the final oral dissertation defense must be submitted to the entire committee at least six weeks before the planned date of the oral defense of the dissertation in order to allow the dissertation committee members some time to determine whether the oral dissertation defense may be scheduled. The oral dissertation defense will be scheduled only if all the dissertation committee members agree that the dissertation is free of any major problems and indicate their agreement as well as their commitment to attend the oral dissertation defense by signing the Petition for Final Oral Dissertation Defense form.

Expectations and Timeline

First Year
• Complete coursework during the autumn, winter, spring academic quarters and work on an Original Research Paper during the summer.
• Complete the Basic Discipline General Examination requirements in the support area.

Second Year
• Complete coursework during the autumn, winter, and spring quarters and work on a research project—the Original Research Paper during the summer.
• Complete the Dissertation Topic General Examination requirements in the dissertation area.

Third Year
• Complete Original Research Paper by the end of the autumn quarter.
• Present the Original Research Paper in a workshop during the winter or spring quarters.
• Begin the dissertation proposal during the spring quarter.
• Reach Candidacy by the end of summer quarter.

Fourth Year
• Take specialized courses as needed to develop the area of expertise.
• Complete the dissertation proposal.
• Make substantial progress on the dissertation.

Fifth Year and beyond
• Finish and defend the dissertation.

Deadlines:
• Reach candidacy within a maximum of four years from the date of matriculation.
• Propose the dissertation within five years from the date of matriculation.
• Defend the dissertation within seven years from the date of matriculation.

This schedule is the upper limit. You should be able to complete your studies within five years. If you do not reach candidacy within four years, then you will be advised to leave the Program. If have reached candidacy within the allow four years, and you do not propose and defend a dissertation within the next three years, you will be withdrawn from the Program.

Qualifying Examination Policies and Procedures
Students are required to take written and oral exams. The Doctoral advisor is responsible for scheduling and coordinating the qualifying exams. The objective of a qualifying exam is for the student to demonstrate that he or
she has comprehensive knowledge of the disciplinary subject matter. The written exam will last for six hours each
day over two days.

Faculty may examine students on material from their coursework, or ask questions testing their ability to think
creatively, critically, or how to plan and conduct research in the course area. The qualifying exam will typically be
conducted on the Thursday and Friday of the first week of classes of the respective quarter. Each department may
choose the examination format that it feels appropriate for its area. Students must apply to take the qualifying exams
by notifying their department Doctoral advisor six weeks prior to taking the exam.

If the written component of the qualifying examination is not completed successfully, as defined by the student’s
department at the first administration, the examination may be repeated only once. A second examination may not
be held until at least four months has elapsed, but must be held within one calendar year following the first
examination. The second written examination will be considered final. If the student fails the second written
examination, he or she is dismissed from the program.

The oral exam is taken within 60 days after the written exams have been passed and is administered by the doctoral
committee. A student must pass the written exam in order to take the oral exam. The oral exam lasts no more than
three hours. Faculty may reexamine students on material from the coursework, or ask questions testing the ability
to think creatively, critically, or how to plan and conduct research in the course area.

The doctoral committee will select one of its members to serve as the graduate examiner. The results of the oral
qualifying examination are to be communicated to the Graduate School.

Each department decides how many questions a student should pass to determine if the student passes the written
component of the qualifying examination. If the graduate examiner certifies that the applicant has not passed the
oral examination, the committee must make specific recommendations as to admitting the applicant to a second
examination and specify any additional work that should be completed prior to such an examination. A second
examination may not be held until at least four months has elapsed, but must be held within one calendar year
following the first examination. When possible, the same doctoral committee should preside over both
examinations. The second oral examination will be considered final. If the student fails the second oral examination,
he or she is dismissed from the program.

Dissertation Committees and Oral Dissertation Defense Requirements

Every doctoral candidate who completes successfully the qualifying examinations must register for dissertation units
while drafting and successfully defending the dissertation. The Director of Graduate Programs at Innovation
University of Silicon Valley will have to approve of every candidate’s doctoral dissertation committee. At this point,
the doctoral student is formally advanced to candidacy and is heretofore considered a doctoral candidate.

The dissertation committee members will solely have the responsibility to mentor the doctoral candidate’s progress
and approve all his/her doctoral dissertation content. Dissertations, thesis and other products submitted by a
student as part of a graduate program shall be signed by all faculty members recommending the student for an award
of a degree.

The final oral dissertation defense committee will consist of all four approved faculty members that are serving on
the doctoral candidate’s dissertation committee. All committee members will have to document their satisfaction
and approval of the final oral dissertation defense with the Chair of the Program before a doctoral candidate can
graduate from the program.

Students must submit Nominations for Dissertation Committee Members Form after passing the Qualifying Exam.
Students have the option of changing their dissertation committee composition at a later date. To make changes to
the dissertation committee, students must resubmit the Nominations for Dissertation Committee form.

Doctoral Committees
Each Doctoral program shall include a minimum of two formal evaluations of the student by a doctoral committee. The doctoral committee shall be composed of at least three members. At least one member of the dissertation committee will be a TUA faculty member. The dissertation committee will include at least two members who earned their doctoral degrees from appropriately accredited institutions other than TUA, and the committee members are qualified in the subject area of the student’s dissertation or project.

All committee members will demonstrate appropriate scholarship, experience or practice in the subject area.

The first evaluation shall consider the student’s qualifications, including the student’s knowledge, skills, and conceptual framework, for undertaking rigorous inquiry into the student’s designated field.

The second evaluation shall consider the design procedures and products of a formal original inquiry proposed and completed by the student.

Each member of a doctoral committee shall have earned a Doctoral degree from: an institution that is approved by an accredited institution. The chair and the majority of the committee shall have earned degrees related to the student’s field of investigation.

A minimum of 50% of the faculty on the committee shall have degrees conferred by an institution accredited by an accrediting association.

All of the faculty shall have three or more years of field or research experience related to their degrees obtained after they obtained their degrees.

All of the faculty shall have been active in their field of scholarship or profession during the five-year period preceding their participation on the committee.

The formal evaluation procedures shall provide the committee as a whole with the opportunity to jointly examine the candidate.

If the candidate is not physically present and the evaluation must take place by telephone or other means of electronic communication, one of the following shall apply:

- One faculty member on the student’s doctoral committee from the main location (i.e., the state in which the program is licensed or otherwise officially approved) must be present at the location where the doctoral student is examined.
- A proctor, selected and approved by the doctoral committee, shall sit as an observer with the student at the distant location and verify the identity of the student and the facts that the student received no prompting by anyone and did not have access to un-allowed materials during the evaluation process.

If a project includes more than one student, the individual student’s role and contributions shall be clearly identified and documented.

The institution shall maintain a written record of the evaluations. This record shall include the names and signatures of all committee members who participated in the evaluations.

No more than 25 percent of the credits required for graduate degree programs may be awarded for a final product such as a thesis, dissertation, or product.

Dissertations, thesis and other products submitted by a student as part of a graduate program shall be signed by all faculty members recommending the student for an award of a degree.

**Research**

The Doctoral degree is the highest degree conferred by Innovation University of Silicon Valley. It is a research degree, not conferred solely as a result of any prescribed period of study. The degree is granted on evidence of general proficiency, distinctive attainment in a defined academic field, and ability to carry out independent investigation as demonstrated in a dissertation that presents original research or creative scholarship with a high degree of literary skill.
Publication of Dissertations

Once your dissertation has been accepted by your doctoral committee, it is submitted for publication to the IUSV Library and where it will become available to other academic institutions and to the general public.

Use of Confidential Information

Per HHS and FDA Regulations (45 CFR 46.111(a)(7) and 21 CFR 56.111(a)(7)), the university shall determine that where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain confidentiality of data in order to approve human subjects research. The doctoral committee must consider the sensitivity of the information collected and the protections offered to the subjects.

Conflict of Interest in Research

The term “conflict of interest in research” refers to situations in which financial or other personal considerations may compromise, or have the appearance of compromising a researcher’s professional judgment in conducting or reporting research.

When the possibility of a conflict of interest or financial interest could happen, you must disclose this to your doctoral committee for evaluation. We are committed to complying with federal regulations and University policies related to disclosure, review and management of financial interests.

Research Misconduct

Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

(a) Fabrication is making up data or results and recording or reporting them.
(b) Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
(c) Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
(d) Research misconduct does not include honest error or differences of opinion.

Doctoral Degree Authorization for Directed Study

Independent study may be authorized for areas of interest not covered by courses scheduled at the time the student is completing course requirements. Before a Ph.D. applicant may register for directed study, he or she should obtain approval from the course instructor and department Ph. D. or dissertation advisor on a Petition for Directed Study form.

Transfer of Credit

A student wishing to transfer graduate credit toward the Doctoral degree program should file a Transfer of Credit – Doctoral Degree form, along with the Doctoral Degree Work Proposal. Original transcripts must accompany the form. A minimum grade of B is necessary to transfer credits. Below B credits and courses graded “P” or “S” (Pass or Satisfactory) are not eligible for transfer. Transfer credit must be appropriate to the student’s degree program and may not be used to reduce the minimum requirement of thirty credits that must be earned at Innovation University of Silicon Valley. A maximum of 27, four (4) credits can be transferred from master’s programs.

Doctoral Graduation Information

1. Prepare a Deadline Sheet for the upcoming academic year. This sheet includes all the deadlines for the indicated academic year. Paperwork must be submitted to the Graduate School by the deadlines for the indicated graduation.
2. Download a Graduation School Checklist to review the essential items for your degree.
3. Prepare the Candidacy Application two weeks prior to passing the comprehensive examination.
4. You must apply online for the Graduation Application to the Graduate School.
5. Send a copy of your Dissertation title to the Graduate School for inclusion in your transcript.
6. All students completing a doctoral degree must hold a final defense of their dissertation. The form should be given to the Graduate School at least two weeks before the defense. After the committee members have been approved, it will be returned to your department so it’s available for your exam. After the defense, the form, with original signatures, will be returned to the Graduate School to verify that you passed the exam.

**Payment of Tuition and Fees**

Technological University of the Americas offers programs that can take several years to complete. These programs have terms of four month or less and are designed to be completed in one term. Technological University of the Americas charges by the term and requires payment of all tuition and fees by the first day of instruction of each term.

For those programs designed to be longer than one quarter, an institution shall not require more than one term of advance payment of tuition at a time. When 50 percent of the total degree program has been completed, the institution may require full payment.

At the student’s option, Technological University of the Americas may accept payment in full for tuition and fees, for an entire program of study including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

Payment of tuition and fees can be made by paper check, wire transfer, Visa, and MasterCard. Payment must be in US currency. Checks and wire transfers must be drawn on a US bank in US currency. Payments are due prior to the start of the Quarter. Payments received will be counted toward student’s current and outstanding tuition and fees. Non-financial aid refunds will only be issued to students whose account does not have a current and outstanding tuition and fee balances.

**Undergraduate and Graduate Cancellation/Refund Policy**

A financial adjustment may be made when a student withdraws from a course prior to the end of the enrollment term and prior to completing 50 percent of the course (or taking the mid-term examination). In order to obtain a tuition refund from City Vision College, enrollment cancellations, course withdrawals and refund requests may be made at any time by any method. Students may call the college office, send a letter or e-mail registrar@tua.university. If a student chooses to withdraw from a course, the following refund policy will apply:

1. Students who cancel their enrollment before the end of the first week of an 11-week class are entitled to full refund of all money paid excluding the $25 application fee (or $50 application fee, for graduate students).
2. The following refundable tuition is due upon withdrawal of the student after he or she completes the following:
   - 1st week of class 87.5%
   - 2nd week of class 75%
   - 3rd week of class 62.5%
   - 4th week of class 50%
   - After the 5th week of class 0%

Students who withdraw from a particular course may apply their tuition refunds to another course that may be taken at a later time. If the tuition rate has changed, a credit equal to their tuition refund will be applied to the total cost of the future course.

3. A full refund of tuition and enrollment fees will be granted if the refund request is made within 5 business days from when the student submits their enrollment application, not including holidays and weekends.

**Financial Aid**

Technological University of the Americas does not offer any Federal or State financial aid.
Student Loan
If a student obtains a loan to pay for their educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

Course Repeat Policy
An undergraduate student may repeat a failed course once. The student will have to pay the tuition and other fees for that course repeat. For graduate students, there is no repeat of a course due to failure. For students, both undergraduate and graduate students, that have to repeat a course because of an authorized leave of absence, medical condition or other situation as approved by the school dean.

Scholarships
Technological University of the Americas does offer scholarship programs.

Academic Standards

Academic Integrity and Honesty
The principles of academic integrity encompass simple standards of honesty and truth. Each member of the University community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards. Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else’s work as one’s own is a serious academic offense and may result in failure, suspension, or dismissal.

Academic Standing

Undergraduate Students
If an undergraduate student has a cumulative grade point average of 2.0 or higher, they are in “good academic standing”. If during the current term the student’s grade point average is below 1.5 or falls below 2.0 while on academic probation, the student is subject to dismissal from the University. If the student’s cumulative grade point average fall below 2.0, the student is placed on academic probation.

Honors at Entrance are granted to selected graduates of accredited Undergraduate or Graduate Programs. Students, who must apply for the honor, must have achieved an overall cumulative grade-point average of 3.75 or above. The student must be enrolled in the University full-time and must apply for the honor by the deadline date. If granted, it is recorded when the student has completed one quarter.

Dean’s Honors List is published each quarter. It includes all students whose quarter grade-point average is 3.50 or higher, with A grades in 12 or more units.

Administrative Honors are awarded to graduates who have completed at least 30 units at the University and who have achieved a grade-point average of 3.67 or above in work at the University and in all work attempted.

Valedictorian Award recognition is given to the graduate(s) with the highest grade-point average among the recipients of Administrative Honors.
Graduate Students
If an undergraduate student has a cumulative grade point average of 3.0 or higher, they are in “good academic standing”. The University, like most graduate schools, accepts AS and BS for graduate credit. The range of passing grades is A to B-, thus providing two specific steps with which to demonstrate a student's progress within a course. No more than two grades of B- are acceptable, including transfer credit, and no transfer credit is permitted for courses rated C+ or lower. For the student, to graduate, he/she must achieve a grade-point average (GPA), including transfer credit, of at least B (3.0). Should a student receive more than two B- grades, the courses in question may be repeated for credit. Course tuition will be charged again for repeated courses. If the cumulative grade point average falls below 3.0, the student will be dismissed from the University. There is no academic probation for graduate students.

Academic Advisement and Counseling
Advisors specialize in matters pertaining to your educational program: School policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks. Faculty performs ongoing advising. Every effort is made to match degree/certificate seeking students with faculty from areas of particular interest to the individual advisee.

Counselors are professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solve other academic difficulties. With students on restricted academic or financial aid status, counselors work to develop individual success plans, which address the specific issues inhibiting academic success.

Although counselors often advise students, advisors are not trained to counsel. Please be sure to make clear what kind of assistance you need when requesting an appointment. If you're not sure, someone will be happy to help you decide.

Advisors help students
- Help you pick your classes
- Facilitate educational transactions; e.g., schedules, drop/adds, withdrawals, change of major, waivers, graduation requirements, etc.
- Clarify instructional policies, procedures and requirements
- Provide general information on special services including academic remediation, admission, placement testing, courses of study, and registration
- Explain course transfer differences between institutions
- Interpret placement scores and recommend appropriate classes.

Technological University of the Americas does not provide individual counseling. Institution does provide academic advisement. In those cases, where students may require services not provided by Institution, the student will be referred to local services in our area.

Academic advising is a relationship with mutual responsibilities between an advisor and student advisee, for timely consultation, sharing of accurate and complete information, careful listening, critical evaluation and respectful interchange. Academic advising can be facilitated by a professional staff person or a faculty member.

All students are entitled to a quality advising system to be provided by Technological University of the Americas. The following factors are characteristic of a quality advising system:
- Accessibility to students;
- Amount of time spent in advising students;
- Familiarity with the requirements of various school programs;
- Ability to relate successfully to a wide variety of students for the purpose of advising;
• Knowledge of resources available for the meeting of students' needs and the keeping of adequate records.

**Advisor Role and Responsibilities:**

The academic advisor, whether faculty or staff member, serves as a coordinator of the students’ educational experiences. As such, the academic advisor’s responsibilities include the following:

• Help students define and develop realistic educational and career goals.
• Assist students in planning a program consistent with their abilities and interests.
• Assist students in monitoring and evaluating their educational progress.
• Discuss linkages and relationships between instructional program and occupational career. Assist students in identifying career opportunities. This includes utilizing on campus Career Services Department.
• Inform students of the nature of the advisor/student advisee relationship.
• Interpret and provide rationale for instructional policies, procedures, and requirements.
• Monitor all designated educational transactions. I.E. course selection, changes of major, graduation requirements, etc.
• Maintain an advising record for each student.
• Designate and post hours available for advising.

**Advisee Role and Responsibilities:**

Students carry a portion of responsibility in the advising process. In the interest of successfully completing a degree program, a student must be pro-active in finding the necessary resources needed for attaining a certificate. In order to contribute to an effective advising relationship, students are expected to:

• Schedule and attend advising prior to course registration. Advising sessions may be conducted via email or telephone, depending on the need of the advisor or the advisee.
• Clarify personal values, abilities, interests, and goals.
• Become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, and deadlines.
• Prepare for each advising session.
• Follow through on actions identified during each advising session.
• Responsibly evaluate his/her advisor in order to strengthen the quality of advisement.
• Become familiar with career services and other campus resources.

**Tools for measurement:**

Advising Form 1&2: These records are used to maintain a record of all advising transactions that occur between the advisor and advisee. The advising record will indicate whether a student has met with their advisor prior to each course registration period, this can also include email or telephone correspondence between the advisor and advisee. It will also document the academic plan created by the student and said advisor. This record is also used to ensure that student advisees are receiving information regarding his/her academic standing and time needed for degree completion. The record will also facilitate a smooth transition when students complete a change of major. This record will be maintained by the advisor and can be a combination of electronic and written data.

Advising Form 1 is used for meetings that do not have graduation impact. This form is used for casual or non-academic concerns that do not require follow-up action. Advising Form 2 is used for any subject that does have academic impact where follow-up action is required. Advising Form 2 must be copied to the registrar for inclusion in the student’s academic file.

Adviser Evaluation Form: Student advisees must have the opportunity to indicate whether they are receiving the most out of their advising experiences. These evaluations are to be structured in such a way that the strengths and weaknesses of the advising experience can be clearly indicated. There must also be an opportunity for students to identify how to positively change their experience, or change advisors. Students must have the opportunity to complete this form prior to completion of their program of study.

Academic Difficulty Analysis Form: Academic support is mandated for students on academic probation. Students must meet with the designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course of action before registering for the next term, and develop an individual plan for
academic success. The student must meet their terms of the probation plan including attendance, and GPA during the following term, and/or meet the minimum GPA for good standing. A copy of this form should be provided to the Registrar and placed in the student’s academic file.

Satisfactory Academic Progress

Academic Readiness

Technological University of the Americas wants to have all students be successful in their academic program. To demonstrate academic readiness, each student must successfully complete their first course (initial course). Undergraduate students must demonstrate essential writing, math, and logical reasoning skills. Students who earn a grade of “F” in the first course have not demonstrated sufficient academic readiness. The student can either withdraw from the university or, they may take the first course again and if they are successful they may proceed with their academic program. Students who do not pass the first course will not be allowed to continue in their program until the pass the first course. The student that does not pass the first course can take the first course again just once. Failure to pass the first course on the second try will result in dropping the student from the university.

A student who has unsuccessfully completed the first course may apply to the university after 6 months. They will have to complete the first course successfully. Failure to do so will result in dropping the student from the university. A student that has re-enrolled in the university and failed to successfully pass the first course cannot reapply again.

Grading

The university continually evaluates the student’s educational progress through examination of student’s knowledge, for which the university awards letter grades with corresponding grade points if applicable. The following is the university grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percent</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Below Average</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Unacceptable</td>
<td>65-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0-64</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The university uses a system of letter grades for most classes, and distance learning courses. Theses and dissertations are graded Pass/No Pass by the Thesis or Dissertation Committee upon completion of the research, oral examination, and the filing of bindery-ready copies with the Registrar.

Grading Criteria

A Course Evaluation Form is completed by the Instructor for each course completed. The form carries a brief description of the criteria for grading assignments to be completed by written essay form.

**Criterion I** addresses the scope of knowledge acquired by the student in a given course. Does the student use and incorporate the specific language and terminology of the discipline with confidence and accuracy? Are concepts adequately understood so that the student demonstrates that knowledge in written and oral presentations? Is information contained in the text and related materials reflected accurately in the student products?

**Criterion II** implies that extended reading is used to implement the discussion response to course
assignments either from course references (as supplied in course syllabi) or from the student’s own references (cited by the student in the course product). The graduate student of scholarly inclination will utilize recent research journals, or classics in the area of specialization to strengthen a discourse.

**Criterion III** encourages students to relate course content to professional problems and issues at a high level of creative applications. Problem identification and analysis, hypothesis generation, and problem resolution are essential components of the course and program learning.

**Criterion IV** addresses the style and mechanics of written expression. Students are expected to use the form and style recommended in Technological University of the Americas research courses and detailed in the selected text(s).

**I-Incomplete**

If a course has not been completed within the specified time, the instructor may grant an "I" (Incomplete) and a one-month extension completion. At the end of the extended period, a final grade must be recorded.

**W-Withdrawal**

The student may withdraw from any course before the end of the original time limit. At the end of this time, the instructor may withdraw the student from the course and issue a "W" when the instructor believes the student’s progress is insufficient to warrant extension. A student who withdraws, or is withdrawn, may retake the course, but forfeits tuition previously paid for or during initial registration in the course.

**U-Unsatisfactory**

The instructor will record the course grade when, in the instructor’s academic judgment, the quality and quantity of the work submitted indicates unsatisfactory course performance.

**Appealing a Grade**

When a student believes that his or her final grade for a course was unfair, the student may use the process described herein to seek resolution of the matter. The burden of proving a claim of an unfair grade (e.g. discrimination, unjust treatment, or errors in calculation) rests with the student. Grades are awarded or changed only by the course instructor or through this appeals process. An appealed grade may be raised or lowered during the course of this appeals process. The parties should make every effort to achieve consensus and to resolve conflicts at the lowest level and as quickly as possible, especially in cases where a student's timely academic progress is in jeopardy.

The student must direct an appeal in writing to the course instructor involved 30 days after the grade is available online for Intersession. The appeal must include presentation of whatever evidence of unfair evaluation the student believes is relevant. Once the time limit has expired, an appeal will not be taken forward unless the student could not reasonably have known about the alleged injustice within that time; in that case the student must appeal within 30 days of discovering the alleged injustice. It is the responsibility of all parties to make every effort to resolve their differences between themselves and informally.

If at any stage of the grade appeal process an allegation of academic dishonesty becomes known for the first time, this Grade Appeal Process shall be suspended and the case referred to the Academic Honesty Hearing Committee. The Dean will make a written report of its findings to the parties involved. If the Dean finds the student not guilty of academic dishonesty, the student shall then have the right to decide whether or not to return to the Appeal Process for Change of Grade. If the Dean finds the student guilty of academic dishonesty, then the instructor’s grade will stand and the student will not have the right to return to the Appeal Process for Change of Grade. The Dean does not have the authority to alter a student’s grade and should not consider in any way the merits of the grade itself; the only questions are whether academic dishonesty did occur, and if so, what the appropriate sanction(s) should be.

**Dean Consultation Process**
The parties may decide to expedite the appeal procedure by consulting the dean (in the school or college within which the course resides) for an informal resolution. If they decide to consult the dean, the dean’s decision may not be appealed through the formal process but shall be final and binding. If the student and faculty member cannot resolve the matter between themselves within 30 days and do not agree to consult the dean, the student may appeal through the formal process below. If the faculty member is unavailable during the 30 days, then the student may proceed directly to the formal process below.

**Grade Appeal Committee Process**

Adherence to the time requirements listed below in the formal process are the responsibility of the faculty member and the student. If the student does not adhere to them, then the instructor's grade will stand. If the faculty member does not adhere to them, then the student may appeal to the dean of the college in which the course was offered to expedite the process. If the faculty member still fails to respond in a timely manner the student may proceed with the appeal directly to the appropriate dean.

The Process is for the student and instructor mutually to select another full-time faculty member within the same school or college as the course instructor. This mutually selected faculty member (the third-party faculty member) shall examine all relevant evidence presented by the two parties and make a recommendation. The third-party faculty member shall be chosen within two weeks after the appeal is presented and shall render a recommendation within one week after examining the evidence. Upon request by the student, time limits may be extended in order to accommodate the Intersession or Summer Session calendars.

If the student and the course instructor cannot agree on a third-party faculty member or cannot or do not choose a third-party faculty member, then the chair of the department or the faculty coordinator of the program involved shall make this selection. If the course instructor is also the chair or coordinator and cannot agree with the student on a suitable third-party faculty member, the student may move directly to Step Two.

In addition to the third-party faculty member, a qualified student (i.e., any undergraduate or graduate student in good academic standing, with at least a 3.0 GPA, within the college in which the appeal is being processed) may be selected, at the sole discretion of the student who has appealed, to assist the student in any appropriate manner, whether as an advocate, another mediator, or an observer.

The third-party faculty member shall make his or her written recommendation to the student and instructor simultaneously. The objective shall be to reach consensus based on the third-party faculty member’s recommendation.

The third-party faculty member shall complete a Grade Appeal Form available in the deans’ offices stating the basis of the claim, the recommendation he or she has made, and whether the parties have accepted the recommendation. This form shall be placed in the student’s official University record at the conclusion of the appeals process, with copies given to both the student and involved instructor.

**Academic Probation and Drop Policies**

At the end of the schedule module or level, a grade is assigned to each student based on the teacher’s evaluation of the students in class performance and test results. If student’s grade is below 70% the student will be automatically placed on academic probation, and is informed of this fact in writing.

This probationary status is removed and student repeats the module or level and completes the level or module by receiving a grade of C. (70%) or higher. The student on academic probation is allowed only one opportunity to earn the required grade by receiving a grade of 70% or higher, and may not repeat the program segment a second time. If the student’s grade point averages has not return to a “C.” (70%) or higher, the student is dropped from the program. A student is allowed only one academic probation during the scheduled length of a program. If the student succeeds in having this probation status removed in accordance with the above policy and if the student has earned 75% of the total grades, the student will be allowed a secondary academic probation.
**Undergraduate Drop Policy**

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a “C”) after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school’s ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

**Undergraduate Termination, Appeal, and Reinstatement**

Students find it necessary to discontinue their training, they should arrange to meet with the school Director to discuss that situation and submit written notification of the request. Students shall be terminated for failure to:

- Meet minimum standards for academic progress,
- Meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

**Graduate Drop Policy**

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a “B”) after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school’s ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

**Graduate Termination, Appeal, and Reinstatement**

Students find it necessary to discontinue their training, they should arrange to meet with the school Director to discuss that situation and submit written notification of the request. Students shall be terminated for failure to:

- Meet minimum standards for academic progress,
- Meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

Whether termination of the student is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school of administration by submitting a written request to the school President describing any circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the President. Apart from registration fee of $150 there are no other administrative costs associated with withdrawal or termination.

**Unofficial Withdrawal**

If the student fails to respond to class and classwork for more than 14 consecutive days, the university will consider this student a drop and automatically withdraw him/her from the program.

**Automatic Withdrawal**

A student will automatically be withdrawn from the program for the following reasons:

- Failure to respond for 14 consecutive class days.
• Failure to return from an approved leave of absence on the scheduled return date
• Failure to maintain satisfactory progress for two consecutive quarters.
• Failure to fulfill financial agreements
• Failing any course in the program twice

Appeal
Suspended or terminated undergraduate students may appeal the school’s decision in writing to the school director. The school must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

Dismissal
Since signing and Enrollment Agreement is a contract between students and the school, the student may withdraw anytime without hindrance. Concerning refunds, see the Refund section. Any dismissed students who desires to be re-admitted must submit the application form for re-admission, pay the non-refundable registration fee, and get permission of the Dean of the program the student is enrolled.

Records and Documents
Student Records
Technological University of the Americas will hold student transcripts for a period of 50 years. Student records will be kept for 15 years. After 5 years all records will be transferred to electronic media and stored on campus and off campus is a secure location.

Students seeking copies of their transcript should contact the business office. There is a $10.00 charge for a copy of the official transcript. An unofficial transcript charge is $2.00.

If the school ceases operation, the student can contact the Bureau for Private Postsecondary Education, or successor agency, for information on how to get information about their transcript.

Records on Hold
Academic records may be placed on hold for any of the following reasons:

1. Failure to submit an official transcript from a prior institution of study.
2. A failure to meet a financial obligation to the University.
3. Failure to return library materials or school equipment.

Until the hold is removed, individuals will not be allowed to:

1. Restart school from a withdrawal status;
2. Obtain an official transcript; or
3. Receive an official Diploma.

Appeals to this policy may be made to the President/Executive Director in writing. The President/Executive Director will notify the student in writing regarding the outcome of the appeal.

FERPA and Student Records
Technological University of the Americas has a legal and professional responsibility to create, maintain, and dispose of the educational records of the students of Technological University of the Americas properly, while at all times guarding the integrity and confidentiality of those records. Appropriate procedures shall be developed which conform with applicable laws and regulations and with principles of sound records management.
Definition of Education Records

Education records consist of those files maintained by Admissions and Records, the Career/Job Placement, Scholarships and Financial Aids, and those files maintained for individual students by the Education Department.

Student Education Records Procedure

The Registrar of Technological University of the Americas is charged with the following:

a. Technological University of the Americas shall maintain a file for each student who enrolls in Technological University of the Americas whether or not the student completes the educational program.

b. The file shall contain all of the following applicable information:

1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student’s qualifications for admission to Technological University of the Americas or University’s award of credit or acceptance of transfer credits including the following:

   (A) Evidence of high school completion or equivalency or other documentation establishing the student’s ability to do the work of the program to which the student is enrolling for under graduate students. Evidence of bachelor degree completion for graduate students. See Admissions for complete list of enrollment eligibility.

   (B) Records documenting units of credit earned at other institutions that have been accepted and applied by Technological University of the Americas as transfer credits toward the student’s completion of an educational program.

   (C) Grades or findings from any examination of academic ability or educational achievement used for admission or School placement purposes.

   (D) All of the documents evidencing a student’s prior experiential learning upon which Technological University of the Americas and the faculty base the award of any credit.

   (E) Record of attendance to include attendance and tardies for each course taken by the student.

   (F) Records of student health records if required for enrollment.

   (G) Record of student’s background check if required for enrollment

2) Personal information regarding the student’s age, gender, and ethnicity if that information has been voluntarily supplied by the student.

3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.

4) Records of the dates of enrollment and, if applicable, withdrawal from Technological University of the Americas leaves of absence, and graduation.

5) A transcript showing all of the following:

   (A) The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.

   (B) The final grades or evaluations given to the student.

   (C) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit.

   (D) Credit for courses earned at other institutions.

   (E) Credit based on any examination of academic ability or educational achievement used for admission or School placement purposes.
(F) Degrees, certificates, and diplomas awarded the student.

(6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.

(7) The dissertations, theses, and other student projects submitted by graduate students.

(8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency.

(9) A document showing the total amount of money received from or on behalf of the student and date or dates on which the money was received.

(10) A document specifying the amount of refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.

(11) Copies of any official advisory notices or warnings regarding the student’s progress.

(12) Complaints received from the student.

Review of Records by Student
At the request of the student, he/she may at any time review his/her academic or financial record with the Chief Academic Officer.

a. The right of students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.

b. Expressly exempted from the right of review and inspection are the financial records of the parents of the students.

c. Without the student’s written consent and upon authorization of the Chief Executive Officer or his/her designee, Technological University of the Americas may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

(1). School with a legitimate educational interest.

(2). Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

(3). Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law.

(4). Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.

(5). Agencies or organizations in connection with a student’s application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
(6). Accrediting organizations in order to carry out their accrediting functions.

(7). Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.

(8). Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.

(9). Those who have obtained subpoena or judicial order. Technological University of the Americas will make a reasonable effort to notify the student in advance of the university’s compliance with the order.

(10). Authorized representatives of the Bureau for Private Postsecondary and Vocational Education, where such information is necessary to audit or evaluate a state supported education program or pursuant to a state law, except that when collection of personally identifiable information is specifically authorized by state law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of state legal requirements.

Record of Access

The Registrar will maintain an access list which includes the identity of persons other than Technological University of the Americas officials who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access.

Storage of Student Records

It is the policy of Technological University of the Americas to provide proper storage and access as prescribed by the Act and the Regulations.

The registrar of Technological University of the Americas is charged with the following:

a. Technological University of the Americas shall maintain all records that relate to Technological University of the Americas’ compliance with the law. Unless Technological University of the Americas has applied for, and has received an approval for a change of Technological University of the Americas’ primary administrative location, the primary administrative location shall be deemed to be location identified in School’s most recent filed application for approval to operate.

b. Technological University of the Americas shall maintain accurate records that show all of the following:

(1) The names, telephone numbers, and home and local addresses of each student.
(2) The courses of instruction offered by the institution and the curriculum for each course.
(3) The name, address, and educational qualifications of each member of its faculty.
(4) The information required by the Act.
(5) All information and records required by this chapter.

c. Technological University of the Americas will maintain specific records for more than five years.

(1) Technological University of the Americas shall maintain for a period of fifty (50) years a transcript as prescribed by accrediting commission standards.
(2) Technological University of the Americas shall maintain records relating to federal financial aid programs as provided by federal law.

d. A copy of each current record required by the Act or the Regulations shall be maintained.
e. A record that is no longer current may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
(2) Technological University of the Americas maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at Technological University of the Americas' primary administrative location.
(3) Technological University of the Americas has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation to the devices to any person authorized by the Act to inspect and copy records.
(4) Any person authorized by the Act or the Regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall upon request, reimburse Technological University of the Americas for the reasonable cost of using Technological University of the Americas' equipment and material to make copies at a rate not to exceed ten cents ($0.10) per page.

f. Technological University of the Americas shall maintain a second set of all academic and financial records required by the Act and the Regulations at a different location unless the original records, including records stored pursuant to subdivision d. are maintained in a manner reasonably secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

g. All records that the school is required to maintain by the Act and the Regulations shall be made immediately available by Technological University of the Americas for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

h. If Technological University of the Americas closes, Technological University of the Americas and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping of all records required to be maintained by the Act and the Regulations for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision d., during normal business hours by any entity authorized by law to inspect and copy records.

Technological University of the Americas may dispose of records after they have passed the time limits imposed by the Act and the Regulations. Before disposing of any record, the Registrar must check with the policy to determine if the record qualifies for disposal.

Student records are confidential and are kept by the Registrar Department for five years. No one, except appropriate school faculty and staff or an authorized representative or the Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIA, VA) may review any educational records without the approval of the student. The only exception to this is a parent or legal guardian of a minor student.

Without the student's written consent and upon authorization of the Chief Executive Officer or his designee, Technological University of the Americas may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

**Student Privacy Rights**

a. School with a legitimate educational interest.
b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials

Technological University of the Americas Catalog  pg. 75
shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

c. Other state and local officials or authorities to the extent that information is specifically required to be reported.

d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll.

e. Agencies or organizations in connection with a student’s application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.

f. Accrediting organizations in order to carry out their accrediting functions.

**Waiver of Privacy Right**

Students may waive the right to review information about themselves including confidential recommendations associated with:

- Admission to any educational institution.
- Applications for employment.
- Documents filed and maintained at the student's request at Career Services.
- Faculty evaluation and other education records placed in departmental files when the department serves in a placement or referral capacity.

**Conditions for Waiver**

A student's waiver of rights applies only if all of the following apply:

- The student can obtain the names of all persons making confidential statements concerning him or her.
- The confidential statements are used solely for the purpose for which they were originally intended.
- The waivers are not required as a condition for admission, receipt of financial aid or receipt of any other services or benefits from the school.

**Student Change of Status**

Student Status Change form is to be used as follows:

1. Each staff member who has student contact is to keep a supply of forms on hand.
2. Anyone can initiate an address or phone number change.
3. ONLY the Admissions Department can initiate a cancel. Any school staff member who receives a notice of cancellation from a student MUST give that notice to the Director of Admissions for generation of a Student Status Change.
4. The Education Department can initiate a Leave of Absence.
5. The Chief Executive Officer may initiate a Drop, Termination, or Leave of Absence.
6. Student Status Change form will go to the Registrar. The Registrar's copy is filed in the student's academic file.
7. A copy of the form should be sent to all departments to ensure ALL departments are aware of the change and can adjust their records.

**Family Educational Rights and Privacy Act**

Technological University of the Americas Catalog  pg. 76
Technological University of the Americas complies with the confidentiality and student’s accessibility provision of the Family Educational Right and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is protected. Information on students is not available to anyone without:

1. Written request/release from the student
2. A court order or
3. Accreditation or other oversight agencies requirements.

However, parents of minors and guardians of “tax dependent” students have the right to inspect and challenge the information contained within the records of a specific student. An appointment may access his/her records by submitting a written request to the school.

**Retaining Student Work Products and Grading Records**

Faculty members are required to maintain a permanent written record of the assessment of all student work. That record must contain all the information used in the assessment of a student’s performance in a course and in computation of the final grade assigned. Such records must be retained for a minimum of three years and be available to the chair or director should the need arise.

- Student work that is not returned—papers, quizzes, reports, examinations, projects, or other products upon which the assessment of the student’s performance in a course is based—must be retained by the instructor for no less than one year beyond the academic year in which the work is done and must be available for examination should the need arise.
- Final examinations not returned to students must be retained for three years beyond the academic year in which the examination was given.

**Official Student Name of Record**

A student’s name of record at Technological University of the Americas is defined as the legal name under which the student was admitted to the college. Current students wishing to change the name in their official academic record must provide the registrar with legal documentation stating their new legal name. Acceptable legal documentation includes marriage certificate, social security card, passport, or court order. Upon receipt and verification of this documentation, the registrar will change the student’s name in the official academic records. Former students may also provide documentation to have their name changed in our records, though the academic transcript will be issued under the name at the time of attendance.

**Student Disability Accommodations**

**Student Responsibility**

It is the student’s responsibility to self-disclose a disability to the Disability Services and request an accommodation. Technological University of the Americas requires the student to provide supporting documentation, which must verify the existence of the disability and the subsequent need for an accommodation.

**University Responsibility**

Technological University of the Americas does not discriminate against an individual on the basis of his or her disability. Technological University of the Americas provides reasonable required accommodations to a student with a documented disability, in order to afford the student an equal opportunity to participate within its programs, activities, and facilities.

If you are an online student with a disability seeking an accommodation, you may submit a request by contacting your Education Advisor who will, in turn, request that you are contacted directly via email, or you can contact the Administrative Office directly by, email, or phone.
Technological University of the Americas cannot provide an accommodation until the student's disability has been verified by a qualified medical professional or other appropriate health care professional.

A student with a learning disability must submit recent comprehensive evaluation results including cognitive and achievement test scores.

The University does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities.

The University's policies and practices are in accordance with all applicable laws and regulations. The University has appointed compliance coordinators to assist those who have questions or concerns with respect to the University's compliance with these laws. The name, address, and telephone number of these staff members are available through the University.

**Student Code of Conduct**

Technological University of the Americas regards and treats students as responsible individuals who are free to organize their own lives, behavior and associations, subject to the laws of the land and to University regulations. The laws and regulations exist to ensure the rights of all members of the University community. With respect to students, these rights, and the responsibilities that accompany them, include, but are not limited to, the following.

a. Of course, you retain all your ordinary RIGHTS as a citizen when you become a member of the university community. By the same token, as a student you continue to have the RESPONSIBILITY to abide by all regulations in addition to the university's own policies. The university may decide to impose and enforce its own discipline procedures, pursuant to its policies, in addition to any enforcement procedures of civil authorities.

b. Subject to availability of the university's resources, you have the RIGHT to participate unhindered in the academic, intellectual cultural and social life of the university. You have the RESPONSIBILITY to respect the rights of others to the same participation by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities, or that prevent others from freely expressing their views.

c. You have the RIGHT to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the RESPONSIBILITY to treat others with respect and to refrain from acts of harassment, intimidation, discrimination or assault.

d. You have the RIGHT to safety and security of your personal property. You have the RESPONSIBILITY to refrain from acts of theft, willful destruction or vandalism of the property of others.

e. Subject to your compliance with university policies and regulations, you have the RIGHT to the free and peaceful use of university materials for all legitimate purposes. You have the RESPONSIBILITY to respect and maintain the integrity of such materials so they may be equally available to others.

**Student Responsibilities**

As a Technological University of the Americas student, you have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct.

1. You have the right to an impartial, objective evaluation of your academic performance. You shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

2. You will be treated in a manner conducive to maintaining your worth and dignity. You shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

3. Disciplinary sanctions will not be imposed without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
4. When confronted with perceived injustices, you may seek redress through grievance procedures established in accordance with the University nondiscrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.

5. You may take reasonable exception to the data or views offered in any course of study and may form your own judgment, but you are responsible for learning the academic content of any course for which you are enrolled.

6. All fees and financial obligations to the University will be fully disclosed and explained.

7. You have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the University.

8. You have the right to a quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

9. You are responsible for conducting yourself in a professional manner within the institutional settings, and to abide by the policies of the University.

10. You are expected to conduct all relationships with University staff and faculty, your peers, and your clients with honesty and respect.

11. You are to comply with directions from Technological University of the Americas faculty and staff members who are acting within the scope of their employment, subject to your rights and responsibilities.

12. You have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.

13. You are encouraged to apply creativity in your own learning process while striving for academic excellence and to share your knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

14. The responsibility to respect and protect the learning environment at the University is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at the University depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. This diversity and uniqueness is the essence of academic freedom.

**Conduct Violations**

You will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Technological University of the Americas documents.

2. Theft, deliberate destruction, damage, misuse, or abuse of Technological University of the Americas property or the property of private individuals associated with the University.

3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Technological University of the Americas activities.

4. Failure to comply with Technological University of the Americas officials acting within the scope of their employment responsibilities.

5. Failure to comply with all Technological University of the Americas regulations, whether contained in official University publications or announced as administrative policy by a University official or other person authorized by the President/Executive Director of the University.

6. Violence or threats of violence toward persons or property of students, faculty, staff, or Technological University of the Americas.

7. Improper use of email and Internet access.

8. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials.

9. Sharing Technological University of the Americas-provided user name and password information with another person, allowing another to impersonate a student while logged into any University system, or
logging into any University system with another person’s user name and password. Technological University of the Americas provides each student with a distinct user name and password combination so that the University may confirm the identity of students as they log into online courses. Misuse of this information, impersonation of a student, or allowing another to impersonate a student is strictly prohibited.

Grievance Resolution Policy and Procedures

Students are encouraged, at all times, to communicate their concerns to instructors and the President/Executive Director for amicable solutions. Please use the following procedure to handle any and all complaints:

a. First express concern in writing to primary instructor for resolution.

b. If the instructor cannot solve the issue, then a written request should be submitted to the Dean for resolution.

c. If the Dean cannot solve the student’s concern, the student must submit in writing a formal letter of complaint to the President/Executive Director, which includes all pertinent information, any communications, and any written statements. It is recommended this written complaint be submitted within 48 hours of the initial incident prior.

d. The President/Executive Director will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the President/Executive Director will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident.

e. Any and all students or instructors involved must be present by conference call at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident. The President/Executive Director will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the President/Executive Director explaining why they believe the decision is unacceptable. All complaints will then be resolved within thirty days from the receipt of the initial incident report date.

f. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

TUA Faculty, Staff and Leadership

Qualifications of TUA Faculty

The number and qualifications of TUA faculty needed to teach an educational program varies from program to program. The minimum criteria for teaching courses at TUA’s undergraduate, master’s and doctoral level are:

- A master’s or doctoral degree (Ph.D.) from a leading accredited university.
- A minimum of five years of work experience in the field.
- Contributes regularly to scholarly publications in his/her field. Has published at least 2 articles in the field in refereed journals.
- Didactical skills and being passionate.
- Flexibility to prepare coursework anytime, day or night, and post classroom presentations from any place that has an Internet connection.
- Through online education, can connect with — and make an impact on — students. TUA employs advanced educational technologies that make connections seamless.
- Lead classes that become like interactive online communities, with rich discussion that stems from students having the opportunity to think about their written contributions rather than in-class comments.
- Hone valuable online communication and instruction skills while sharing important information that impacts students’ lives.
Faculty

TUA has 50 distinguished faculty members with a Ph.D. and with outstanding reputations for their teaching, research and service. TUA continues its focus on quality by maintaining strict guidelines on the selection, support and development of our faculty members. Most faculty members have previous online and on-campus teaching experience, and all are trained thoroughly on our platform so they are prepared to create an exceptional online experience for our students.

Our faculty members possess strong academic credentials and also bring a wealth of professional experience to the university. All faculty teaching undergraduate courses have a relevant graduate degree, and majority hold a Ph.D. from accredited universities. 95% of faculty teaching graduate courses hold a terminal degree (Ph.D.), and the remainder hold a relevant non-terminal graduate degree and are well-qualified to teach graduate classes due to exceptional professional expertise, exceptional graduate-level teaching experience, or both. About 70% of our professors are award winning academics, authors of many books and articles in refereed journals, keynote speakers at international conferences, and have at least 10 years’ experience in the Industry related to their field of interest and at least 7 years’ experience in Education. Professor Hubert Rampersad, Ph.D., for example, is a Harvard Business School endorsed best-selling author, former MIT Sloan guest professor, author of 15 books in 15-22 languages published by leading publishers, author of 25 articles in refereed journals, award winning academic, 25 years’ experience in his field globally and 20 years’ experience in education and he was featured in Fortune Magazine and BusinessWeek several times.

Prof. Raja R Choudhary is a leading award winning best-selling author and global expert on Behavioral Health, has a Ph.D. in Economics and a Ph.D. in Psychology and has studied at Harvard University and Yale University.

Several elements are utilized to connect TUA students to their faculty members, allowing for greater and more frequent communication and availability. Our faculty members interact with their students regularly to answer questions, participate in classroom discussions, and provide expert guidance on coursework. Our online environment also provides a space for one-on-one faculty assistance as well as an area for faculty-led chats in real time to promote class discussion and student inclusion.

TUA faculty members are our most important contributors to the quality of the student learning experience. As part of our process of continuous improvement of our students’ learning we actively support all our faculty members as they strive to make even greater contributions to the learning and the lives of their students. We do this through regular classroom observation and feedback, and through student, peer and faculty self-review.

View the current partial key faculty listing below. Detailed CV and list of publications of these faculty members are available.
<table>
<thead>
<tr>
<th>Name</th>
<th>Terminal Degree</th>
<th>University</th>
<th>Courses he/she has thought</th>
<th>Professional experiences</th>
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</thead>
<tbody>
<tr>
<td>Hubert Rampersad</td>
<td>Ph.D.</td>
<td>1994 Eindhoven University of Technology, School of Management - Eindhoven, Netherlands &amp; MSc. - 1987 Delft University of Technology Netherlands</td>
<td>Total Performance Scorecard, Authentic Governance, Seminar in Personal Leadership Branding, Authentic Personal Leadership Branding, Personal Brand Coaching,</td>
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<tr>
<td>Name</td>
<td>Degree</td>
<td>Year</td>
<td>University/Details</td>
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<tr>
<td>Pankaj K Agarwal</td>
<td>Ph.D.</td>
<td>2014</td>
<td>Dr R M L Awadh, University Faizabad - Uttar Pradesh, India</td>
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<td></td>
<td></td>
<td></td>
<td>Information Technology, Research Methodology, Business Principles and Management,</td>
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<td></td>
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<td></td>
<td>MSc. thesis</td>
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<tr>
<td>Mahendra Sharma</td>
<td>Ph.D.</td>
<td>2006</td>
<td>Hem. North Gujarat University, Patan (North Gujarat), India</td>
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<td></td>
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<td></td>
<td>Telecommunication Systems, Advanced Programming, Database Management Systems,</td>
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<td>Cybersecurity and Cyberwar, Data Mining, Software Engineering, Database Modeling</td>
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<td>and Design</td>
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<tr>
<td>Manideepa Patnaik</td>
<td>Ph.D.</td>
<td>2000</td>
<td>Delhi University-India</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Academic Writing and Business English, Effective Communication Skills</td>
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<tr>
<td>Robert Bense</td>
<td>MSc.</td>
<td>1981</td>
<td>Eindhoven University of Technology, Netherlands</td>
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<td></td>
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<td>Visual Basic, Multi Media</td>
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<tr>
<td>R. Krishnaraj</td>
<td>Ph.D.</td>
<td>2009</td>
<td>Bharathidasan University, Tiruchirapalli, Tamil Nadu, India &amp; MBA - 1996 from</td>
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<td></td>
<td>Madurai Kamaraj University, Madurai, Business management and operations, Hospitality</td>
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<td></td>
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<td>Management Accounting, Management Accounting</td>
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<tr>
<td>Hardik Vachharajani</td>
<td>Ph.D.</td>
<td>2010</td>
<td>School of Business Management, NMIMS University, Mumbai, India &amp; MBA-2002 Saurashtra</td>
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<td></td>
<td></td>
<td>University, Rajkot, India</td>
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<td></td>
<td>Innovation and Entrepreneurship, Logistics Management and Strategy, An Introduction</td>
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<td>to Organizational Behavior</td>
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<tr>
<td>Nilanjan Ray</td>
<td>Ph.D.</td>
<td>2015</td>
<td>Burdwan University, India</td>
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<td></td>
<td></td>
<td></td>
<td>Hospitality Management, Qualitative Research Practice, Computer Networks, Ph.D. thesis</td>
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<tr>
<td>V. Sherin Bovas</td>
<td>Ph.D.</td>
<td>2012</td>
<td>PRIST University, Tanjore – India &amp;</td>
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<td>Strategic Human Resources</td>
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<tr>
<td>Christopher J. Newell</td>
<td>MSc. Masters of Accounting</td>
<td>2000</td>
<td>Florida International University (FIU), Miami, USA</td>
<td>Principles of Economics, Business Ethics, Management Accounting, Project Cycle Management</td>
</tr>
<tr>
<td>Vishal Srivastava</td>
<td>Ph.D.</td>
<td>2014</td>
<td>Bhagwant University, Ajmer, India &amp; MBA-2001 from Agra University</td>
<td>The Leadership Challenge, Creating an Entrepreneurial Mindset, Organizational Culture and Leadership, Project Management Skills</td>
</tr>
<tr>
<td>Sanajy Kumar</td>
<td>Ph.D.</td>
<td>2015</td>
<td>Mewar University, India &amp; MBA-2003 from IIMT, Greater Noida, India</td>
<td>Organizational behavior, Corporate Finance, Project Management Skills, Strategic Project Management, Financial Auditing, Advanced Financial Accounting</td>
</tr>
<tr>
<td>R. K. Srivastava</td>
<td>Ph.D.</td>
<td>2012</td>
<td>Bombay University (NMIMS), India &amp;</td>
<td>New Product Development Management,</td>
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<tr>
<td>Name</td>
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<tr>
<td>Sanjay Kumar Sadana</td>
<td>Ph.D.</td>
<td>2012</td>
<td>Singhania University, India &amp; MBA - 1998 from Annamalai University</td>
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<tr>
<td>Manish Peter Parmar</td>
<td>Ph.D.</td>
<td>2015</td>
<td>Sardar Patel University, Vallabh Vidyanagar, Gujarat, India &amp; Msc - 2010</td>
<td></td>
</tr>
<tr>
<td>Himanshu Puri</td>
<td>Ph.D.</td>
<td>2015</td>
<td>Mewar University, Gazhiabad, India &amp; MBA - 2007 from ICFAI University, Hyderabad, India</td>
<td></td>
</tr>
<tr>
<td>Raju Ganesh Sunder</td>
<td>Ph.D.</td>
<td>2012</td>
<td>Rashtriya Sant Tukdoji Maharaj Nagpur University, India &amp; MBA - 1988</td>
<td></td>
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<tr>
<td>Mihir Kumar Shome</td>
<td>Ph.D.</td>
<td>1994</td>
<td>Delhi University, India &amp; MSc.</td>
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<tr>
<td>Manodip Ray Chaudhuri</td>
<td>Ph.D.</td>
<td>2010</td>
<td>University of Calcutta, India &amp; MA - 2000 from University of Guelph, Ontario, CANADA</td>
<td></td>
</tr>
<tr>
<td>Pramod Mohan Johri</td>
<td>Ph.D.</td>
<td>2014</td>
<td>TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI, India &amp; MSc.-2002 from MADURAI KAMRAJ UNIVERSITY</td>
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<tr>
<td>Name</td>
<td>Degree</td>
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<td>Institutions</td>
<td>Specialization</td>
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<td>B.S. Hothis</td>
<td>Ph.D.</td>
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<td>Bert Schreuders</td>
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Academic Leadership and Administration

Organization Structure Technological University of the Americas

- Ruling Board
  - President
  - Secretary
  - Treasurer

- Board of Trustees
- President

- Provost: Chief Academic Officer/Chief Operating Officer

- Dean School of Business Management
- Dean School of Technology Engineering
- Admissions Director
- Chief Compliance Officer
- Academic Librarian

Chief Financial Officer
Chief Marketing Officer
Chief Information Officer

TUA Leadership
Senior Administrators

Hubert Rampersad, Chairman
Ph.D., Eindhoven University of Technology, Netherlands
MSc. Delft University of Technology, Netherlands

Bert Schreuders, President
MSc., Erasmus University Rotterdam, Netherlands

Rajesh K. Srivastava, Chief Academic Officer
Ph.D., Bombay University (NMIMS), India
M.Sc., Bombay University (NMIMS), India

Paul Linders, Dean School of Business Management
Ph.D., Twente University, Netherlands
MSc., Utrecht University, Netherlands
Robert Bense, Chief Financial Officer
MSc. (Ir.), University Eindhoven

Mayank Saxena, Chief Information Officer
Ph.D., Devi Ahilya University, Indore, India
MBA, Devi Ahilya University, Indore, India

Navin Samlal, Admissions Director
MBA, TSM Business School, Netherlands
BTech., Polytechnic College, Suriname

M.V. Narasimha Rao, Academic Librarian
Ph.D., S.V. University, Tirupati, India
MBA, Nagarjuna University, Guntur, India
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The Board of Regents has primary academic oversight of TUA’s programs.

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Navi Mumbai, India

Subrata Chattopadhyay, Ph.D.
Vice Chairman of ISTD Kolkata
Kolkata, India

Sunil Agrawal, Ph.D.
Associate Professor, LNCT Group Colleges
Bhopal, MP, India
Course Descriptions

BACHELOR IN BUSINESS ADMINISTRATION

BUS 301: INFORMATION TECHNOLOGY FOR MANAGEMENT
This course introduces students to the steps necessary to analyze a problem in information technology and identify and define the computing requirements appropriate to its solution, with a focus on how to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
Credits: 4
Prerequisite: none

BUS 302: EFFECTIVE COMMUNICATION SKILLS
This course provides a base for students to practice effective communication skills. Effective communication encompasses the written as well as the spoken word. Ways in which communication impacts staff, parents, and community members are discussed.
Credits: 4
Prerequisite: none

BUS 303: ORGANIZATIONAL DEVELOPMENT
This course provides students with an overview of organizational development as a field, processes for diagnosis and intervention, and basic skills needed to facilitate individual, small group, and organizational change.
Credits: 4
Prerequisite: none

BUS 304: FUNDAMENTALS IN BUSINESS MANAGEMENT
In this course, students acquire and demonstrate fundamental principles of business management and their relevance to organizations. They will analyze how planning, organizing, controlling, and leading influence managerial roles. They also integrate current management practices and future trends and determine ways to apply management skills to all businesses and professions.
Credits: 4
Prerequisite: BUS 303

BUS 305: INNOVATION AND ENTREPRENEURSHIP
This course teaches innovation and entrepreneurship as a practice and a discipline. It does not discuss the psychology and the character traits of entrepreneurs; it discusses their actions and behavior, based on business cases. Innovation and entrepreneurship are discussed under three main headings: The Practice of Innovation; The Practice of Entrepreneurship; and Entrepreneurial Strategies.
Credits: 4
Prerequisite: none

BUS 401: BUSINESS ETHICS
Ethics talk has never been more prevalent than in the first few years of the twenty-first century. Corporate scandals have shaken the international business community over the last few years and seem to have reanimated many people’s interest in ethics. As a result, codes of conduct, ethics management programs and ethics offices are being created with breathless haste. This course emphasizes the role of ethics within organizations.
Credits: 4
Prerequisite: BUS 305

BUS 402: PRINCIPLES OF ECONOMICS
This course examines the foundations of economic theory as it relates to unemployment, inflation, and economic growth. Topics might include aggregate demand, aggregate supply, market equilibrium, national income accounting, theories of income determination, money and banking, and fiscal and monetary policies.
Credits: 4
Prerequisite: BUS 303

BUS 403: QUALITY MANAGEMENT
This course provides students with understanding and knowledge of the philosophies and methods used to improve effectiveness and efficiency of organizational processes. Quality concepts from Juran and Deming will be discussed along with more current quality concepts such as ISO 9000, six-sigma and lean six sigma.
Credits: 4
Prerequisite: BUS 303

BUS 404: MARKETING PRINCIPLES
This course is designed to provide you with an introduction to marketing. The course focuses on key marketing concepts, the role of marketing within organizations, and the role of marketing in society. This course allows students to build foundational marketing skills, which further can be explored through the elective course offerings.
Credits: 4
Prerequisite: none

BUS 405: AN INTRODUCTION TO ORGANIZATIONAL BEHAVIOR
This course introduces students to the study of human behavior in organizational settings, the interface between human behavior and the organization, and the organization itself.
Credits: 4
Prerequisite: BUS 304

BUS 406: OPERATIONS MANAGEMENT
This course introduces students to the concepts underlying effective operation and control of manufacturing and service businesses. Approaches to production control, inventory policy, facilities planning, methods improvement and technological assessment are studied. It provides students with concepts, techniques and tools to design, analyze, and improve core operational capabilities, and apply them to a broad range of application domains and industries. It also emphasizes the effect of uncertainty in decision-making, as well as the interplay between high-level financial objectives and operational capabilities. Other topics covered: production control, risk pooling, quality management, process design, and revenue management. Also included are case studies, which demonstrate central concepts.
Credits: 4
Prerequisite: BUS 403

BUS 407: PROJECT CYCLE MANAGEMENT
This course introduces students to the concept of Project Cycle Management. It provides hands-on practical advice on the phases of the project cycle and project management techniques in order to execute complex projects effectively.
Credits: 4
Prerequisite: none

BUS 408: BUSINESS PLAN DEVELOPMENT
This course will walk you through the process of writing your business plan. You will learn why certain details are vitally important, which parts of your business plan can make or break your finance query with investors, and how to sharpen your public presentation. At the end of this course, you should have enough information to make a well informed effort in writing your business plan.
Credits: 4
Prerequisite: BUS 305

BUS 409: TOTAL PERFORMANCE SCORECARD
This course is about how to use Total Performance Scorecard as a tool to assure that a company meets world class standards and to support those who wish to combine profitability with social investment to guarantee their businesses’ sustainable success. It focuses on organizational behavior, development, and change. The module will also explore the key concepts and techniques of knowledge management; the effective management of an organization's intellectual capital.
Credits: 4
Prerequisite: BUS 406

**BUS 410: MANAGEMENT ACCOUNTING**
This course introduces students to financial accounting and cost accounting. Students will understand what accountants do and why, so that they can intelligently use this in the decision-making process.
Credits: 4
Prerequisite: none

**BUS 411: LEADERSHIP**
This course examines the most crucial ideas, concepts and debates surrounding the study and exercise of effective leadership. It focuses on developing students' knowledge and skill set for leadership. This course offers a critical review of leadership and human behavior, and addresses those behavioral concepts that influence such factors as group dynamics, interpersonal relations, and ultimately, organizational effectiveness.
Credits: 4
Prerequisite: none

**BUS 412: SEMINAR IN PERSONAL LEADERSHIP BRANDING**
This seminar introduces a powerful framework for developing a personal leadership brand by translating your dreams into actions and manage yourself as a business. The emphasis is on excelling in everything you do, making the right choices in developing your future, having a happier and more fulfilling life and successfully facing new life challenges.
Credits: 4
Prerequisite: none

**BUS 413: MAINTENANCE MANAGEMENT**
Maintenance costs are a major part of the total operating costs of all manufacturing or production plants. This course examines the most crucial ideas, concepts and debates surrounding the study of Maintenance Management.
Credits: 4
Prerequisite: BUS 406

**BUS 414: QUALITATIVE RESEARCH PRACTICE**
This course introduces students to how to conduct in-depth research, primarily involving individual interviews and focus groups, for explanatory. It provides students a variety of perspectives on research methods.
Credits: 4
Prerequisite: none

**BUS 415: EMPLOYMENT DEVELOPMENT**
This course introduces students to the concept of work and the process of making informed career and continuing education choices. These choices are required to successfully transition to the workplace. Students are taught ethical behaviors and career-research, job-acquisition, workplace-communication, self-awareness, self-advocacy, customer-service, and life skills.
Credits: 4
Prerequisite: none

**BUS 416: SEMINAR IN CHANGE MANAGEMENT**
This seminar introduces students a unique personal and corporate change management system that is fundamental to effective leadership and organizational performance. It includes a powerful framework for translating your dreams into
actions and for understanding organizational performance and workforce productivity, as well as introducing ways to
manage a company successfully.
Credits: 4
Prerequisite: BUS 409

MASTER OF BUSINESS ADMINISTRATION

BUS 501 MANAGEMENT INFORMATION SYSTEMS
This course helps students to understand what IT components are available and how they can utilize appropriate IT
applications for success. It focuses on the basic principles of Information Technology: hardware and software
components, database technology, telecommunications and networking, e-commerce and e-business, Enterprise
Credits: 3
Prerequisite: none

BUS 502 BUSINESS PRINCIPLES AND MANAGEMENT
This course introduces today’s critical business management concepts and principles in a realistic, investigative, and
enriching manner. Business operations are approached from the entrepreneurial and management perspective. All the
functions of business management are covered extensively, including the use of technology and communication as tools
of business.
Credits: 3
Prerequisite: none

BUS 503 FINANCE AND ACCOUNTING
This course teaches what accountants do; it does not teach how to do accounting. Students will understand what
accountants do and why, so that they can intelligently use this in the decision-making process. It includes information on
how the finance department contributes to the profitability and performance of the company. Understanding Finance
and Accounting will equip non-financial managers with the financial knowledge necessary to communicate more
effectively with financial managers, analyze financial statements and understand how they relate, interpret a company’s
profitability, solvency and liquidity, explore the sources and costs of capital and the factors of investment decisions, and
learn valuation principles and their impact on the value drivers of the firm.
Credits: 3
Prerequisite: none

BUS 504 STRATEGIC MARKETING MANAGEMENT
Strategic Marketing Management provides a comprehensive examination of all major components of marketing strategy
and their integration. By completing this program, student will have the ability to enhance their company's profitability
and marketplace position. This course will help them to identify, implement, prioritize, and adapt market-driven
business strategies that will enjoy sustainable advantage in dynamic markets that are increasingly complex and cluttered.
The intent is to provide decision makers with concepts, methods, and procedures by which they can improve the quality
of their strategic decision making and developing growth strategies.
Credits: 3
Prerequisite: BUS 502

BUS 505 ORGANIZATIONAL BEHAVIOR
Presents existing research, theories and models explaining how individual and group behavior and processes shape the
internal dynamics of organizations. This course provides the foundation to understand contemporary debates
concerning alternative organizational designs and management practices. The purpose of this course is to provide
students with an understanding of the field of organizational behavior and the various research strategies that it employs.
Credits: 3
Prerequisite: BUS 502

BUS 506 BUSINESS PROCESS MANAGEMENT

Technological University of the Americas Catalog
This course considers business processes at the strategic level of the firm, at the tactical level, and in day-to-day operations. The course discusses the key operations management and information technology tools required for executing processes competently.

Credits: 3
Prerequisite: BUS 505

BUS 507 STRATEGIC MANAGEMENT

The core of this course deals with the essential elements of strategy making and concentrates on how the environmental context can be read to identify opportunities which will create and maintain competitive advantage. Strategy formation is judgmental designing, intuitive visioning, and emergent learning; it is about transformation as well as perpetuation; it must involve individual cognition and social interaction, cooperative as well as conflictive; it has to include analyzing before and programming after as well as negotiating during; and all this must be in response to what may be a demanding environment.

Credits: 3
Prerequisite: BUS 504

BUS 508 INTERNATIONAL BUSINESS STRATEGY

International business strategy means effectively and efficiently matching a multinational enterprise (MNE’s) internal strengths with the opportunities and challenges found in geographically dispersed environments that cross international borders. Such matching is a precondition to creating value and satisfying stakeholder goals, both domestically and internationally. This course also focuses on opportunities and challenges that arise when doing business across regions, such as those created by the European Union (EU) and the North-American Free Trade Agreement (NAFTA).

Credits: 3
Prerequisite: BUS 507

BUS 509 LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS

This course uses the global business context to introduce students to important legal and ethical challenges they will face as business leaders, with a particular focus on large, publicly traded, multinational corporations. Cases and materials will address how business leaders, constrained by law and motivated to act responsibly in a global context, should analyze relevant variables to make wise decisions.

Credits: 3
Prerequisite: BUS 507

BUS 510 RESEARCH METHODOLOGY

A research methodology defines what the activity of research is, how to proceed, how to measure progress, and what constitutes success. It provides students a variety of perspectives on research methods. Students will learn to apply statistical analyses to educational data, including large-scale student achievement surveys, and will learn to apply psychometric theory to the development of educational and psychological measurement instruments and to the analysis of test data. They will learn the history and philosophies of qualitative inquiry in education, as well as specific methods for observation, interviewing, and the analysis of spoken and written discourse. This course will teach students how to construct a quality research question, mine databases for research articles, interpret and assimilate research.

Credits: 3
Prerequisite: none

BUS 511: OPERATIONS STRATEGY

This course focuses on the formulation of an operations strategy and understanding the key decisions in operations. The course will also examine today’s critical strategic issues such as outsourcing and globalization. Operations strategy also involves configuring and developing resources & processes used to design, produce, distribute, and deliver goods and/or services.

Credits: 3
Prerequisite: BUS 506

BUS 512: MBA CAPSTONE COURSE
At the end of your program the Capstone Course unites MBA students with professors, CEOs, and other leading industry professionals, providing you with an opportunity to demonstrate the knowledge and experience gained through the MBA program. Business leaders identify real-life challenges faced by their organization, and look to you for critical analysis. This capstone course will also help students complete their curriculum through the creation of a Business Plan. Students prepare for these courses through research in their earlier MBA curriculum so that they are ready to conduct their project or write their plan during these intensive course. They will formulate, develop and communicate an original business plan.

Credits: 3
Prerequisite: All other MBA courses

**BUS 601: BUSINESS FINANCE**
This course addresses personal financial planning, financial services, budgeting, investments, insurance protection, credit management, consumer purchases, and consumer rights and responsibilities. Another integral component of the curriculum is the application of decision-making skills that enables students to become more responsible consumers, producers, or business entrepreneurs.

Credits: 3
Prerequisite: BUS 503

**BUS 602: CORPORATE FINANCE**
This course introduces students to capital budgeting, cost of capital, and applications related to corporate finance.

Credits: 3
Prerequisite: BUS 601

**BUS 603: BUSINESS ETHICS CASE STUDIES**
This course focuses on business ethics case studies and real-life ethical dilemmas. Students will evaluate personal value systems; individual, leadership driven, organizational, and community ethical issues; and the social responsibilities of global organizations.

Credits: 3
Prerequisite: BUS 505

**BUS 604: STRATEGIC HUMAN RESOURCES MANAGEMENT**
This course discusses the framework of strategic human resource management. It provides an introduction to HRM, the general concept of strategy and the process of strategic HRM. It also includes the formulation and implementation of HRM strategies, the impact of strategic human resource management, the strategic contribution of the HR function, and roles in strategic HRM.

Credits: 3
Prerequisite: BUS 505

**BUS 605: INNOVATION MANAGEMENT**
In this course you will develop your knowledge and skills in the management of innovation processes. To become an innovative manager, it is important to have a deep understanding of innovation opportunities, processes and capabilities.

Credits: 3
Prerequisite: none

**BUS 606: PERSONAL BRANDING**
This course examines the scope and content of authentic personal branding and leadership branding. It provides an advanced breakthrough formula and a new blueprint to build, implement, and cultivate an authentic, distinctive, and memorable personal brand, which forms the key to enduring personal success. Building an authentic personal brand is an evolutionary and organic process and a journey towards a successful life. The course will offer a holistic and complete branding framework that will help our students to create a powerful personal brand identity that builds a trusted image of themselves and will help them to enrich their relationships with others, master themselves, unlock their potential, and develop self-esteem and personal leadership. By aligning their personal brand with themselves they will create a stable
basis for their trustworthiness, credibility, and personal charisma. Topics include: visionary leadership, personal ambition, personal branding, entrepreneurship, and personal integrity.

Credits: 3
Prerequisite: BUS 505

BUS 607: BRAND MANAGEMENT
This course examines the scope and content of Brand Management. It provides a complete overview of brand management by taking you through seven brand approaches which represent fundamentally different perceptions of the brand, the nature of the brand–consumer exchange, and how brand equity is created and managed. Understanding the seven brand approaches separately provides a deep insight into the strengths and weaknesses of each approach and hence the potential of brand management as a whole. The seven approaches are:

• The economic approach: the brand as part of the traditional marketing mix.
• The identity approach: the brand as linked to corporate identity.
• The consumer-based approach: the brand as linked to consumer associations.
• The personality approach: the brand as a human-like character.
• The relational approach: the brand as a viable relationship partner.
• The community approach: the brand as the pivotal point of social interaction.
• The cultural approach: the brand as part of the broader cultural fabric.

Credits: 3
Prerequisite: BUS 606

BUS 608: PERSONAL BRAND COACHING
This course examines the scope and content of personal brand coaching. It provides an advanced coaching methodology, which forms the key to enduring personal success. The course will also explore the key concepts and techniques of leadership coaching, life coaching and executive coaching.

Credits: 3
Prerequisite: BUS 606

BUS 609: ENTREPRENEURSHIP
This course focuses on the creative and innovative managerial practices of successful entrepreneurship. It provides an overview of the entrepreneurial process.

Credits: 3
Prerequisite: BUS 505

BUS 610: THE LEADERSHIP CHALLENGE
This course is designed to enhance your personal leadership style and to support your leadership journey. It will enable you to identify the potential for personal development in areas such as strategic and organizational leadership, team and change leadership. You will re-examine how strong leaders build culture and align it with strategy to effectively transform organizations. Drawing from contemporary research and consulting, as well as by hearing from industry leaders, you will see how the best leaders apply their knowledge, skills and influence to achieve tangible results in rapidly changing environments.

Credits: 3
Prerequisite: BUS 609

BUS 611: KNOWLEDGE MANAGEMENT IN EDUCATION
This course is designed to assist teachers and administrators in public and private schools to apply knowledge management effectively in their schools.

Credits: 3
Prerequisite: BUS 505

BUS 612: EDUCATIONAL PSYCHOLOGY
This course is an introduction to the application of psychology to the problems of education in a variety of educational settings. It examines the theoretical and applied aspects of learning, motivation, human development, personality, and measurement and evaluation.
Credits: 3
Prerequisite: BUS 505

**BUS 613: CREATING AN ENTREPRENEURIAL MINDSET**
This course introduces students to the key ingredients that drive success in entrepreneurial companies and to the way entrepreneurs capitalize on new ideas and bring them to market.
Credits: 3
Prerequisite: BUS 612

**BUS 614: STRATEGIC PROJECT MANAGEMENT**
Strategic project management is the process of managing complex projects by combining business strategy and project management techniques in order to implement the business strategy and to deliver organizational breakthroughs. It entails the management of those projects which are of critical importance to enable the organization as a whole to have competitive advantage. This course will help the students in turning business strategies into implementations through project management.
Credits: 3
Prerequisite: none

**BUS 615: TOTAL QUALITY MANAGEMENT**
Globalization has transformed the way our customers conduct their business. The competitive environment this has led to leaves no room for error. That is why Total Quality Management (TQM) has to become a part of our culture. TQM is a large scale organizational change process. It is a disciplined way of life within the entire organization, centered on continuous process improvement. This course will guide the students effectively in this never ending journey.
Credits: 3
Prerequisite: BUS 506

**BUS 616: HOTEL MANAGEMENT AND OPERATIONS**
This course helps prepare students for positions in the lodging industry by providing an overview of the scope of the industry and various departments that are key elements of a hotel operation.
Credits: 3
Prerequisite: BUS 507

**BUS 617: HOSPITALITY MANAGEMENT ACCOUNTING**
Managerial decision-making using accounting data is an integral part of the function of managers in the hospitality industry. The accounting function of the lodging business generates financial data, and managers need to be able to interpret the data, analyze it and make decisions based on their interpretation and analysis of the data. This course provides the student with the core knowledge needed to understand the kinds of data generated by the financial systems of hospitality operations, prepare budgets, perform variance analysis, and provide control over the financial aspects of the hospitality business.
Credits: 3
Prerequisite: BUS 616

**BUS 618: STRATEGIC INNOVATION**
This course explores the role of innovation in corporate and business unit growth strategy. Innovation is studied from both external industry and internal company perspectives. The course starts with developing an understanding of some economic aspects of innovation and how innovation impacts the industry evolution. You will acquire a new set of tools for finding and developing innovative alternatives for addressing strategic business problems. Explore creativity from individual and team perspectives and identify innovation opportunities and roadblocks in organizational settings.
Credits: 3
Prerequisite: BUS 507
BUS 619: NEW PRODUCT DEVELOPMENT MANAGEMENT
New products and services are vital to all companies. Maximizing the success of new products and services can drive growth and shareholder value, lead to significant competitive advantage and leapfrog a company ahead of its competitors. In this course, we focus on the tools and techniques associated with analyzing market opportunities and then focus on designing, testing, and introducing new products and services. The course covers the new product development process, strategic opportunity identification, how to generate new product concepts and ideas, mapping customer perceptions, segmentation, product positioning, forecasting market demand, product design, market entry strategies, and testing.
Credits: 3
Prerequisite: BUS 507

BUS 620: LOGISTICS MANAGEMENT AND STRATEGY
As a logistics management graduate, you’ll see products through their life cycle, from manufacturing to distribution to delivery. You’ll make sure the movement of goods is effective and efficient. Logistics specialists impact nearly every industry, which means you’ll find yourself immersed in an exciting, fast-paced world. Specific logistics course topics include:
- Transportation management
- Global logistics issues
- Integrated supply-chain management
- Purchasing strategies
- Lean enterprise management
Credits: 3
Prerequisite: BUS 506

BUS 621: CORPORATE GOVERNANCE
This course introduces students to the scope and content of corporate governance. It deals with the complex set of relationships between the corporation and its board of directors, management, shareholders, and other stakeholders.
Credits: 3
Prerequisite: BUS 603

BUS 622: AUTHENTIC GOVERNANCE I
This course introduces students to the scope and content of authentic governance. This course examines the most crucial elements of authentic governance shows you how to align corporate ethics with individual ethics in order to address the corporate challenges of managing in the 21st century effectively.
Credits: 3
Prerequisite: BUS 621

BUS 623: MBA THESIS
Each student is required to complete his or her MBA thesis under the academic guidance of a faculty member he or she has selected based on academic interest. The thesis must incorporate the student’s hypothesis, test methods, test results, and conclusions, in a report available to later researchers. In some cases, the faculty may authorize expanded research procedures resulting in high-quality publication. An oral presentation is required before the thesis is officially submitted. The MBA thesis provides students with an opportunity to practice acquired conceptual and managerial skills throughout the program.
Credits: 9
Prerequisite: All MBA courses

BACHELOR IN ACCOUNTING

ACCT 301: ACCOUNTING PRINCIPLES
This course introduces the financial environment, financial statements, the accounting cycle, and the theoretical framework of accounting measurement emphasizing mechanics, measurement theory, and the economic environment.
Credits: 6
Prerequisite: none

**ACCT 302: INTERMEDIATE ACCOUNTING**
This course studies the development of generally accepted accounting principles and valuation models in their application to financial statement presentations. Includes in-depth coverage of the preparation and use of accounting information based on current accounting standards of financial accounting.

Credits: 6
Prerequisite: ACCT 302

**ACCT 303: BUSINESS LAW**
This course will give the students an understanding of both general legal reasoning and also the importance of spotting legal issues to mitigate potential liabilities and take advantage of positive legal developments. Topics covered include legal thinking and methodology; legal foundations of business relationships; litigation and alternative dispute resolution; pricing, distribution and growth; securities and financial transactions; legal issues of personnel management; maximizing intellectual property; and mitigating liability.

Credits: 6
Prerequisite: ACCT 301

**ACCT 401: FINANCIAL ACCOUNTING AND REPORTING**
This course focuses on review accounting concepts, theory and practice, financial statements, and other financial reporting requirements for nonprofit and for-profit organizations and governmental agencies. Understand the required accounting treatment regarding inventory, fixed assets, monetary assets, investments, current liabilities, long-term liabilities, accrued taxes, ratios and stockholders’ equity.

Credits: 6
Prerequisite: ACCT 302

**ACCT 402: INCOME TAX**
This course introduces fundamental concepts in income taxation including the definition of income, the computation of tax liability, exclusions from income, basis, deductions available for individuals in computing taxable income, and assignment of income.

Credits: 6
Prerequisite: ACCT 401

**ACCT 403: FINANCIAL STATEMENT ANALYSIS**
This course focuses on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses.

Credits: 6
Prerequisite: ACCT 401

**ACCT 404: INTERNAL AUDITING**
The course covers internal audit from a broad perspective that includes information technology, business processes, and accounting systems. Topics include internal auditing standards, risk assessment, governance, ethics, audit techniques, and emerging issues. The course covers the design of business processes and the implementation of key control concepts and uses a case study approach that addresses tactical, strategic, systems, and operational areas.

Credits: 6
Prerequisite: ACCT 403

**ACCT 405: ACCOUNTING INFORMATION SYSTEMS**
The course provides students with the knowledge and skills needed to function within accounting information systems that integrate information technology and software in the transactions control procedures and financial reporting cycles.

Credits: 6
Prerequisite: ACCT 404

MASTER IN ACCOUNTING

ACCT 501: ADVANCED PERSONAL & CORPORATE TAXATION
This course covers issues involved in the federal taxation of individuals, including the definition of taxable income, deductions of certain business and personal expenses, and computation of gains and losses on sales and exchanges. This course also provides an in-depth look into corporate transactions. Related topics include the federal tax consequences of asset and stock sales, tax-free and taxable corporate reorganizations and tax-free distributions under the Internal Revenue Code.
Credits: 6
Prerequisite: none

ACCT 502: MANAGERIAL AND COST ACCOUNTING
This course deals with the application of statistical tools and decision models to accounting data for the purpose of facilitating managerial control. It also provides key data to managers for planning and controlling, as well as data on costing products, services, and customers.
Credits: 6
Prerequisite: ACCT 501

ACCT 503: FINANCIAL AUDITING
This course examines the auditing principles governing the responsibilities of certified public accountants in their examination of clients' financial statements. Professional ethics, legal liability, internal control, evaluation, sampling techniques, and audit reports, as well as a study of the statements on auditing standards issued by the American Institute of CPAs.
Credits: 6
Prerequisite: ACCT 502

ACCT 504: ADVANCED FINANCIAL ACCOUNTING
This course examines the concepts of accounting for business combinations, with emphasis on the consolidation and financial reporting of parent/subsidiary relationships. Accounting for the formation, operation, and liquidation of partnerships, foreign currency translation and hedging, segment reporting, and international financial reporting standards.
Credits: 6
Prerequisite: ACCT 503

ACCT 505: Master in Accounting CAPSTONE COURSE
This course blends accounting theory, practice and research. Students demonstrate leadership and strategic decision-making skills along with advanced knowledge of accounting. Students present findings to colleagues and professionals in the field. Upon completion of this course, students are expected to be able to do the following:
- Apply learned research skills to investigate an entity.
- Analyze the financials of organization.
- Interpret results of the financial analysis.
- Develop a course of action based on research on analysis.
- Prepare a management summary of the research and analysis.
- Present findings in a professional and engaging manner.
Credits: 6
Prerequisite: All previous Master in Accounting courses

DOCTOR OF BUSINESS ADMINISTRATION

BUS 701: PUBLIC POLICY
This course examines major policy issues confronting contemporary society, and the basic concepts and strategies that are used to address them. The course also provides a view of how the processes of public policy operate from agenda setting through formulation and legitimation, to implementation and eventual evaluation with examples drawn from several areas of policy.
Credits: 6
Prerequisite: none

**BUS 702: GLOBAL MARKETING**
This course provides students with an advanced and in-depth understanding of marketing principles as they relate to the global marketplace. Environmental factors that influence marketing in the global arena are examined as to the impact on entry strategy, product, pricing, distribution, packaging, promotion planning, and branding. Through lecture, case study, group discussion, presentation, and in-store research, the complex and dynamic global environment in which marketing strategies are formulated and implemented are analyzed to advance student decision-making skills in successful global marketing.
Credits: 6
Prerequisite: none

**BUS 703: TALENT MANAGEMENT**
This course helps you understand that the management of people can improve business performance. It will help you maximize the performance of your employees and you will learn techniques that promote the success of your employees.
Credits: 6
Prerequisite: none

**BUS 704: STRATEGIC MANAGEMENT CONCEPTS AND CASES**
This course provides an intellectually rich, yet thoroughly practical, analysis of strategic management based on twenty-nine business cases—grouped by industry; great mix of profit/nonprofit, large/small, and manufacturing/service organizations; all the cases are “comprehensive” in the sense that each focuses on multiple business functions, rather than addressing one particular business problem or issue; all the cases are undisguised and feature real organizations in real industries.
Credits: 6
Prerequisite: none

**BUS 705: GLOBAL BUSINESS MANAGEMENT**
This course focuses on managing transnational organizations, providing a concrete basis for understanding the influence of culture on international management, and the key roles that international managers play. It is invaluable for those engaged in international strategy and management.
Credits: 6
Prerequisite: BUS 702

**BUS 706: RESEARCH METHODS**
The main purpose of this course is to introduce students to quantitative and qualitative methods for conducting meaningful inquiry and research. Students will gain an overview of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used statistical methods.
Credits: 6
Prerequisite: none

**BUS 707: SEMINAR IN PERFORMANCE MANAGEMENT**
This seminar focuses on a holistic performance management system that energizes employees and stimulates engagement, commitment, and passion within the organization, so that they can work smarter and focus on activities that create value for clients.
Credits: 3
Prerequisite: BUS 703
BUS 708: THE LEGAL ENVIRONMENT AND BUSINESS LAW
This course emphasizing areas of law relevant to business operations, general legal, and social environment with emphasis on business ethics; role of contracts in business; and employment obligations. It introduces legal concepts and reasoning that the student can apply in a business context. This course is the study of how laws come to be and how they are applied in business. Business ethics will be discussed throughout the course.
Credits: 6
Prerequisite: none

BUS 801: FINANCIAL MANAGEMENT
Typical goals of the firm include (1) stockholder wealth maximization; (2) profit maximization; (3) managerial reward maximization; (4) behavioral goals; and (5) social responsibility. Modern managerial finance theory operates on the assumption that the primary goal of the firm is to maximize the wealth of its stockholders, which translates into maximizing the price of the firm’s common stock. This course teaches the theory and application of Financial Management in order to realize these goals. The emphasis is on the practical application of principles, concepts, and tools of financial management.
Credits: 6
Prerequisite: none

BUS 802: FINANCIAL PLANNING
Topics in this course include the financial planning process, money management and investments, insurance needs, income tax planning, retirement planning and estate planning. Cases are used to illustrate important planning concepts, techniques and issues.
Credits: 6
Prerequisite: BUS 801

BUS 803: INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT
This course places emphasis formulating investment policies, analyzing securities, and constructing portfolios. It also investigates the concepts, theories and techniques underlying the development of investment policies and strategies.
Credits: 6
Prerequisite: BUS 802

BUS 804: CORPORATE SOCIAL RESPONSIBILITY
This course introduces, identifies, reviews and assesses the interrelated sustainability motivators, drivers, principles and practices that have become the new imperative for business and financial sense. An emphasis in corporate social responsibility prepares you to lead sustainability and CSR efforts within a company and to become an effective change agent for positive social impact.
Credits: 6
Prerequisite: none

BUS 805: ENTREPRENEURIAL LEADERSHIP
This course on entrepreneurial leadership, which entails organizing a group of people to achieve a common goal using proactive entrepreneurial behavior by optimizing risk, innovating to take advantage of opportunities, taking personal responsibility and managing change within a dynamic environment for the benefit of the organization.
Credits: 6
Prerequisite: none

BUS 806: ORGANIZATIONAL DESIGN
This course focuses on effective organizational design in both traditional and innovative organizations. Topics include when to use functional, divisional, or matrix organizations, and examples of innovative organizational possibilities.
Credits: 6
Prerequisite: BUS 704
BUS 807: STRATEGIC BRAND MANAGEMENT
The objective of this course is to share with the student the power of branding on customer behavior and its impact on business results. Both the theory behind branding and its practical execution will be covered. Topics covered include Importance of Branding, Brand Strategy, Brand Promise & Positioning, Brand Attributes & Personality, Building the brand, Brand Identity & Design, Naming, Managing the Brand and Measuring Success.
Credits: 6
Prerequisite: BUS 804

BUS 808: AUTHENTIC PERSONAL LEADERSHIP BRANDING
Authentic Personal Leadership Branding is the positioning strategy behind successful people. To become successful, it’s important to be your own brand and to become the CEO of your life. Everyone has a personal leadership brand but most people are not aware of this and do not manage this strategically, consistently, and effectively. You should take control of your brand and the message it sends and affect how others perceive you. By way of this course we will offer you an advanced breakthrough formula and a new blueprint to build, implement, maintain, and cultivate an authentic, distinctive, and memorable authentic personal leadership brand, which forms the key to enduring personal success.
Credits: 6
Prerequisite: BUS 807

BUS 809: ORGANIZATIONAL CULTURE AND LEADERSHIP
This course places the emphasis upon the concept of culture and show its relationship to leadership. Organizational culture and leadership are elements in a company that work in conjunction with one another toward organizational success. Both culture and leadership influence how the company will function and what will be achieved. Either culture will determine how leadership functions, or leadership will transform the organizational culture so that the culture supports the organizational values.
Credits: 6
Prerequisite: none

BUS 810: PROJECT MANAGEMENT SKILLS
Project Management Skills offers a framework for managing projects in any career area. These skills are essential and invaluable for anyone who initiates or is assigned to a project.
Credits: 6
Prerequisite: none

BUS 811: HOSPITALITY MANAGEMENT
This course is designed to build an understanding of the hospitality industry by examining the management skills needed to succeed in the industry. It offers a broad educational approach to a career in the hospitality industry. It also prepares students for leadership positions in the hospitality industry.
Credits: 6
Prerequisite: BUS 704

BUS 812: TECHNOLOGY AND INNOVATION MANAGEMENT
This course focuses on the management of technology & innovation, including strategic & operational technology & innovation management, business competitiveness, business partnerships & alliances, managing R&D, new product development, & valuation of technology.
Credits: 6
Prerequisite: none

BUS 813: REVERSE LOGISTICS AND CLOSED LOOP SUPPLY CHAIN MANAGEMENT
This course focuses on a wide range of practices in reverse logistics and supply chain management applications in manufacturing, retail and in the military. It includes the many definitions related to reverse logistics, the different scope, practices, procedures and processes of reverse logistics as compared to forward logistics. It explores the various dilemmas practitioners face in designing a reverse logistics and closed loop supply chain management system.
Credits: 6
Prerequisite: BUS 705

**BUS 814: AUTHENTIC GOVERNANCE II**
This course places emphasis upon expanding traditional corporate governance concepts and integrating personal integrity and ethical leadership into one overall authentic governance framework. Students will also better understand how good corporate governance contributes to their competitiveness, based on the OECD Principles of Corporate Governance. It also aims to help fill the gap between human rights standards and principles, on the one hand, and their implementation through governance interventions, on the other.
Credits: 6
Prerequisite: BUS 804

**BUS 900: DBA DISSERTATION**
The DBA student is required to complete his or her DBA dissertation under the academic guidance of a faculty member he or she has selected based on academic interest. The thesis must incorporate the student’s hypothesis, test methods, test results, and conclusions, in a report available to later researchers. In some cases, the faculty may authorize expanded research procedures resulting in high-quality publication. An oral presentation is required before the dissertation is officially submitted. The DBA dissertation provides students with an opportunity to practice acquired conceptual and managerial skills throughout the program. The Dissertation Courses consist of:
- Dissertation Design and Implementation
- Dissertation in Progress
- Dissertation Completion & Defense
Credits: 27
Prerequisite: All DBA courses

**DOCTOR OF EDUCATION IN EDUCATIONAL LEADERSHIP**

**ED 801: LEARNING AND COGNITION IN EDUCATION**
In this course, we will explore several different theoretical perspectives on learning, cognition, and cognitive development. We will also survey various theoretical perspectives in the areas of learning and cognition, with emphasis on their relevance for the design of classroom instruction. We will center around the theoretical, developmental, and pedagogical issues related to the course topics.
Credits: 3
Prerequisite: none

**ED 802: CLASSROOM MANAGEMENT**
This course is a continuation of BUS 611. In addition to BUS 611, this course places emphasis upon preparing teachers to be effective managers of their classrooms so that student learning is maximized. This course focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own behavior.
Credits: 6
Prerequisite: ED 801

**ED 803: EDUCATIONAL LEADERSHIP**
This course places emphasis upon the theories and practices of educational leadership and organizational behaviors in school systems. Through a series of individual and collaborative activities, participants will begin to understand and appreciate the challenges faced by modern school leaders.
Credits: 6
Prerequisite: ED 802

**ED 900: ED.D. DISSERTATION**
The ED.D. student is required to complete his or her ED.D. dissertation under the academic guidance of a faculty member he or she has selected. The dissertation must incorporate the student’s hypothesis, test methods, test results,
and conclusions, in a report available to later researchers. In some cases, the faculty may authorize expanded research procedures resulting in high-quality publication. An oral presentation is required before the thesis is officially submitted. The ED.D. dissertation provides students with an opportunity to practice acquired conceptual and managerial skills throughout the program. The Dissertation Courses consist of:
- Dissertation Design and Implementation
- Dissertation in Progress
- Dissertation Completion & Defense

Credits: 27
Prerequisite: All ED.D. courses

Technology Engineering

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

IT 301: COMPUTER MATHEMATICS
The aim of this course is to present some of the basic mathematics that is needed by computer scientists. The topics covered starts from numbers right through to calculus and those topics especially related to computer technology. The combination of compression made by the symbols used and the precision of the argument makes this possible. It takes time and effort to decipher the mathematics and understand the meaning and usage. It is like programming it takes time to understand a lot of code and you never understand how to write code by just reading a manual or book.
Credits: 4
Prerequisite: none

IT 302: INFORMATION TECHNOLOGY
This course examines and applies the main aspects of information technology and computer science. It also focuses on the theoretical concepts of algorithm design and analysis with the practical considerations of how to implement algorithms on a computer and solve practical problems.
Credits: 4
Prerequisite: IT 301

IT 303: COMPUTER TECHNOLOGY
This course is intended for students in computer engineering, computer science, and electrical engineering. The material covered in the course is suitable for a one semester course on “Computer Organization & Assembly Language” and a one semester course on “Computer Architecture.” The coverage in the course takes basically two viewpoints of computers. The first is the programmer’s viewpoint and the second is the overall structure and function of a computer. The first viewpoint covers what is normally taught in a junior level course on Computer Organization and Assembly Language while the second viewpoint covers what is normally taught in a senior level course on Computer Architecture.
Credits: 4
Prerequisite: none

IT 304: PROGRAMMING PRINCIPLES
This course is organized into a large number of brief, self-contained sections (entries). Some entries are intended to demonstrate a technique, or introduce a historically contingent fact such as the actual syntax of a contemporary language, or in this case, a specific issue regarding this course. Others are intended to illustrate a more eternal truth. They may be about a contemporary language, but stress a philosophical position or broadly based attitude. Both of these have been called notions. Finally, there are entries that are intended to cause the student to do something other than just nodding their head as a sign of either agreement or an incipient dormant state. As this is a course on computer programming, it is natural and strongly advised that the student tries implementing each concept of interest as it arises.
Credits: 4
Prerequisite: IT 303

IT 305: MULTI MEDIA
This course examines and applies multimedia systems. It focuses on recent advancements in the Internet and the applications of multimedia technologies. Consequently, this course provides surveys of recent solutions and implementation technologies.
Credits: 4
Prerequisite: IT 303

**IT 401: COMPUTER GRAPHICS**
This course is intended of teaching computer graphics for one and two semesters, year two/three undergraduate lecture courses in Computer Graphics. Throughout the course, theory is followed by implementation using C/C++ and complete programs are provided with suggestions for change to enhance student understanding. The objective is to get students immersed in graphics applications as rapidly as possible, to develop confidence, which in turn leads to experimentation, which is so vital to the enthusiastic programmer. Theory and practice have been developed in parallel so that in many cases the student begins to understand the strengths and weaknesses of a particular algorithm.
Credits: 4
Prerequisite: IT 303

**IT 402: VISUAL BASIC**
Visual Basic is an event-driven programming language for creating applications that run under Microsoft’s Windows operating systems. This course is intended for beginners. The course follows the style of other programming texts in Programming with Basic. As such, it is written in a manner that can easily be understood by advanced secondary or beginning college-level students. Hence, it can be used as general material for an introductory programming course, as a supplementary text in a programming course or as an effective self-study course. For the most part, the required mathematical level does not go beyond college level algebra.
Credits: 4
Prerequisite: IT 304

**IT 403: SOFTWARE ENGINEERING I**
This course introduces students to the scope and content of software engineering. This course is intended to be used as a complete course or in conjunction with additional materials or lecture notes on software engineering.
Credits: 4
Prerequisite: IT 304

**IT 404: PROGRAMMING IN C ++**
Although most people who undertake to learn C++ have already had some previous programming experience, this book assumes none. It approaches C++ as one’s first programming language. Therefore, those who have had previous experience may need only a general revision the first few chapters. C++ is a difficult language for at least two reasons. It inherits from the C language an economy of expression that novices often find cryptic. And as an object-oriented language, its widespread use of classes and templates presents a formidable challenge to those who have not thought in those terms before. It is the intent of this course to provide the assistance necessary for first-time students or programmers to overcome these obstacles.
Credits: 4
Prerequisite: IT 403

**IT 405: WEB SYSTEM DEVELOPMENT**
This course teaches you more than just the code you need to learn to write web pages. You will also find information about important topics such as accessibility and usability that any professional web programmer needs to understand. You will be learning a few different languages in order to create effective and attractive web pages.
Credits: 4
Prerequisite: IT 401

**IT 406: JAVA PROGRAMMING**
This course is intended to be used primarily as a self-contained course especially for self-study, preferably in conjunction with a regular course in the fundamentals of computer science using the Java programming language. The course
designer believes that programming is learned best by practice, following a well-constructed collection of examples with complete explanations. The textbook is designed to provide that support in addition to the usual lecturing required for classroom and or online study.
Credits: 4
Prerequisite: IT 403

**IT 407: DIGITAL SYSTEMS**
Digital electronics is a rapidly growing technology. Digital circuits are used in most new consumer products, industrial equipment and controls, and office, medical, military, and communications equipment. This expanding use of digital circuits is the result of the development of inexpensive integrated circuits and the application of display, memory, and computer technology. The topics outlined in this course were carefully selected to coincide with courses taught at degree level at college. The course stresses the use of technologies, methods, components and industry-standard digital ICs (both TTL and CMOS and other) so that the student becomes familiar with the practical hardware aspects of digital electronics. Most circuits in this course can be wired using standard digital ICs and other large scale units.
Credits: 4
Prerequisite: IT 303

**IT 408: TELECOMMUNICATION SYSTEMS**
The objective of the course is to provide an introduction to the basic principles in analog and digital communication for advanced level undergraduate students in computer engineering. The assumed background is good understanding of algebra supported with basic calculus and specific mathematical topics related to electrical engineering. It is also important to have background in basic circuit analysis and prior exposure to signals and systems would be an added advantage.
Credits: 4
Prerequisite: IT 302

**MASTER OF SCIENCE IN INFORMATION TECHNOLOGY**

**IT 501: SYSTEMS ENGINEERING**
This course places emphasis upon defining customer needs and required functionality early in the development cycle, documenting requirements, then proceeding with design synthesis and system validation while considering the complete problem including operations, performance, test, manufacturing, cost, and schedule.
Credits: 3
Prerequisite: none

**IT 502: INFORMATION SECURITY**
This course will present an overview of the issues related to information security from a computer and computer network perspective. We will cover the threats to the information security infrastructure with a focus on the detection and prevention of them. Solid familiarity with the use of the Internet and computers is required and some knowledge of TCP/IP would be helpful.
Credits: 3
Prerequisite: BUS 501

**IT 503: DATABASE MODELING AND DESIGN**
In this course you learn how to create data models from business requirements and transform them into logical and physical database designs. This course introduces data-modeling concepts and the process for creating and managing them.
Credits: 3
Prerequisite: IT 502

**IT 504: COMPUTER NETWORKS**
The purpose of this course is both to educate and familiarize. The first part of the course discusses basic networking technology and hardware. Its goal is to help you understand the fundamental components of networking, so you can
build a conceptual framework into which you can fit knowledge that is more detailed in your chosen area of expertise. The second part of the course is concerned with familiarizing you with two important network operating systems: Windows Server 2008 and Fedora Linux. In the second part, you learn the basics of setting up and administering these network operating systems. Credits: 3
Prerequisite: IT 502

**IT 601: STRUCTURED QUERY LANGUAGE**
Structured Query Language (SQL) is the programming language for managing data in relational databases. In this course, you will practice writing your own SQL queries to retrieve, summarize and even modify data, and answer questions concerning your agency’s business information. You will also discuss the theory and logic behind the language and its elements.
Credits: 3
Prerequisite: IT 503

**IT 602: INTERNET TECHNOLOGY**
This course presents the Internet from a dynamic workplace perspective. Reflects on how emerging technologies will empower society to do more with the Internet. Covers core Internet technologies, Web page design and authoring, networking fundamentals, and technology planning.
Credits: 3
Prerequisite: IT 504

**IT 603: CYBER SECURITY**
This course introduces students to a variety of topics, such as assessing the cyber security needs of computer and network systems, various computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and countermeasures.
Credits: 3
Prerequisite: IT 602

**IT 604: ADVANCED PROGRAMMING**
This course focuses on the fundamental principles and models underlying all aspects of distributed computing. It addresses the principles underlying the theory, algorithms, and systems aspects of distributed computing. The manner of presentation of the algorithms is very clear, explaining the main ideas and the intuition with figures and simple explanations rather than getting entangled in intimidating notations and lengthy and hard-to-follow rigorous proofs of the algorithms.
Credits: 3
Prerequisite: IT 601

**IT 605: MSC. THESIS**
Each student is required to complete his or her MSC thesis under the academic guidance of a faculty member he or she has selected based on academic interest. The thesis must incorporate the student’s hypothesis, test methods, test results, and conclusions, in a report available to later researchers. In some cases, the faculty may authorize expanded research procedures resulting in high-quality publication. An oral presentation is required before the thesis is officially submitted. The MSC thesis provides students with an opportunity to practice acquired skills throughout the program.
Credits: 6
Prerequisite: All MSc. courses

Additional Policies and Administrative Guidelines

Statement of Non-Discrimination
TUA does not discriminate in its admissions because of race, sex, color, creed, age, religion, or national origin.

Operating Hours and Vacation Days
TUA is mainly an online university and all of its courses are available 24 hours a day regardless of holidays and weekends. For academic office hours, individual professors may set hours that they are available for Skype or instant messaging but it is not required. The general policy is that office hours are on an as-requested format. TUA office is typically open Monday through Friday. Hours for individual employees vary. Typically, our offices are staffed between 9 AM to 5 PM local time. TUA Staff observe the following holidays:

- New Year’s Day
- Christmas Eve
- Christmas Day
- New Year’s Eve

Peer-to-Peer File Sharing and Copyright Law
It is illegal to reproduce and distribute copyrighted music, movies, television shows, books, articles, pictures, software and other copyrighted materials specifically through the use of peer-to-peer (P2P) networks. Acts of copyright infringement include, but are not limited to, misusing copyrighted material in one’s coursework and misusing material for which the institution owns the copyright (i.e., web site materials, course materials, publications, etc.) For more information on copyright law in the United States please see the below link.

http://www.copyright.gov/title17/

Intellectual Property Rights
TUA is mainly an online school that uses discussion boards and the creation of texts that others may see. If students post user content, students agree that their user content will be accessible and viewed by others. Any papers or posts written by students are the intellectual property of that student.

TUA Study Suggestions and Course Overview
TUA has an orientation guide that goes into details about the nature of the coursework and tips to be a successful student. Students can also learn more about a specific class by clicking on the course name in our course listing web page.