

Apollo^s University

Official Catalog

January 1, 2021 – December 31, 2021

Updated December 28, 2021



TM

Apollo^s University: The Gateway to Your Future!

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Errata Sheet

1 January 2020

- Released 2020 Catalog

Changes from 2019 Catalog:

II. Administrative Information

- Updated calendar to 2020

IV. Grading and Enrollment System

- Updated Undergraduate and Graduate Grading Scales

VI. Financial Information

- Updated tuition rates, effective July 1, 2019

XI. Board of Directors and Advisory Board

- Updated Advisory Board List

XII. Administration

- Updated Staff List

XIII. Faculty

- Updated Faculty List

Appendix

- Updated Statement of Compliance with Public Law Section 103

Changes made on June 22, 2020

- Updated the Accreditation section to include Middle States Association Candidacy.
- Updated the Membership section to include accreditation by BBB.
- Updated the scholarships and discounts removing the discount to Veterans who do not have VA benefits. This was done to meet the VA 85/15 rule.
- Updated the Tuition and Fees section.
- Updated Payment Option 4.
- Added new certificate programs approved by DEAC.

Changes made on September 15, 2020

- Updated BOD members
- Updated Goals

Change made on October 28, 2020

- Changed 6 month Leave of Absence to 180 days.
- Removed \$50 Leave of Absence Fee.

Changes made on December 28, 2021

- Updated calendar for 2021

TABLE OF CONTENTS

I. About Apollos: Mission, authority, Accreditation, Disclosures	11
Vision	11
Mission	11
Apollos University Core Values	11
University Goals	11
University Objectives	11
Apollos University Belief Statements	12
Profile of Graduates	12
University Governance Goals	12
Purpose	13
Authority	13
Accreditation	13
Questions	14
Complaints	14
Disclosures	14
Review Documents Prior To Signing	14
United States Bankruptcy Code Disclosure	14
Professional Licensure Disclosure	15
Job Placement Services Disclosure	15
Physical and Course Location	15
II. ADMINISTRATIVE INFORMATION	16
Administrative Office Hours of Operation	16
University Calendar and Term Schedule	16
Catalog Change	19
Degrees and Certificates Offered	19
Associate of Applied Science in Business Administration (AAS)	19
Bachelor of Science in Business Administration (BSBA)	20
Bachelor of Science in Information Technology (BSIT)	20
Master of Business Administration (MBA)	20
Master of Science in Organizational Management (MSOM)	20

Doctorate of Business Administration (DBA)	20
Undergraduate Certificate Programs in Business Administration and Information Technology	21
Certificate in Global Leadership	21
Certificate in Supply Chain Management	21
Certificate in Marketing	21
Certificate in Financial Management	21
Certificate in Business Management	21
Certificate in IT Security	21
Certificate in Web and Mobile Development	21
Certificate in E-Commerce Development	21
Certificate in Database Design & Administration	22
Graduate Certificate Programs in Business Administration	22
Graduate Certificate in Leadership and Innovation	22
Postgraduate Certificate Programs in Business Administration and Information Technology	22
Postgraduate Certificate in Managerial Finance and Accounting	22
Archival of Student Records	22
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution	22
III. THE ADMISSION PROCESS	24
Application Documents	24
Degree Level Admissions Requirements:	25
Undergraduate Programs (Associate and Bachelor)	25
Master's Programs	26
Doctorate Program	27
Applicants whose Native Language is other than English	27
Credit Evaluation and Transfer Policy	28
Experiential Learning Policy	30
Admissions Decision Review	30
Apollos University Computer Requirements	30
Visa Services	31

Orientation	31
Admission Decision	31
Definition of Terms	32
Conditional Admission	32
Fully Accepted Admission	32
Minimum and Maximum Time for Completion from the date the Student Enters the First Class	32
Definition of Full-Time Enrollment	33
Non-Discriminatory Policy	33
Family Education Rights and Privacy Act (FERPA)	33
General Data Protection Regulation (GDPR) Compliance	33
Apollos University Web Accessibility Policy:	34
IV. THE GRADING AND ENROLLMENT SYSTEM	35
Grading System	35
Credit Hour Policy	35
Graduate Level Course Grade Requirement	36
Grade Point Average (GPA) Grading Scale	36
Resubmission of Assignments	36
End of Course Grading Policy	36
Proctored Final, DBA Mid-Program Qualifying, and Program Comprehensive Exams	37
Student Conduct	37
Academic Integrity and Intellectual Property Rights	37
Copyright and Intellectual Property Rights	38
Student Identity Verification	38
Enrollment	38
Incomplete Grade Request	39
Withdrawal	39
Attendance/Absence Policy	39
Online Class Attendance Policy	39
Hybrid Class Attendance Policy	39

Leave of Absence	40
Military Deployment Leave of Absence	40
Tardiness	40
Administrative Withdrawal and or Dismissal/Termination	40
Academic Progress and Achievement	40
Expectations of the Student	41
Academic Probation	41
Academic Dismissal (Terminated)	42
Student Reinstatement	42
What the Student Can Expect of the Professor	42
Right of Petition	43
V. GRADUATION REQUIREMENTS	44
AAS in Business Administration Graduation Requirements	44
BSBA Graduation Requirements	44
BSIT Graduation Requirements	44
Bachelor Level Certificate Program Graduation Requirements	44
MBA and MSOM and Graduate Certification Graduation Requirements	45
DBA Graduation and Postgraduate Certificate Graduation Requirements	45
Graduation Approval Process	45
VI. FINANCIAL INFORMATION	47
Tuition	47
STRF Fees for California Resident Students	49
Registration Fee:	50
Library Fees:	50
Phone Calls and Postage Costs:	50
Catalogs	51
Transcript Fees	51
Scholarships	51
Financial Assistance Options	51
Tuition Payment Plans	51
Federal and State Financial Aid Programs	52

Loans	53
Satisfactory Academic Progress Policy	53
Tuition Obligations	53
Services Not Provided by Apollos University	53
VII. STUDENT RIGHTS	54
Refund Policy Guidelines	54
Student's Right to Cancel the Enrollment	54
Pro-Rata Refund Chart for a 4 Session Standard Class	54
Pro-Rata Refund Chart for an 8 Session Standard Class	55
Pro-Rata Refund Chart for a 4 Session Your Term Class	56
Pro-Rata Refund Chart for an 8 Session Your Term Class	56
Student Academic Grievances	57
Student Complaint File	58
VIII. STUDENT SERVICES	59
Orientation Program and Skills for Success	59
Academic Advisement	59
Counseling	59
Americans with Disabilities Act (ADA) and Apollos Individualized Services (AUIS)	59
Correspondence	60
Student Interaction and Study Groups	60
Delta Epsilon Tau International Honor Society	60
Social Media and Apollos Newsletter Outreach	60
Libraries	60
Apollos Library	60
Online Libraries	62
Other Free Online Library Sources:	62
Bookstore:	62
Statement concerning Visa services	63
Sexual Assault Policy	63
Enforcement Policy	63
Sexual Harassment Policy	63

Housing Policy	64
Apollos Alumni Association	64
Graduation Ceremony	64
IX. SCHOOL OF BUSINESS and MANAGEMENT	65
X. DEPARTMENT OF BUSINESS & MANAGEMENT	66
Degree Program Curriculum	66
General	66
Associate of Applied Science (AAS)	67
Level and Type of Research Required: Associate Level	67
Degree Requirements	67
AAS Total Program Required Credits: 60 Credits	67
AAS Program Prerequisite Course(s)	67
AAS General Education Courses (30 Credits)	67
AAS Core Business Administration Courses (30 Credits)	68
Course Descriptions: General Education Courses (30 Credits)	68
Course Descriptions: Core Courses (30 Credits)	70
Bachelor of Science in Business Administration (BSBA)	72
Level and Type of Research Required: Bachelor Level	72
Degree Requirements	72
BSBA Total Program Required Credits: 120 Credits	72
Course Descriptions: General Education Courses (30 Credits)	73
Course Descriptions: Core and Elective Courses	75
Bachelor of Science in Information Technology (BSIT)	82
Level and Type of Research Required: Bachelor Level	82
Degree Requirements	83
BSIT Total Program Required Credits: 120 Credits	83
Course Descriptions: General Education Courses (30 Credits)	84
Course Descriptions: Core and Elective Courses (90 Credits Required)	86
Master of Business Administration	91
Level and Type of Research Required: Master Level	92
Degree Requirements	92

MBA Total Program Required Credits: 37 Credits	92
MBA Program Prerequisite Course(s)	92
Course Descriptions	93
Master of Science in Organizational Management (MSOM)	98
Level and Type of Research Required: Master Level	98
Degree Requirements	99
MSOM Total Program Required Credits: 37 Credits	99
Master of Science in Organizational Management Courses	99
Course Descriptions	99
Organizational Management Core Course Descriptions	99
Doctor of Business Administration (DBA)	103
Level and Type of Research Required: Doctoral Level	103
Doctoral Project Requirement	104
Degree Requirements	104
The DBA program requires the successful completion of 61 doctoral level credits including the final doctoral project defense.	104
Doctor of Business Administration Courses and Workshops	104
Core Courses (33.5 Credits)	104
Doctoral Research Seminars (6 Credits)	105
Doctoral Dissertation Project (9.5 Credits)	105
Course Descriptions	105
Doctor of Business Administration (DBA) Core Course and Seminar Descriptions	105
Required Core Courses, Elective Courses, and Seminar Descriptions (45 Credits)	105
Doctoral Dissertation Project Course Descriptions: (9 Credits)	109
Certificate Programs in Business Administration and Information Technology	110
Certificate in Global Leadership	110
Certificate in Supply Chain Management	110
Certificate in Marketing	111
Certificate in Financial Management	111
Certificate in Business Management	111

Certificate in Web and Mobile Development	112
Certificate in IT Security	112
Certificate in E-Commerce Development	113
Certificate in Database Design & Administration	113
Graduate Certificate in Leadership and Innovation	114
Postgraduate Certificate in Managerial Finance and Accounting	114
	114
XI. BOARD OF DIRECTORS and ADVISORY BOARD	115
XII. ADMINISTRATION	116
XIII. FACULTY	118
Appendix	123
Appendix A: Veterans Education Addendum	123

Apollos University

I. About Apollos: Mission, Authority, Accreditation, Disclosures

I. ABOUT APOLLOS: MISSION, AUTHORITY, ACCREDITATION, DISCLOSURES

Vision

Connecting individuals to career advancing knowledge.

Mission

Apollos University is an academic institution of higher learning that is dedicated to improving lives, to serving the local and global community, and to providing the highest quality education at an affordable tuition rate for students who seek to increase their career advancement opportunities and enhance their leadership skills. Our programs are built on a foundation of knowledge transfer, application of knowledge, critical thinking, and research skills. Apollos' programs are offered worldwide through an online, distance learning methodology designed to meet the needs of the global student while providing individualized service to our students.

Apollos University Core Values

- People
- Accountability
- Integrity
- Respect
- Growth
- Community



University Goals

- UG 1. Develop and reinforce leadership skills in its faculty members and students.
- UG 2. Promote academic scholarship.
- UG 3. Provide individualized student-centered instruction and services.
- UG 4. Provide a flexible educational environment.
- UG 5. Enhance critical and creative thinking, problem-solving, and information literacy skills.
- UG 6. Inspire faculty and students toward personal and professional development and lifelong learning.
- UG 7. Provide communities and organizations with skilled and ethically minded leaders.
- UG 8. Provide an environment for employees that stimulates and challenges the development of their abilities and that fosters the pursuit of personal growth.
- UG 9. Maintain a sustainable university that strives to continuously improve the quality of its programs and support services.
- UG 10. Maintain a university in which the faculty are professionally and academically qualified and dedicated to lifelong learning.
- UG 11. Promote a workplace culture founded on core values of people, accountability, integrity, respect, growth, and community.

University Objectives

- UO 1. To provide appropriate instruction resulting in knowledge pertinent to the field of study.

- UO 2. To maintain an academically qualified faculty dedicated to fulfilling the educational goals of the institution and its students.
- UO 3. Academic degrees and certificate programs designed to meet the needs and interests of the community it serves.
- UO 4. To provide technologies and resources that support the courses of study and enable students to successfully progress through the program.
- UO 5. To maintain evidence that the education provided is successful in meeting student goals and satisfaction.
- UO 6. To maintain accreditation and legal authorizations.
- UO 7. To provide documented support that the institution is effectively achieving its mission through a process of assessment and planning.
- UO 8. To maintain a positive workplace culture that encourages employee engagement, professional and personal growth and development, and self-fulfillment.

Apollos University Belief Statements

- We believe integrity is central to leadership, learning, and life.
- We believe that the classroom, the workplace, and society are based on respect and accountability.
- We believe in corporate social responsibility and being ambassadors for Apollos in our individual and collective communities.
- We believe in individual potential and that all people should be given the opportunity for personal growth and achievement.

Profile of Graduates

Apollos University offers a diverse set of programs at different educational levels and with varied expected outcomes. Program specific learning outcomes and achievements are documented as Program Learning Outcomes (PLOs) for each offering. Apollos graduates at all levels, however, will be:

- Proficient in their chosen field or subject matter
- Confident in their own abilities, skills, and knowledge
- Advocates for life-long learning and personal growth
- Advanced practitioners, able to think critically, communicate effectively, research efficiently, and lead equitably
- Able to communicate and apply their knowledge and skill set and bring value to their lives, their professional endeavors, and their communities
- Leaders and role models of integrity for others
- Ambassadors for the university and its community of stakeholders
- Socially responsible and respectful of others and agents of change in the cause for equality and efficacy
- Technologically savvy
- Creative, innovative, literate, accountable, productive, and adaptable
- Proud of their achievements and hungry for more

University Governance Goals

Based on affirmation of the mission statement, the Board of Directors has adopted the following general academic goals for Apollos University:

1. To serve the intellectual needs and professional aspirations of its students and to contribute to the intellectual and professional vitality of its host communities, and of society at large;

2. To create for its students the environment and programs which help to satisfy current needs and anticipated future ones;
3. To contribute to the preservation, transmission and enlargement of an important segment of the common social and educational heritage, and to foster awareness that organizations, institutions and individuals should be committed to working toward the genuine improvement of the condition of all.

Apollos University is further committed to the following specific university academic guidelines to:

1. Pursue the highest possible standards of quality while maintaining an open door to opportunity.
2. Provide an environment which encourages experimentation and innovation on the part of students, faculty, staff and the institution as a whole.
3. Provide for participation and decision making by students, faculty, staff and community.
4. Encourage students, faculty, and staff to develop a moral and ethical commitment to themselves, their work, their society and the world.
5. Operate an institution which ensures cost-effective use of available resources and maintains sound business practices.
6. Maintain the necessary flexibility to meet the changing educational needs of the communities it serves.
7. Develop a strong image through public relations, professional conduct and quality educational programs.
8. Provide an environment for employees who stimulate and challenges the development of their abilities and the pursuit of personal growth while maintaining the goals of the University.
9. Provide educational programs which are current, relevant and non-repetitious of a student's previous educational experience.
10. Provide a university in which the faculties are professionally and academically qualified.
11. Develop systems of administration which provide efficient and effective management while maintaining centralized control and coordination of decentralized operations.

Purpose

Apollos University was established to provide university level education to individuals who may not have regular access to career advancement programs, or who choose the guided independent study method of learning to achieve career education goals.

Authority



Apollos University is incorporated and authorized as a private institution by the State of Montana. Apollos University has the necessary authorization from the Board of Regents to offer post-secondary degree programs in the State of Montana. Apollos satisfies the requirements of Montana Code Annotated § 20-25-107 and Board of Regents Policy 221, which regulate the award of post-secondary degrees by educational institutions in the State of Montana. The Montana University System, Office of the Commissioner of Higher Education, is located at 2500 Broadway, PO Box 203201, Helena, Montana 59620. Via phone at 406-444-

6570 or by FAX at 406-444-1469.

Accreditation



Apollos University is an accredited member of the Distance Education Accrediting Commission (DEAC). DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. DEAC is located at 1101 17th Street NW, Suite 808, Washington D.C. 20036. DEAC can also be reached at 202-234-5100 or at <http://deac.org>.



Apollos University has been accepted as a Candidate for accreditation by the Middle States Association of Colleges and Schools: Commissions on Elementary and Secondary Schools (MSA-CESS). MSA-CESS is listed by the U.S. Department of Education as a regionally recognized accrediting Agency. MSA-CESS is located at 3624 Market Street, Philadelphia, PA 19104-2690. MSA-CESS can be reached at 267-284-5000 or at <http://www.msa-cess.org>



The Accrediting Commission of the Distance Education Accrediting Commission (DEAC) is a recognized member of the Council for Higher Education Accreditation (CHEA). Apollos University is listed as an accredited university on CHEA's list of accredited universities. CHEA can be reached at www.chea.org or by phone at 202-955-6126.

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to The Montana University System, Office of the Commissioner of Higher Education, which is located at 2500 Broadway, PO Box 203201, Helena, Montana 59620. Via phone at 406-444-6570 or by FAX at 406-444-1469.

Complaints

Students, faculty, administrators, or any other party, including one who has a good reason to believe that Apollos is not in compliance with DEAC standards and policies can contact the Executive Vice President of Student Services (info@apollos.edu) who will then document and investigate the complaint. See the "Student Complaint File" section for details.

Students, faculty, administrators, or any other party, including one who has a good reason to believe that Apollos is not in compliance with DEAC standards and policies can contact **DEAC and/or MSA-CESS** and file a complaint about this institution. DEAC can be reached by telephone at 202-234-5100 or on the web at <http://deac.org> (select "Contact Us" and select the link in the left hand column). All complaints should be submitted using this form. For those who cannot access the Internet, written complaints can be sent directly to DEAC Headquarters at 1101 17th Street NW, Suite 808, Washington D.C. 20036.

Certificate students can contact the Middle States Association on Elementary and Secondary Schools (MSA-CESS). Apollos University has been accepted as a Candidate for accreditation by MSA-CESS for its credit bearing certificates. MSA-CESS is located at 3624 Market Street, Philadelphia, PA 19104-2690. MSA-CESS can be reached at 267-284-5000 or at <http://www.msa-cess.org>.

Disclosures

Review Documents Prior To Signing

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

United States Bankruptcy Code Disclosure

Apollos has **never** petitioned for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against the university within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq.).

Professional Licensure Disclosure

Apollos' programs are designed for working professionals and are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure.

Job Placement Services Disclosure

Apollos does not guarantee leads, applicants, students, or graduates a job or a specific salary upon completion of their program. However, Apollos offers workshops designed to help our students prepare to apply for jobs in their field. The workshops provide support in writing cover letters, resumes, tips on proper attire, and interview techniques.

Physical and Course Location

Apollos University is physically located at 600 Central Avenue, Suite 215, Great Falls, MT 59401. The Administrative Office is located on the 2nd floor.

Apollos University is a virtual and in-residence university and therefore all courses are taught online using the Moodle platform and in-residence classrooms located at 600 Central Avenue, Great Falls, MT. Distance education and in-residence learners have online Student Profiles where they have instant 24/7 access to their academic plan, academic advisor, unofficial transcript, course registration, financial information, Student Services, administrative resources, and the University Library system. The students enter their profiles online via the secure login on the homepage known as ATLAS (<https://www.apollos.edu>). In their profile, distance education learners have instant 24/7 access to their academic plan, academic advisor, unofficial transcript, course registration, financial information, Student Services, administrative resources, and the University Library system. Distance education students study online via the Moodle Learning Platform which is accessed via ATLAS. In-resident learners attend classes in the classrooms located at 600 Central Avenue, Great Falls, MT.

Apollos University

II. ADMINISTRATIVE INFORMATION

II. ADMINISTRATIVE INFORMATION

Administrative Office Hours of Operation

Apollos is open for business Monday through Friday from 9 a.m. until 5 p.m. daily Mountain Standard Time (MST) and you can reach the office during office hours by calling (406) 604-4300 or toll free (844) 476-5567. Faculty office hours are posted in the classroom. Advisement and support services can be contacted during office hours or via direct email for an appointment. Faculty office hours and means of contact are listed in each individual classroom for the supervising professor.

Walk-ins are welcome on Monday through Friday of each week from 9 a.m. to 5 p.m. MST. Appointments outside of the walk-in time can be made by calling (406) 604-4300 or toll free (844) 476-5567. If you have an emergency during non-business hours, you can contact info@apollos.edu and the Apollos Info Team will address your issue or contact the appropriate office/person.

Apollos University's Administrative Offices are closed **between** Christmas Day and New Year's Day each year and for most legal United States (US) Federal Government holidays.

HOLIDAYS

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day (July 4th)
Labor Day
Thanksgiving Day
Christmas Day through New Year's Eve Day

University Calendar and Term Schedule

Apollos University operates continuously with terms beginning throughout the year. There are two online learning options: Standard Terms and Your Terms. Both options are eight sessions long, but the Your Terms provides up to 16 weeks for the learner to complete the 8-session class.

Standard Terms operate on a 2-month (8 session) schedule with new terms beginning every month. Standard terms classrooms are an asynchronous, interactive learning environment where learners enjoy the added benefit of studying in cohort groups and engaging fellow classmates in discussion. With new terms beginning every month, students can progress through the standard terms taking 1 course at a time, 2 courses at the same time, or even start a

new course every 4 weeks and complete the courses on a rolling basis. The Standard Terms option is perfect for students who like the thought of having more formalized deadlines and engaging in peer interaction.

Your Terms is a flexible, individualized option for students whose life responsibilities make it difficult to study on a set schedule. Students can study on “your terms.” The Your Terms option lets students follow an individualized learning approach, at a pace that meets “your terms” rather than a set schedule. Students’ progress through the course material, working closely with a professor in a directed study method. Students have 16 weeks to complete each course (16 Week Maximum) while courses can be completed in as early as 4 weeks (4 Week Minimum). Once a course is completed, students begin the next course right away and continue studying at their own pace.

To offer as much flexibility as possible, students may choose to manage their progress through the program by taking a **blend of Standard Terms and Your Terms courses**. Extended business trips, religious holidays, and other life duties can disrupt the plans of even the most dedicated students, but with multiple available options for taking courses, students can best plan to blend their academic pursuits with professional and personal responsibilities. Students should work with their academic advisor regarding their individual, best options for academic success.

The following tables contains the 2020 University Calendar for both Standard and Your Terms. The Calendars can also be found on the homepage at <https://apollos.edu/Module/Calendar/Default.aspx>.

2021 Calendar	
Standard Terms	Your Terms
<p>21WST1 Start Date: 4 Jan 2021 End Date: 26 Feb 2021 Drop Date: 10 Jan 2021 <i>Advisement and Registration</i> 12 Dec 2020 to 28 Dec 2020</p>	<p>21WYT1 Start Dates: 4, 11, 18, & 25 Jan 2021 End Date: 21 May 2021 Drop Date: 31 Jan 2021 * <i>Advisement and Registration</i> 7 Dec 2020 to 20 Jan 2021</p>
	*Drop Date is 7 days from the actual Start Day
<p>21WST2 Start Date: 2 Feb 2021 End Date: 26 Mar 2021 Drop Date: 8 Feb 2021 <i>Advisement and Registration</i> 4 Jan 2021 to 28 Jan 2021</p>	<p>21WYT2 Start Dates: 1, 8, 15 & 22 Feb 2021 End Date: 18 Jun 2021 Drop Date: 28 Feb 2021 * <i>Advisement and Registration</i> 4 Jan 2021 to 22 Feb 2021</p>
	*Drop Date is 7 days from the Actual Start Day
<p>21WST3 Start Date: 1 Mar 2021 End Date: 30 Apr 2021 Drop Date: 7 Mar 2021 <i>Advisement and Registration</i> 1 Feb 2021 to 22 Feb 2021</p>	<p>21WYT3 Start Date: 1, 8, 15 & 22 Mar 2021 End Date: 23 July 2021 Drop Date: 28 Mar 2021 * <i>Advisement and Registration</i> 1 Feb 2021 to 22 Mar 2021</p>
	*Drop Date is 7 days from the actual Start Day
Spring Break	

05 Apr 2021 to 11 Apr 2021

<p>21WST4 Start Date: 29 Mar 2021 End Date: 21 May 2021 Drop Date: 4 Apr 2021 <i>Advisement and Registration</i> 1 Mar 2020 to 22 Mar 2020</p>	<p>21WYT4 Start Dates: 29 March, 5, 12 & 19 Apr 2021 End Date: 10 Sep 2021 Drop Date: 25 Apr 2021 * <i>Advisement and Registration</i> 1 Mar 2021 to 21 Apr 2021</p>
*Drop Date is 7 days from the actual Start Day	
<p>21SST5 Start Date: 3 May 2021 End Date: 25 Jun 2021 Drop Date: 9 May 2021 <i>Advisement and Registration</i> 29 Mar 2021 to 26 Apr 2021</p>	<p>21SYT5 Start Dates: 3, 10, 17 & 24 May 2021 End Date: 17 Sep 2021 Drop Date: 30 May 2021 * <i>Advisement and Registration</i> 29 Mar 2021 to 19 May 2021</p>
*Drop Date is 7 days from the actual Start Day	
<p>21SST6 Start Date: 31 May 2021 End Date: 30 Jul 2021 Drop Date: 6 Jun 2021 <i>Advisement and Registration</i> 3 May 2021 to 24 May 2021</p>	<p>21SYT6 Start Dates: 31 May &, 7, 14 & 21 Jun 2021 End Date: 15 Oct 2021 Drop Date: 27 Jun 2021 * <i>Advisement and Registration</i> 3 May 2021 to 16 Jun 2021</p>
*Drop Date is 7 days from the actual Start Day	
<p>21SST7 Start Date: 5 Jul 2021 End Date: 27 Aug 2021 Drop Date: 11 Jul 2021 <i>Advisement and Registration</i> 31 May 2021 to 21 Jun 2021</p>	<p>21SYT7 Start Dates: 5, 12, 19 & 26 July 2021 End Date: 19 Nov 2021 Drop Date: 1 Aug 2021 * <i>Advisement and Registration</i> 31 May 2021 to 21 Jul 2021</p>
*Drop Date is 7 days from the actual Start Day	
<p>Summer Break 28 Jun 2021 to 4 Jul 2021</p>	
<p>21SST8 Start Date: 2 Aug 2021 End Date: 24 Sep 2021 Drop Date: 08 Aug 2021 <i>Advisement and Registration</i> 5 Jul 2021 to 26 Jul 2021</p>	<p>201YT8 Start Dates: 2, 9, 16 & 23 Aug 2021 End Date: 10 Dec 2021 Drop Date: 29 Aug 2021 * <i>Advisement and Registration</i> 5 Jul 2021 to 18 Aug 2021</p>
*Drop Date is 7 days from the actual Start Day	
<p>21FST9 Start Date: 30 Aug 2021 Ends Date: 22 Oct 2021</p>	<p>21FYT9 Start Dates: 30 Aug & 6, 13 & 20 Sep 2021 End Date: 21 Jan 2022</p>

<p>Drop Date: 5 Sep 2021 <i>Advisement and Registration</i> 2 Aug 2021 to 23 Aug 2021</p>	<p>Drop Date: 26 Sep 2021 * <i>Advisement and Registration</i> 3 Aug 2021 to 17 Sep 2021</p>
	*Drop Date is 7 days from the actual Start Day
<p>21FST10 Start Date: 27 Sep 2021 End Date: 19 Nov 2021 Drop Date: 2 Oct 2021 <i>Advisement and Registration</i> 31 Aug 2021 to 20 Sep 2021</p>	<p>21FYT10 Start Dates: 27 Sept & 4, 11 & 18 Oct 2021 End Date: 18 Feb 2022 Drop Date: 24 Oct 2021 * <i>Advisement and Registration</i> 33 Aug 2021 to 13 Oct 2021</p>
	*Drop Date is 7 days from the actual Start Day
<p>21FST11 Start Date: 25 Oct 2021 End Date: 17 Dec 2021 Drop Date: 31 Oct 2021 <i>Advisement and Registration</i> 5 Oct 2021 to 19 Oct 2021</p>	<p>21FYT11 Start Dates: 25 Oct & 1, 8 & 15 Nov 2021 End Date: 18 Mar 2022 Drop Date: 21 Nov 2021 * <i>Advisement and Registration</i> 27 Sep 2021 to 10 Nov 2021</p>
	*Drop Date is 7 days from the actual Start Day
<p>21FST12 Start Date: 22 Nov 2021 End Date: 28 Jan 2022 Drop Date: 28 Nov 2021 <i>Advisement and Registration</i> 25 Oct 2021 to 15 Nov 2021</p>	<p>2FYT12 Start Dates: 22, 29 Nov & 6 & 13 Dec 2021 End Date: 8 Apr 2022 Drop Date: 19 Dec 2021 * <i>Advisement and Registration</i> 25 Oct 2021 to 08 Dec 2021</p>
	*Drop Date is 7 days from the actual Start Day
<p>Winter Break 20 Dec 2021 to 2 Jan 2022</p>	

Catalog Change

This catalog includes Apollos University's academic school year(s) documented on page 1. Since this catalog must be prepared well ahead of the academic year(s), it incorporates changes in some programs and rules which may occur. The class schedule and subsequent errata sheets are the final authority regarding classes offered and revisions of regulations.

Degrees and Certificates Offered

Associate of Applied Science in Business Administration (AAS)

The Associate of Applied Science Degree in Business Administration (AAS) program provides students with skills in general education, technology and business necessary to succeed in today's competitive environment. The program prepares graduates to assume entry level business management positions and enhances the knowledge and skills of those students who are currently employed, by developing the ability to acquire and apply business administration, leadership and managerial skills. The Associate program serves as a foundation for students to develop a firm knowledge of business and serves as a pathway to seek advanced degrees.

Bachelor of Science in Business Administration (BSBA)

The Bachelor of Science in Business Administration (BSBA) degree program provides the student with the opportunity to gain the knowledge and tools required to successfully compete in the business world today. The program enables the graduate to deal effectively within an increasingly complex global business environment. It stresses skill development in the areas of management, critical thinking in decision-making, managerial finance, accounting, and economics; marketing; business law; cultural awareness; and business ethics. The program makes use of case studies and actual business problems. The capstone strategy course allows the student to reflect and utilize the knowledge and tools they have mastered in the program.

Bachelor of Science in Information Technology (BSIT)

Apollos offers the Bachelor of Science in Information Technology (BSIT) which delivers a comprehensive learning of the IT discipline. The BSIT program provides the students with the fundamentals of IT and prepares them for both employment and graduate studies, in cutting edge IT. As part of its mission, the program brings the latest advancements and innovations into the capstone project. The program starts out with the fundamentals of IT and concludes with the rigorous capstone project which enables the student to design and implement a project utilizing at least one of the state-of-the-art technologies, i.e., big-data, analytics, cloud computing, mobile platform, Internet of Things, etc.

Master of Business Administration (MBA)

Apollos University offers the Master of Business Administration (MBA) online. The program is designed for students with a bachelor level degree in business or a related field. Mirroring the practice of successful organizations, the MBA program emulates the business environment, emphasizing both academic and practical knowledge along with technological skills that can be placed into immediate use. Graduates of the program are prepared to assume and succeed in leadership roles within today's business world. The program provides maximum flexibility and is designed to enhance the student's career opportunities while developing successful and ethical business leaders. The MBA degree program is designed to meet the student's professional needs by offering a quality advanced degree providing the students with the tools needed to succeed as a leader in today's domestic and international business world. The program provides both practical and hands-on experience and offers opportunities for the student to network with peers and business leaders within the global community.

Master of Science in Organizational Management (MSOM)

The Master of Science in Organizational Management (MSOM) program is designed for students with a Bachelor's degree in business, or a related field. The degree includes 37 Credits of graduate level courses which are designed to enhance the career opportunities as well as knowledge and skills of leaders and administrators. The program provides students with a 37-credit core curriculum of in-depth leadership and organizational management topics. This MSOM degree program includes the key organizational leadership elements of ethics, motivation, creativity, vision, strategic planning, teamwork, group development, technology, customer service and organizational development. The MSOM program is a professional degree designed to support the development of managers to ensure the organization's staff is organized, trained, guided, and motivated in such a way as to reach their greatest potential. The MSOM provides a broad-based perspective of organizational leadership and the student gains the knowledge and competencies needed to support the organization in its effort to fulfill its missions. Finally, the MSOM promotes opportunities for career advancement, employment mobility and lifelong learning opportunities for leaders of organizations.

Doctorate of Business Administration (DBA)

The DBA is a doctoral professional degree program in which the students master and demonstrate their business leadership expertise. The curriculum is designed in a way in which the students are able to develop an advanced

appreciation and knowledge of the tools and processes needed to succeed as a corporate leader within the global business arena. The DBA advances careers by developing strong corporate leaders with a proven background that leverages individual talent and experience. Offered online, the program makes extensive use of business research, case studies, and real-world business situations. The capstone segment of the program is the Doctoral Business Project (dissertation). This project affords the student the opportunity to expand and demonstrate their knowledge within their professional area of expertise.

Undergraduate Certificate Programs in Business Administration and Information Technology

Certificate in Global Leadership

The undergraduate level certificate in Global Leadership provides the participant with the tools to develop leadership skills which will allow them to lead high performing organizations that are quick to adapt to the ever-changing global world.

Certificate in Supply Chain Management

The undergraduate level certificate program in Supply Chain Management provides the student with a foundation of the unique advantages a well-developed supply chain management program provides the organization. Each of the functions of supply chain management are examined during the program.

Certificate in Marketing

The undergraduate level certificate program in Marketing provides the student with a foundational skill set that will allow the student to function within the field of advertising and marketing.

Certificate in Financial Management

The undergraduate level certificate in Financial Management is designed to provide the student with a solid foundation in financial management theory and applications.

Certificate in Business Management

The undergraduate certificate program in business management enables the graduate to deal effectively within an increasingly complex global business environment. It stresses skill development in the various functional areas of management, finance, strategy and policy and allows the student to select electives that support their own interest.

Certificate in IT Security

The undergraduate certificate program in IT Security enables the graduate to deal effectively within an increasingly complex IT environment. It stresses skill development in the various functional areas of corporate, local, and international IT Security.

Certificate in Web and Mobile Development

The undergraduate certificate program in Web and Mobile Development enables the graduate to deal effectively within an ever increasingly challenging field of web design and mobile development. It stresses skill development in the various functional areas of mobile design and artistic applications.

Certificate in E-Commerce Development

The undergraduate certificate program in E-Commerce Development enables the graduate to function within an organization to predict trends in E-Commerce and develop plans using the predictions. This certificate program will provide participants with knowledge that allows them to increase their potential to gain employment in a high paying profession.

Certificate in Database Design & Administration

The undergraduate certificate in database design and administration provides the graduate with the knowledge to utilize and program databases to improve the management of information with an organization. This certificate program will provide participants with knowledge that allows them to increase their potential to gain employment in a high paying profession.

Graduate Certificate Programs in Business Administration

Graduate Certificate in Leadership and Innovation

This Graduate Certificate program in Leadership and Innovation will provide participants with knowledge and credentials that allows them to increase their potential to gain employment in a high paying profession.

Postgraduate Certificate Programs in Business Administration and Information Technology

Postgraduate Certificate in Managerial Finance and Accounting

The postgraduate certificate in managerial finance and accounting will provide participants with knowledge and credentials that allows them to increase their potential to gain employment in a high paying profession. The graduate will be able to assess emerging trends, strategic challenges, regulatory constraints, competition, strategic planning, maximization of corporate value, and distribution and strategic diversification.

Archival of Student Records

Student records are maintained in both hard copy and electronic format. The hard copy files are maintained in fire retardant safes in the Administrative Office in Great Falls, Montana. The electronic files are maintained in the student's profile within the university's electronic administrative system (ATLAS). The electronic system is password protected and located behind a firewall on a secure and redundant server system.

The hard copy files consist of all documents used for admissions decisions such as transcripts from previous institutions, resumes, and correspondence between Apollos and the applicant. Copies of all physically signed documents are maintained in the hard copy student file. However, all digitally signed Enrollment Agreements (which include the Notice of Cancellation and Refund Policy & Notice of Transferability policies), and Permission to Use documents are maintained in the student's profile in the ATLAS system. After the student graduates or terminates enrollment, his/her student records, along with the student's transcript, are archived. The transcript is archived within the ATLAS system and permanently available.

If the student/graduate needs a copy of the Apollos transcript, the student will submit a signed Transcript Request form along with the required fee to the Registrar. The transcript will then be mailed to the individual or organizations indicated on the Transcript Request form.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Apollos University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at Apollos University is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 in which you may seek to transfer after attending Apollos University to determine if your credits or degree will transfer.

Apollos University

III. THE ADMISSION PROCESS

III. THE ADMISSION PROCESS

Apollos University (Apollos) is committed to working with students through the application and admission process in a way that helps articulate individual goals within the context of the academic program.

The curriculum of Apollos is designed as a distant learning online method of study for students who desire to integrate advanced academic study with their professional lives in order to attain personal and professional goals. The Apollos programs are based upon the belief that success in our graduate studies relates closely to the applicant's past experience and present motivational goals. For this reason, the application process focuses on assessing the student's unique academic and professional history in determining whether Apollos University is an educational fit.

The Admissions Committee considers all aspects of an applicant's background credentials in determining whether or not to recommend admission. As such, students who do not specifically meet all admission criteria are encouraged to apply and discuss their particular situations with an Admissions representative.

Questions about the application process can be addressed by contacting the Admissions Office via telephone 406-604-4301 during office hours, 406-799-1515 after office hours or by email at any time admissions@apollos.edu.

Application Documents

Step 1: Complete the online Application Form found on the Apollos homepage under Apply Online. You will be required to pay the \$25 Application Fee at the end of the application.

You will receive an email from the Admissions Office acknowledging your application and providing you with an Academic Plan document and a document containing the steps necessary in the application process. You will need to review the Academic Plan document and select the elective classes you would like to take during your degree program. You should contact the Admissions Office at 406-604-4301 (after hours 406-799-1515) if you have questions about the Academic Plan. Note, you can change electives later in the program if you change your mind; however, you will need to inform your Academic Advisor or the Registrar, so the change can be made in the system.

In addition to completing the Academic Plan, please submit the following materials to the Admissions Office:

1. Résumé or Curriculum Vitae (CV)
2. Copies of unofficial transcripts so the Admissions Office can review for potential transfer credits. Also order Official transcripts from all universities and/or colleges attended including the highest degree awarded by an Institution accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. Institutions, an

accepted foreign equivalent that is listed in the International Handbook of Universities, hereafter, referred to as appropriately accredited institution(s).

NOTE: Applicants are screened against the Specially Designated Nationals List per **ADM 002** Administrative Handbook and Desk Procedures.

Step 2: The undergraduate applicant must provide a high school transcript or equivalent. Transfer students and applicants for master's and doctoral level programs must provide official transcripts from all universities and/or colleges attended including the highest degree awarded by an Institution accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. Institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities. Transcripts are to be mailed directly to Apollos University. Please use the following address:

Apollos University
Attn: Registrar
600 Central Avenue, Suite 215
Great Falls, MT 59401

Telephone: 406-604-4302

NOTE: If the previous college or university uses an electronic service provider, then the official transcript will be emailed directly to registrar@apollos.edu. This is accomplished by contacting the Registrar at the previous institution and making a request for the transcript to be forwarded to Apollos. Usually such requests are accompanied by required transcript fees to each institution.

Note: Apollos University may require applicants to submit additional transcripts in the following cases:

1. Applicants seeking consideration of prior credits for transfer are required to submit official transcripts indicating successful award of those credits.
2. Applicants whose highest degree transcript does not indicate all courses completed in pursuit of the degree may be required to submit additional transcripts to substantiate the credits.

Degree Level Admissions Requirements:

Undergraduate Programs (Associate and Bachelor)

Associate Degree Program Admissions Requirements

- An official high school transcript **or** its equivalent as follows:
 - Military service members and veterans may provide:
 - DD Form 1966 - Record of Military Processing.
 - DD Form 214 - Certificate of Release or Discharge from Active Duty.
 - Military Branch records that document high school graduation or equivalent.
 - Homeschooled students must provide an official transcript issued by a governmental authority or school supervisor that attests to the successful completion of a state approved program considered to be equivalent to an accredited high school diploma or GED certificate.
 - Transfer students may provide an official transcript from an appropriately accredited postsecondary institutional in which at least twelve (12) semester hours have been successfully completed with a grade of "C" or higher in each course. Apollos University reserves the right to verify high school completion and can still require proof of the completion.

- Transcripts of previously earned credit to be evaluated for possible transfer to an Apollos program. NOTE: unofficial transcripts will be accepted to expedite transfer credit evaluation. Official transcripts must be submitted within the first semester by students who are admitted to the University.
- Résumé or Curriculum Vitae (CV)
- Successful completion of the Apollos Orientation Program Class

Bachelor Degree Program Admissions Requirements

- An official high school transcript or its equivalent as follows:
 - Military service members and veterans may provide:
 - DD Form 1966 - Record of Military Processing.
 - DD Form 214 - Certificate of Release or Discharge from Active Duty.
 - Military Branch records that document high school graduation or equivalent.
 - Homeschooled students must provide an official transcript issued by a governmental authority or school supervisor that attests to the successful completion of a state approved program considered to be equivalent to an accredited high school diploma or GED certificate.
 - Transfer students may provide an official transcript from an appropriately accredited postsecondary institutional in which at least twelve (12) semester hours have been successfully completed with a grade of “C” or higher in each course. Apollos University reserves the right to verify high school completion and can still require proof of the completion.
- Transcripts of previously earned credit to be evaluated for possible transfer to an Apollos program. NOTE: unofficial transcripts will be accepted to expedite transfer credit evaluation. Official transcripts must be submitted within the first semester by students who are admitted to the University.
- Résumé or Curriculum Vitae (CV)
- Successful completion of the Apollos Orientation Program Class

Conditional Status Undergraduate Programs: All undergraduate applicants are reviewed by qualified evaluators. Those who do not meet the specific requirements above or who only have documents provided by a family source may be eligible to enroll conditionally as a non-degree seeking student. While on conditional status, students will be required to successfully complete all of the following courses with a minimum grade of “C” in each, or the student will be subject to academic dismissal:

- ADM 1000 Skills for Academic Success
- ENG 1301 English Composition I
- MTH 1301 Algebra I
- HIS 1310 US History I

Master’s Programs

- Possess a baccalaureate degree awarded by Institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. Institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities.
- Undergraduate grade point average of at least 2.0 (on a 4.0 scale) or its equivalent from an international institution.
- Graduate courses with grade of B or higher (3.0 on a 4.0 scale) from an Institution as defined above can be considered for transfer. A maximum of 18 credits can be transferred into the master’s level program from an appropriately accredited master’s program.
- Résumé or Curriculum Vitae (CV)
- Successful completion of the Apollos Orientation Program Class

Doctorate Program

- Possess a master degree awarded by institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. Institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities, hereafter, referred to as appropriately accredited institution(s).
- Graduate grade point average of at least 3.0 (on a 4.0 scale) or its equivalent.
- Doctoral level courses with grade of B or higher (3.0 on a 4.0 scale) from an institution as defined above can be considered for transfer. A maximum of 9 credits can be transferred into the doctorate level program.
- Résumé or Curriculum Vitae (CV)
- Successful completion of the Apollos Orientation Program Class

Conditional Status Graduate Level: Master's and doctoral applicants who cannot meet the above requirements may petition to be accepted on a conditional basis. If accepted, the student will be permitted to take a maximum of twelve credit hours in a Conditional Acceptance status. The student must achieve a GPA of 3.0 or higher at the end of these hours. If the student's GPA is lower than the required 3.0 at the end of these hours, the student's status will be changed to Terminated and the student can no longer take classes.

Applicants whose Native Language is other than English

A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Undergraduate Degree: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

2. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.

3. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.

4. A minimum score on the College Board Accuplacer ESL Exam Series as follows:

- ESL Language Use: Score of 85
- ESL Listening: Score of 80
- ESL Reading: Score of 85
- ESL Sentence Meaning: Score of 90
- ESL Writeplacer: Score of 4
- Comprehensive Score for all exams of 350

5. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;

6. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;

7. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook

of Universities where the language of instruction was English. A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree.

B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

C. Applicants who cannot meet the above requirements may petition to be accepted on a conditional basis. If accepted, the student will be permitted to take a maximum of four courses in a Conditional Acceptance status. The student must achieve a GPA of 3.0 or higher at the end of the four courses. If the student's GPA is lower than the required 3.0 at the end of the four courses, the student's status will be changed to Terminated and the student can no longer take classes at Apollos.

Credit Evaluation and Transfer Policy

Credits previously completed at other universities will be considered for transfer into Apollos University. For non-standard college/university courses, Apollos uses guidelines established by the American Council on Education (ACE) to determine the transferability of specific training programs, certificates, professional licenses, and/or military training. The following are used for this process:

1. The National Guide to Education Credit for Training Programs
2. Guide to the Evaluation of Educational Experiences in the Armed Forces
3. Credit by Examination:
 - The College Level Examination Program (CLEP)
 - Defense Activity for Non-Traditional Education (DANTES)

Submit your academic transcripts immediately after you complete the online application process (<https://apollos.edu/Apply/Default.aspx>). Military transcripts and professional licenses and certificates should be included if applicable. Apollos will review all educational documents and identify applicable transfer credits. You may FAX unofficial copies to 1-866-287-1938 or scan and email copies to info@apollos.edu. Please identify on the application under “US Military Information” if you are active duty, reserve, or veteran. Also, please notify the Admissions Office if you are eligible for tuition assistance through DANTES or VA.

A Transfer Credit Worksheet is used by the Registrar to document the credits that are transferred. Once all official documents have been received by Apollos, a copy of the Transfer Credit Worksheet is provided to the student and a copy becomes a permanent part of the student’s file. A copy of the document is emailed to the student and the student’s transcript and Academic Plan are both updated to include the transferred credits and reflect the reduced number of required credits for graduation.

Transferable credits must be approved by the Registrar who performs a review of the courses, accepting only those whose course description, course-learning objectives, and program objects match the Apollos course(s) and program. If necessary, the Registrar will request the applicable program chair to review the material to help ensure there is a match between the transfer credits and the requirements of the Apollos degree program. The Registrar may require the applicant to provide additional information in order to help support the evaluation process. In addition to the official transcript from the previous university, additional types of information may include but are not limited to the following:

1. Syllabi of courses being considered for transfer credit.
2. Official catalog(s) covering the dates the courses were taken.

The number of possible transfer credits allowed is based upon the following requirements.

Associate degree programs:

1. Undergraduate courses for which a grade of “C” (2.0 on a 4.0 scale) or higher from an institution as defined above can be considered for transfer. However, a maximum of three courses in which a “D” was earned may be considered for acceptance. A grade of “C” or better must be achieved for English Composition I or II courses to be considered for transfer.
2. A maximum of 45* credits of undergraduate level course may be transferred into the associate level programs. (* Additional transfer credits can be considered in certain cases.)
 - a. In addition, credit earned on national examinations such as the College Level Examination Program (CLEP), or in military institutions will be considered for transfer. In order to evaluate prior work, Apollos University must have official transcripts of college work, official transcripts of CLEP results, and or a certified copy of the DD-214 for military schooling or 5454R Evaluation of Military Training.

Bachelor degree and certificate programs:

1. Undergraduate courses for which a grade of “C” (2.0 on a 4.0 scale) or higher from an institution as defined above can be considered for transfer. However, a maximum of three courses in which a “D” was earned may be considered during the admissions process. A grade of “C” or better must be achieved for English Composition I or II courses to be considered for transfer.
2. A maximum of 90* credits of undergraduate level course may be transferred into the bachelor level programs. (* Additional transfer credits can be considered in certain cases.)
 - a. In addition, credit earned on national examinations such as College Level Examination Program (CLEP), or in military institutions can be considered for transfer. Apollos University must have official transcripts of college work, official transcripts of CLEP results, and or a certified copy of the DD-214 for military training or 5454R Evaluation of Military Training.

Master degree and graduate certificate programs:

1. Graduate courses with grade of “B” or higher (3.0 on a 4.0 scale) from an institution as defined above can be considered for transfer. However, a maximum of one course in which a “C” was earned may be considered for acceptance.
2. A maximum of 18* credits of graduate level courses may be transferred into the master level programs. (* Additional transfer credits can be considered in certain cases.)

Doctorate degree and postgraduate certificate program:

1. Doctoral level courses with grade of “B” or higher (3.0 on a 4.0 scale) from an institution as defined above can be considered for transfer.
2. A maximum of 9* credits can be transferred into the doctorate level program. (* Additional transfer credits can be considered in certain cases.)

Once approved, Apollos will maintain a written record of the previous education and training of military, veterans, and eligible persons in the student’s file. The transferred credits will be documented on the student’s transcript indicating clearly that the transfer credit was granted. The student will be provided with a copy of the transfer credit worksheet and a copy will be placed in the student’s file.

Apollos has entered into an articulation or transfer agreement with the following institutions and continues to look for universities that have the same standards in or to broaden the number of articulation / transfer agreements.

- Arts, Sciences & Technology University in Lebanon (AUL), Beirut, Lebanon
- Bellevue University, Bellevue, Nebraska

- Brighton College, Phoenix, Arizona
- Charisma University, Providenciales, Turks and Caicos Islands, British West Indies
- Euro College (EC), Kumanovo, Macedonia
- University of Fairfax (UOF), Fairfax, Virginia

All transfer requests are reviewed as described above but the approved courses / programs from the institutions listed above are automatically accepted as long as the student passes the course / program with the grade(s) required for transfer. Questions concerning the transfer of credits should be directed to info@apollos.edu.

Experiential Learning Policy

Apollos does not award credit for prior experiential learning.

Admissions Decision Review

When the applicant's file is complete and the applicant has sufficiently demonstrated the potential for academic success at Apollos, the Admissions Director, Registrar, and Provost will meet to review the student application. The committee will assess three key factors while reviewing the applicant's file:

1. The potential for successful completion of the graduate or doctoral degree program based upon the applicant's prior academic work and the successful completion of the Orientation and Skills for Success Program.
2. The ability of Apollos University's program to help the student reach his or her academic and professional goals.
3. The potential benefits the student will derive from the degree program at Apollos University.

Applicants will then be notified of the admission decision. If there are specific clarifying questions about an applicant's file, the applicant will be given the opportunity to respond before a decision is made.

Apollos University Computer Requirements

Apollos is a distant education university that takes advantage of the power of the Internet. All classes are taught online using the Online Campus (Moodle platform). Therefore, the following outlines the required and recommended computer hardware/software each student will need in order to attend Apollos.

Required:

1. Internet accessibility
2. E-mail address
3. Computer hardware minimal requirement: Windows 7 hardware requirement
 - a. 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor*
 - b. 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
 - c. 20GB hard drive (or larger)
 - d. DirectX 9 graphics device with WDDM 1.0 or higher drive
 - e. USB Digital Web Camera (or built in)
 - f. 56.6 kbps modem and Internet service (Recommend DSL or Cable service)
4. Software:
 - a. Windows 7 or more current version

- b. Microsoft Office 2000 or more current version with Microsoft Word
 - c. Microsoft Internet Explorer Version 11 or equivalent
 - d. A current anti-virus application
 - e. Download free Acrobat Reader, PowerPoint Reader, and Windows Media Player
5. Recommended:
- a. Inkjet or laser printer

Visa Services

Apollos does not participate in any student visa/I-20 program.

Orientation

All applicants must successfully complete and pass the Orientation Program before they will be considered for conditional or full acceptance into Apollos University. The Apollos Orientation Program is offered prior to studying at Apollos and is part of the admissions process. This program provides Apollos with the ability to assess the applicant's computer and internet skills and confirm accessibility to the Apollos online systems. The program is a self-guided tutorial; however, an Apollos representative is available throughout the process to assist new students successfully complete the program and to provide support and advice.

The objectives of the Orientation are:

- 1 To clarify the program.
- 2 To familiarize students with online procedures of study.
- 3 To establish a strong link between the applicant and Apollos University.
- 4 To familiarize students with the degree requirements of their program.
- 5 To verify login accessibility to ATLAS and Moodle.
- 6 To successfully verify student information and update the student online profile.

An Admissions Representative will assist the applicant in making arrangements to take the Orientation Program.

Admission Decision

Apollos University (Apollos) is committed to working with students through the application and admission process in a way that helps articulate individual goals within the context of the academic program.

The curriculum of Apollos is designed as an online method of study for students who desire to integrate advanced academic study with their professional lives in order to attain personal and professional goals. The Apollos programs are based upon the belief that success in our graduate and doctorate studies relates closely to the applicant's past experience and present motivational goals. For this reason, the application process focuses on assessing the student's unique academic and professional history in determining whether Apollos University is an educational fit.

The Admissions Committee considers all aspects of an applicant's background credentials as well as the assessment information from the Orientation Program in determining whether or not to recommend admission. As such, applicants who do not specifically meet all admission criteria are encouraged to apply and discuss their particular situations with an Admissions representative. In some cases, graduate applicants can be conditionally accepted with

the stipulation they successfully complete required prerequisite courses such as BUS 5310 – Survey of Business Topics for applicants lacking a bachelors or master’s degree in business.

Questions about the application process can be addressed by contacting the Admissions Office by sending e-mail to the following address: info@apollos.edu.

Definition of Terms

1. **Conditionally Accepted Student** is a student who does not fully comply with Apollos University’s academic admissions standards
2. **Fully Accepted Student** is a student who does fully comply with Apollos University’s academic admissions standards

Conditional Admission

Applicants who satisfy all but one of the Apollos academic admissions standards such as a missing transcript in the application file, lack the business degree requirement, score poorly on the skills assessment evaluations, or complete the Orientation program, but perform below acceptable standards, may be admitted to Apollos University in a conditional status. Students admitted in this category will have prerequisites and/or remedial training courses added to their required curriculum. Students admitted in this category must demonstrate their ability to handle the academic work by completing the Conditional Status related directly to the degree level and to the condition under which the student is accepted. For specific details, please see the Conditional Status information found in the Degree Level Admissions Requirements section above.

Additionally, applications that are not complete, usually missing some portion of the application such as an official transcript, may be granted conditional admission. In order for a conditional admission to be granted, however, there must be sufficient evidence that the academic requirements have been met. (*Example: Conditional admission may be granted on the strength of a student copy of a transcript or a letter from an institutional registrar indicating that a degree has been earned.*). Students admitted in this category are typically permitted one term to complete their applications. Failure to do so will result in withdrawal of the offer of admission.

NOTE: Applicants accepted on a conditional acceptance must provide official transcripts and or required documentation to Apollos within **one enrollment term** (not to exceed 12 semester credits in the one term), or the student will not be accepted into the program.

Fully Accepted Admission

Applicants with a complete application file, who fully comply with the Apollos academic admissions standards, and who successfully pass the Orientation Program and the assessment evaluations are categorized as fully accepted.

Minimum and Maximum Time for Completion from the date the Student Enters the First Class

Degree Program	Average Program Length	Minimum Program Length	Maximum Program Length
Associate Degrees	3 years	N/A	4 years
Bachelor Degrees	5 years	N/A	6 years
Master Degrees	2 years	N/A	5 years

Doctoral Degrees	3 years	2 years	7 years
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If the student does not complete the degree program within the above allotted time frame, then the student will be removed from the degree program if an extension is not requested and granted. If an extension is granted, the student must comply with the conditions and time constraints of the approved extension in order to remain in the program. Under normal circumstances, only one extension will be granted and the extension is limited to a one-year extension. The student will be notified 2 terms ahead of the removal and the student will either need to complete the program, apply for an extension, or be removed from the program when the time limit is reached. The Academic Advisor or other designated Apollos administrative or faculty member will work closely with the student to help the student stay on track in order to complete the program and graduate.

Definition of Full-Time Enrollment

Undergraduate: To be considered a full-time student, two 3-credit courses (6 credits) per term must be completed. Undergraduate students can petition the Academic Dean’s office to request for permission to take more credits per term.

Graduate: To be considered a full-time student, one 3-credit course (3 credits) per term must be completed.

Non-Discriminatory Policy

Apollos University does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender, marital status, disability, veteran status, or political beliefs in any of its policies, practices, or procedures.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) of 1974 provides, generally, that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-college employees without consent of the student. Written consent of the student is required before Apollos University can release information concerning the student to prospective employers, government agencies, credit bureaus, etc. Students and alumni applying for jobs, credit, etc., can expedite their applications by providing Apollos University with written permission to release their records, specifying which records and to whom the release should be made. For further details on and exceptions to the policies affecting disclosure of student records, contact the Administrative Office.

General Data Protection Regulation (GDPR) Compliance

Apollos University will comply with GDPR regulations and directives to ensure the protection of all Personally Identifiable Information of European Union data subjects served by the university. Apollos collects only that data which is required by laws, regulations, and standards of the United States Department of Education, the Montana Board of Education, and the Distance Education Accrediting Commission in the execution of our due diligence in serving our students and meeting the rules and expectations of the aforementioned bodies. Apollos does not share PII with entities outside of the university without specific permission from the students. All hardcopy PII is maintained in secure files, accessible only to authorized individuals within the university. Transcripts are maintained indefinitely; however, all other hardcopy PII is destroyed 5 years after graduation. All electronic data is housed within encrypted systems and protected behind firewalls. Apollos systems are housed on remote servers through third-party providers that also complies with GDPR regulations.

Third-party providers such as Merchant Services, PayPal, Certified Public Accountant (CPA), Distant Education Accrediting Commissions (CHEA), etc. are all reviewed to verify they are in compliance with GDPR standards.

Apollos University Web Accessibility Policy:

Apollos University is committed to ensuring that our website, administrative systems, online classrooms, and internet based resources are accessible to people with disabilities. It is the goal of Apollos to comply with W3C WAI's Web Content Accessibility Guidelines 2.0, Level AA conformance by November 1, 2017. Issues related to web content accessibility should be reported to info@apollos.edu.

The Apollos University Web Accessibility Policy applies to all existing web content on <https://apollos.edu/Default.aspx> and <http://courses.apollos.edu/au/my/>. Furthermore, the policy applies to all web content produced or updated by third party content providers and the future selection of third-party providers will be based on accessibility conformance. It is the goal of Apollos to comply with ATAG 2.0 conformance by November 1, 2017 to include, but not limited to, user-generated content.

This policy will be reviewed annually on or before December 31 of each academic year. The policy was last reviewed on June 25, 2018 by the WCAG Compliance Officer.

Apollo University

IV. THE GRADING AND ENROLLMENT SYSTEM

IV. THE GRADING AND ENROLLMENT SYSTEM

Grading System

All students will have coursework evaluated and reported by the faculty using letter grades or administrative symbols and are included in the student's grade point average as appropriate.

Grade Symbols

A	Outstanding performance
B	Above average performance
C	Average performance
D	Below average performance
F	No Credit
IP	In Progress (Only valid for the doctoral program dissertation classes)

Administrative Symbols

AU:	Audit / No Credit
I:	Incomplete Grade
IP:	In-progress grade that is used when a doctoral student is taking the dissertation courses and does not complete the section of the dissertation that is associated with the class. The student's transcript documents the course was taken but no GPA is associated with the IP grade.
W:	Official Withdrawal from course.
NC:	No credit
P:	Pass
S:	Satisfactory
TR	Transfer Credit – Credit granted for credits accepted in transfer from other institutions.
U:	Unsatisfactory

Credit Hour Policy

Credit hours shall be equivalent to the commonly accepted and traditionally defined units of academic measurement in accredited institutions. Academic credit-bearing distance learning courses are normally measured by the learning outcomes normally achieved through 45 hours of student study for one credit per term. This formula is used by the American Council on Education in its Credit Recommendation Evaluative Criteria, which states, "normally,

academic credit is assigned on the basis of one semester credit hour for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent.”

Graduate Level Course Grade Requirement

Graduate students must achieve a minimum of 80% in each class or retake the class. When the graduate student retakes the class, the higher of the two grades is recorded on the transcript. The student must pay to retake the class the second time.

Grade Point Average (GPA) Grading Scale

The following grading is used as part of the grading scheme and to calculate the student’s grade point average (GPA).

Undergraduate Grading Scale					
100-95	A	4	76-73	C	2
94-90	A-	3.7	72-70	C-	1.7
89-87	B+	3.3	69-67	D+	1.3
86-83	B	3	66-63	D	1
82-80	B-	2.7	62-60	D-	0.7
79-77	C+		59 or <	F	0

Graduate Grading Scale					
100-95	A	4	79-77	C+	2.3
94-90	A-	3.7	76-73	C	2
89-87	B+	3.3	72-70	C-	1.7
86-83	B	3	59 or <	F	0
82-80	B-	2.7			

Resubmission of Assignments

Student resubmission of individual assignments in a particular class is entirely at the discretion of the professor for that class. All assignments must be complete on or before the student’s end of course date unless other arrangements (such as an extension or leave of absence) have been made and approved prior to the end of course date.

End of Course Grading Policy

The faculty will finalize grades 72 hours after the end of the term and provide notification to the students and the Registrar that the grades are finalized. The Registrar then imports the grades into the student’s transcript. The classes are closed 2 weeks after the end of the term. Students have 120 days from the last day of the term to file a

grade grievance if the student feels a mistake was made. Grade grievances will not be accepted once the 120-day period has ended. Classes are deleted 240 days after the end of the term.

Proctored Final, DBA Mid-Program Qualifying, and Program Comprehensive Exams

DBA mid-program qualifying, and program comprehensive examinations are administered to the student using a proctor system paid for by Apollos. Additionally, selected final class examinations in each program are also proctored online by the proctor system in order to measure a student's mastery of the subject matter and to help ensure academic integrity. Proctored courses are chosen from required core or major courses and students are notified of proctored exams through the course syllabus.

All proctored exams are administered via the online format.

Student Conduct

Apollos is a distant education university and its students and faculty come from various cultures and backgrounds. Therefore, it is important for all students to be mindful of the wording used within the classroom discussions. Students are expected to treat peers and faculty with respect and use professional wording in the class or group discussions.

Academic Integrity and Intellectual Property Rights

POLICY: Statement of Academic Integrity

Apollos University is committed to upholding the highest standards of academic integrity. All Apollos students, faculty, and staff are encouraged to strive toward academic excellence and to adhere to the rules and expectations of the academic community. All forms of academic dishonesty including, but not limited to, plagiarism, copying, cheating, and/or the submission of work that is not your own are strictly forbidden. Students, faculty, and staff are also only to engage in behavior, both in the classroom and in their personal lives, that is ethical and becoming of a global, academic institution. Violations of the Apollos academic integrity policy will be addressed accordingly. Consequences are determined on a case by case basis with consideration to the severity of the violation and any previous documented offenses. Consequences include but are not limited to remediation, academic probation, letter grade reductions for the assignment or class, failure of the assignment or class and/or dismissal from the university.

Statement of Academic Integrity

In order to ensure that Apollos students maintain the aforementioned standards of academic honesty and integrity, all Apollos classrooms require learners to make a statement of academic integrity. At the beginning of each course, **students** are required to make the following statement of academic integrity in the appropriate forum:

“By posting this statement, I assert that all material that I will submit in this classroom will be my own. I promise not to participate in any form of academic dishonesty including, but not limited to, plagiarism, copying, cheating, and/or the submission of work other than my own. I make this statement of academic integrity with the full understanding of the penalties involved and the actions that may be taken against me including remediation, academic probation, letter grade reductions for the assignment or class, failure of the assignment or class and/or dismissal from the university.”

In a similar manner, professors are to be held to the same standards of academic integrity. At the beginning of each course, professors are required to make the following statement of academic integrity in the appropriate forum:

"By posting this statement, I assert that I will uphold and maintain the standards of academic integrity as prescribed by the academic community. In my dealings with learners, I promise to conduct myself in a manner that is fitting my position and that provides an excellent example of academic honesty and integrity to my students. I understand the responsibilities of my position and I make this statement of academic integrity with the full understanding of the penalties involved and the actions that may be taken against me including probation and/or dismissal from the university."

The academic integrity statement must be completed within the first five days of the class or the student will be removed from the class and all funds paid for the class will be refunded to the student.

Copyright and Intellectual Property Rights

Apollos University adheres strictly to the copyright law of the United States which prohibits the making or reproduction of copyrighted material except under certain specified conditions. 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.). The professors are instructed on ways to check for copyright abuses and must report infractions to the provost for disciplinary action up to and including withdrawal from the University for repeated offenses.

Students are expected to respect the intellectual property rights of Apollos materials/processes, other students, peers, faculty, and staff. Likewise, Apollos is committed to ensuring the original work of a student is protected as intellectual property that is owned by the student that produced the material. Faculty, staff, and other students are expected to honor the intellectual property rights of each student and will be held accountable if they use a student's original material without obtaining permission or for not providing the proper reference for the original material. Please review the section on *Academic Integrity* for more information.

Student Identity Verification

As of 1 May 2010, all applicants must provide a copy of a valid government identification document containing at a minimum the applicant's picture, full name, date of birth, and address. Acceptable documents that can be used are the applicant's passport, driver's licenses, and identification cards. The applicant will also be required to provide an electronic copy of a passport style picture (face and shoulders). Apollos will upload a PDF version of the government identification document along with a copy of the picture into the student's profile. Once accepted, the student will be required to present a valid government identification document with the same information as on the copy described above. Proctors will verify the pictures and data match the information presented during the application process. If the information does not match, then the student will not be allowed to take the proctored exams. This process will be followed for all proctored exams.

Enrollment

Students enroll 24 hours a day using the "Apply Now" feature found on the Apollos website at <https://apollos.edu>. Students may enroll for an academic degree program, certificate program, or for specific courses as a non-matriculating student. Either way, enrollment starts on the first day of scheduled online classes.

Enrollment begins only after the applicant has been accepted by the Admissions Committee and has paid or made arrangements to pay the fees and tuition.

Incomplete Grade Request

Students can request an incomplete grade if they have completed 50% or more of the course requirements. Incomplete Grades are at the professor's discretion and are granted for issues such as extreme circumstances such as military deployment, crippling accident, etc. and timely/proper notification is made to the professor. If approved, the incomplete grade must be completed in the time limit specified on the [Incomplete Grade Form](#) or the 'I' will be changed to the grade the student earned in the class. The maximum allotted time to carry an "I" grade is two weeks past the end of the term in which the "I" grade was granted.

Withdrawal

A student who wishes to completely withdraw from Apollos University during a term must complete a [Program Withdrawal Form](#) which must be submitted for approval. See the section on refund of fees for possible refunds.

Attendance/Absence Policy

Online Class Attendance Policy

Apollos will verify attendance in each registered course at the end of the first five days of class. During the first five days of class, students are expected to, at a minimum, have posted their Introduction forum posting and their Academic Integrity forum posting. If these two postings have not been posted and the student has not notified Apollos about an issue that is limiting the student's ability to do so, then the student will be dropped from the class and any tuition paid will be refunded for the class.

Throughout the term, attendance is monitored each week and absent students are notified about their absence. If the student is absent from the class (not postings, assignments, or exams completed), then the student will receive a probationary warning. If the student is absent from the class for three weeks, then the student is academically removed from the class and a refund is initiated.

Hybrid Class Attendance Policy

The Apollos University attendance policy was established to encourage continued successful progress towards the students' goal of graduation. The policy is the same as for the above "Online Class Attendance Policy" in respect to the requirements during the first five days after a class starts. Additionally, attendance is tracked during each session, and the following administrative action will be taken as a result of unexcused absences.

As part of the attendance policy, students who have missed the first two sessions of a course will be administratively dropped from that course. Being administratively dropped from a course may have unintended consequences on a student's financial aid and/or standing with the University.

Overall, students are expected to attend each scheduled class session and participate during the class. Absences cannot be made up and the instructors are required to consider attendance and participation into the final grade based upon the rubrics in each class syllabus.

Apollos University expects students to exercise good judgment regarding attendance and absences. Students must communicate with their instructor should a situation arise that would prevent them from coming and participating in class. Ultimately, students are responsible for dropping or withdrawing from courses they plan not to attend.

Leave of Absence

Students can apply for a Leave of Absence (LOA) for up to a maximum of 180 days in one year. The LOA form can be found in the Resources center. If the student has extenuating circumstances (examples include religious, medical, professional, etc.) that fall outside of the policy, the student is encouraged to contact the university for guidance. The student must submit a written request to be reactivated at the end of the LOA. The request must be submitted to the university and failure to do so will result in termination from the degree program. Please address all inquiries regarding leave of absences to info@apollos.edu.

Military Deployment Leave of Absence

Students that are in the Military and receive deployment orders can apply for a Military Deployment Leave of Absence (MDLA). The MDLA form can be found in the Resources center or the student can contact the Registrar (registrar@apollos.edu). The MDLA can be requested for up to one year and if additional time is required, the student can apply for an additional MDLA. There is no charge for MDLAs. However, documentation of deployment must be provided with each MDLA. The student must submit a written request to be reactivated at the end of the Military Deployment Leave of Absence. The request must be forwarded to the Registrar (registrar@apollos.edu) and failure to do so will result in termination from the degree program.

Tardiness

Apollos University is a virtual distance education university and therefore all courses are taught online using the Moodle platform. Tardiness in the traditional sense of entering a classroom late is not an issue. However, students are expected to attend classes and submit assignments per the guidelines in each syllabus. If the student is late in posting an assignment, points are deducted from the assignment grade per the course syllabus.

Administrative Withdrawal and or Dismissal/Termination

A student may be administratively withdrawn and or terminated from the program or a course because of excessive class absence, disruptive behavior, inappropriate professional conduct or violating the student code of conduct, unfulfilled academic requirements, unpaid tuition/fees or other violation of academic policy / procedure. Differentiation of withdrawal passing and withdrawal failing will be annotated on the records. Refunds will be made in accordance with Apollos University's policy. Students have the right to appeal disciplinary actions taken by appropriate University authorities. Regulations governing original hearings and appeal rights and procedures are provided to give maximum protection to both the individual student and Apollos University community.

Academic Progress and Achievement

For purposes of determining a student's ability to remain in Apollos University, both quality of performance and progress towards the educational objective will be considered. Imbedded in the university goals are measurable items related to student achievement both during their studies with the university and as a distinguished alumnus through the promotion of life-long learning and a focus on contributing back to their chosen field or profession. Detailed instructions are provided in the catalog and in the Orientation Program to help applicants successfully navigate the application and orientation process while also providing answers to questions frequently asked by potential applicants and new students. The catalog stipulates the allotted time students have to complete a degree (see Degree Maximum Time for Completion from the date the Student Enters the First Class). Student Advisors work each student to ensure they are successfully progressing through the program.

Basic Policy on Student Progress and Achievement:

- Apollos University requires students to make satisfactory academic progress towards a degree to remain in good standing with the University. Satisfactory academic progress means the student is registering for and successfully completing at least one course each term.
- A student may petition for a leave of absence and, if approved, may upon return continue under the catalog requirements that applied to the enrollment prior to the absence. Each approved leave of absence may be granted for a maximum of six months. Leave of absences are not automatic and there is a \$50 administrative fee associated with being moved into this status.
- A Leave of Absence Form, located in the Resources center of ATLAS, must be completed, and submitted to the Provost for review and approval.

Expectations of the Student

Students are required to maintain communication and participation within the classroom in order to ensure all to course completion requirements are finalized. The students are expected to enter the classroom and actively participate a minimum of 3 days a week. A student shall be subject to academic probation if he or she fails to maintain a cumulative grade point average of at least 2.0 for undergraduate level students and 3.0 for graduate level students in all credits attempted after admission to the program.

Students who demonstrate substandard academic progress in the first 12 credit hours, may be academically dismissed (terminated) without a probationary period.

Academic Probation

Upon the completion of a minimum of 12 semester hours, the student will automatically be placed on academic probation if the student's cumulative GPA falls below the required minimum for a student in good standing status (2.0 in the undergraduate programs and 3.0 in the graduate programs). A student placed on academic probation will remain in this status for 12 credit hours or a maximum of 2 terms. Students on academic probation are limited to taking a maximum of 6 credits per term. After the 12 credits (maximum of 2 terms) on probation status, the student's GPA is checked each term and if the GPA is below standard or there is no improvement toward the required program GPA, then academic dismissal (termination) action is initiated.

Satisfactory progress requires the student either raise the cumulative GPA to an acceptable level or the student demonstrates progress toward earning an acceptable GPA during the probationary period as described below:

- a. If after completing 12 credit hours required during the probationary period, the student raises the cumulative GPA to 2.0 or higher for the undergraduate level or 3.0 or higher for the graduate level, the student's status will be changed to Satisfactory.
- b. If the student's GPA for the probationary period is 2.5 or higher for undergraduates or 3.5 or higher for graduates, but the student does not raise the cumulative GPA to the minimum 2.0 or higher for the undergraduate level or 3.0 or higher for the graduate level, a secondary probation period will begin.
- c. If the student does not raise the cumulative GPA to the Satisfactory level, or meet the GPA stated in item "b" above, the student will be academically dismissed (terminated).

Academic Dismissal (Terminated)

Apollos reserves the right to dismiss students whose academic progress is substandard. Students who demonstrate substandard academic progress in the first 12 credit hours, may be academically dismissed without a probationary period. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving satisfactory academic standing within a reasonable time frame. Students are subject to academic dismissal (without probationary period) from the program for a full calendar year if their GPA falls below 1.0 or if they withdraw from the majority of courses within the last 12 credit hours.

Student Reinstatement

A student who has been dismissed (terminated) may apply for reinstatement to the University four months after being dismissed. Requests for reinstatement must be made to the Registrar no later than one month prior to the start of the desired term in which the applicant wishes to resume classes. A reinstatement committee will be formed and the reinstatement request will be reviewed by the committee but reinstatement is not automatic.

Once reinstated, the student will return on an Academic Probationary status for a period of 12 credits or a maximum of 2 terms. During this time, the student is expected to demonstrate academic progress. If at the end of the probationary status period the student's status is not changed to Satisfactory, the student will be dismissed (terminated).

What the Student Can Expect of the Professor

- Classroom facilitators are required to respond to student emails within 24 hours and discussion forum posts within a 48-hour period.
- Classroom facilitators will respond to each student within a forum. (Note: facilitators do not have to respond to every post by a student but must respond to each student at least once within the forum. Additionally, facilitators will be active and engage all participants in discussion question forums, directing the discussions in a positive and constructive manner).
- Classroom facilitators will post (initial) grades for the session discussion question forums no later than the final day of the session. (Note: grades may be altered during the additional two weeks before the session assignments close.)
- Classroom facilitators will grade and return assignment submissions (including but not limited to essays, Case Studies, research assignments etc.) no later than 72 hours after submission.
- Classroom facilitators will submit grades in ATLAS within 72 hours of the end of term.
- Dissertation committee members will respond to the submission of dissertation chapters or partial submissions within 5 days of the submission and no later than 10 days for submissions constituting complete drafts.

Apollos University Failure to Activate Enrollment Withdrawal Policy

Five Day Failure to Activate Enrollment Withdrawal Policy: Students are required to log into the classroom during the first five days of the course and activate enrollment. To activate enrollment, students must post an introduction in the Introduce Yourself Forum and complete the Statement of Academic Integrity assignment by posting a statement in the appropriate forum. If the student does not activate their enrollment within the first five days of class, then the student will automatically be withdrawn from the class. A notification will be sent to the student and a refund of all monies paid for the class will be refunded. If there are extenuating circumstances, then the student is encouraged to immediately contact the Registrar (registrar@apollos.edu) or The Info Team (info@apollos.edu).

Right of Petition

Students may petition for review of University academic regulations when unusual circumstances exist.

Apollos University

V. Graduation Requirements

V. GRADUATION REQUIREMENTS

Graduation requires that a student successfully completes the course of study prescribed by the university and the specific degree program, meets all financial obligations, and has been recommended for graduation by the Registrar. A candidate for graduation must file an Intent-to-Graduate form at a minimum of 30 days prior to the official graduation date.

AAS in Business Administration Graduation Requirements

To qualify for graduation with an AAS, the student must successfully fulfill all of the following requirements:

1. Complete all AAS course requirements (60 Credits)
2. Maintain an overall GPA of 2.0 or better for all business core coursework applying toward the degree.
3. Pay all tuition and fees.
4. Complete and submit the Intent to Graduate request form a minimum 30 days before the end of the final term of study.

BSBA Graduation Requirements

To qualify for graduation with a BSBA, the student must successfully fulfill all of the following requirements:

1. Complete all BSBA course requirements (120 Credits)
2. Maintain an overall GPA of 2.0 or better for all coursework applying toward the degree.
3. Pay all tuition and fees.
4. Complete and submit the Intent to Graduate request form a minimum 30 days before the end of the final term of study.

BSIT Graduation Requirements

To qualify for graduation with a BSIT, the student must successfully fulfill all of the following requirements:

1. Complete all BSIT course requirements (120 Credits)
2. Successfully complete the capstone project (last 9 credits of the 120 credit requirements)
3. Maintain an overall GPA of 2.0 or better for all coursework applying toward the degree.
4. Pay all tuition and fees.
5. Complete and submit the Intent to Graduate request form a minimum 30 days before the end of the final term of study.

Bachelor Level Certificate Program Graduation Requirements

To qualify for award of a Bachelor Level Certificate, the student must successfully fulfill all of the following

requirements:

1. Complete specific certificate course requirements (12 Credits)
2. Maintain an overall GPA of 2.0 or better for all coursework applying toward the certificate.
3. Pay all tuition and fees.
4. Complete and submit the Intent to Complete request form a minimum 30 days before the end of the final course of study in the certificate program.

MBA and MSOM and Graduate Certification Graduation Requirements

To qualify for graduation with a MBA or MSOM, the student must successfully fulfill all of the following requirements:

1. Complete all program graduate course requirement (37 Credits)
2. Maintain an overall GPA of 3.0 (B average) or better for all graduate level coursework applying toward the degree.
3. Pay all tuition and fees.
4. Complete and submit the Intent to Graduate request form a minimum 30 days before the end of the final term of study.

DBA Graduation and Postgraduate Certificate Graduation Requirements

To qualify for graduation with a DBA, the student must successfully fulfill all of the following requirements:

1. Fulfill all DBA graduate course requirement (61 Credits)
2. Maintain an overall GPA of 3.0 (B average) or better for all graduate level coursework applying toward the degree.
3. Successfully complete the DBA Doctoral Project (dissertation).
4. Pay all tuition and fees.
5. Complete and submit the Intent to Graduate request form a minimum 30 days before the end of the final term of study.

Graduation Approval Process

The Graduation Approval Process consists of a review of the student's academic records by the Registrar, the student's Academic Advisor and a final approval by the university president. Once the student's Intent-to-Graduate is received in the Registrar's office, a review of the student's academic records is performed to verify the student has completed all degree program requirements for the program in which the student is registered.

If the Registrar determines the student has not completed all graduation requirements or the student has outstanding financial obligations to the university, the Registrar returns the Intent-to-Graduate to the student along with an explanation for the denied graduation request. The Registrar also notifies the Dean and the student's Academic Advisor of the denied graduation request. The student can appeal to the office of the Student Services (info@apollos.edu) if he/she feels an error has been made.

If the Registrar determines the student has completed all graduation requirements, the Registrar contacts the Finance Department to ensure all financial obligations to Apollos University have been fulfilled. Registrar provides the Intent-to-Graduate request form along with his/her findings to the applicable student's Academic Advisor for review and recommendation.

The student's Academic Advisor responsibilities are to:

1. Review the Registrar's findings concerning the student's completion of the graduation requirements.
2. If approved by Academic Advisor, the Registrar recommends to the president the conferring of the degree on the student. The president then provides the final approval to graduate.

Apollos University

VI. FINANCIAL INFORMATION

VI. FINANCIAL INFORMATION

Tuition

Tuition Rates as of July 1, 2019 for New Applicants

The student registers for classes each term and is responsible for payment of their tuition associated with those classes no later than the first day before the classes are scheduled to start.

Program Type	Tuition Per Credit Hour	Ed. Partner Program (EPP) Per Credit Hour
Undergraduate Programs	\$201.25	\$181.13
Graduate Programs	\$269.10	\$242.19
Doctoral Programs	\$307.05	\$276.35

Only one reduced program or scholarship can be used.

The following chart shows the estimated total cost per degree program and cost per certificate cost. The estimated cost includes the Application Fee, Library Fee, and Graduation Fee for each degree program and certificate program.

Estimated Total Program Cost	Standard	Ed. Partner Program (EPP)
Associate of Science	\$12,175	\$10,968
Bachelor of Science in Business Administration	\$24,250	\$21,836
Bachelor of Science in Information Technology	\$24,250	\$21,836
Undergrad Certificates	\$2,590	\$2,349
Graduate Certificates	\$3,404	\$3,081
Postgraduate Certificates	\$3,860	\$3,491
Master of Business Administration	\$10,057	\$9,061
Master of Science in Organizational Mgt	\$10,057	\$9,061
Doctoral Programs	\$18,880	\$17,007

Estimated Total Program Cost includes Application Fee, Library Fee, and Graduation Fee.

NOTE: In the undergraduate IT classes, most IT Textbooks will be purchased by student (Estimated cost is \$1500).

NOTE: (E-book textbooks/course materials provided without charge for each class unless specified of part of a special offer or specified in the class/program.)

NOTE: Students on a Program Enrollment Agreement pay for classes as they register to take them. Therefore, students are responsible each term for the classes and fees they register to take. Also, the tuition per credit quoted for the degree in which the student applies will not change during the student's time at Apollos unless the student leaves or is removed from the program and then reapplies at a later time.

If the student finds he/she must cancel their Enrollment Agreement, a one time registration fee of 20% of the applicable tuition (maximum \$200) will be charged if the student does not cancel the Enrollment Agreement within the first 5 days of the first day of class. See the "Student's Right to Cancel the Enrollment" section of the Apollos Catalog for details.

E-book textbook codes are provided to the student without charge via the Apollos Textbook Grant for most classes. The student is responsible for working with the E-book company if there is an issue with the downloading of the e-book or the code provided.

Fees

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

NOTE: Veterans, Military, Public Service Personnel, and their families need to also see the USA Services Program for Veterans, Military, Public Servants, and Their Families section.

Mandatory Fees Incurred by All Students:

*Application Fee	\$ 25	
*One Time Apollos Library Fee (Undergraduate and Master Level)	\$ 100	
*One Time Apollos Library Fee (Doctoral Level)	\$ 100	
*Registration Fee (20% of Tuition)	\$ 200	Note 1
Graduation Fee	\$ 50	
Certificate Program Award Fee	\$ 50	

*** Indicates fees that are non-refundable**

NOTE 1: Maximum of \$200, please see Registration Fee below.

Additional Fees Students May Incur:

*International Transcript Evaluation	\$250
*Credit Transfer Fee	\$50
*Challenge Exam	\$250
Late Registration	\$25
Re-Enrollment Fee to University/Program	\$50
*Additional Transcript Fee	\$10
*Overseas Shipping – Actual Cost	\$AR
*Bank Wire Fee (Incoming and Outgoing)	\$25
*Change of Program Fee	\$50
*2 Week Course Extension Fee	\$50
*Returned Check Fee	\$35
*California STRF Fee	\$0

*** Indicates fees that are non-refundable**

NOTE 2: As of 1 January 2015, the STRF fee was changed to \$0.00 per \$1,000 of the program costs.

STRF Fees for California Resident Students

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before-closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Registration Fee:

A onetime Registration Fee of 20% (maximum \$200.00) of the applicable tuition is charged if the student does not cancel the Enrollment Agreement within the first 5 days of class. See above and also under Student's Right in to "Cancel the Enrollment" section of the Apollos Catalog for details.

Library Fees:

Apollos University provides its students with an online library allowing the students to perform research on topics covered in each of the degree programs. The library utilizes research databases providing the student with the most thorough and up-to-date research material available. The library also provides students with a number of URLs for free online libraries and research organizations. The student pays a one-time \$100.00 fee to utilize the Apollos Library system.

Phone Calls and Postage Costs:

Apollo's University's standard communication method is via email. However, there are cases when students need to contact Apollo's University by phone or mail. The costs for all phone calls and postage must be assumed by the student. This allows each student to control this portion of the expenses for his or her program.

Catalogs

A free PDF or Word version of the Apollo's Catalog can be downloaded from the Apollo's homepage. It is recommended the student download and maintain the version of the catalog that was in use when the student were accepted into Apollo's.

Transcript Fees

An official copy of the student's Apollo's transcript is provided to each graduate with his or her degree and graduation package. There is a \$10.00 fee for each additional copy. All requests for transcripts must be submitted in a letter or online request signed by the student or graduate and mailed, emailed, or Faced to the Registrar of Apollo's University. The official transcripts will be mailed to the student. Transcripts mailed outside the USA will require the student or graduate to pay the actual cost of shipment.

Each student can obtain a free unofficial copy of their transcript by using the Unofficial Transcript option under Student Records and Services on the Apollo's Homepage. The unofficial transcript can be downloaded at any time and will contain the most current information that the Registrar's Office has concerning the student.

Scholarships

Apollo's University does not provide scholarships. However, Apollo's does provide reduced tuition rates for applicants that are American military, veteran, or in public service or employed by organizations that have signed an Educational Partner Program agreement.

Financial Assistance Options

Apollo's University offers assistance to those who would like to secure educational funding by providing them with information concerning financial institutions that offer educational loans to help finance their academic program. Information about this service and other aid programs may be obtained by contacting a Financial Aid representative at finance@apollos.edu and info@apollos.edu for more information.

Apollo's University offers its students a wide range of flexible payment opportunities to help the modern working adult contribute to their educational costs without incurring student loan debt. The following is a list of those options:

Student Payment Options for all new applicants applying after June 19, 2020.

Tuition Payment Plans

- **Option 1 – Pay as classes are taken**
I will be billed when I register for new classes and pays full price of the class before the class starts.
- **Option 2 – Pay in two equal payments as I register for a class(es)**
I will be billed when I register for a new class(es) and will pay one half (1/2) of the tuition and any fees upon registration. The second half will be paid 30 days later. No interest will be charged on the unpaid balance; however, a late fee of \$20 will be assessed on each past due payment. If payment and late fee(s) is not made within 30 days of due date, the student will be placed on Financial Hold and will not be allowed

to register for future classes. *NOTE: Students who receive 3rd party payments for their programs such as VA Benefits, corporate reimbursement, etc. are not eligible to use Option 2.*

- **Option 3 – Discontinued for new applicants/students effective October 1, 2018**
- **Option 4 – Initial \$300 payment with monthly payments of \$300 until all tuition and fees are paid. Effective June 19, 2020.**

I will pay an initial payment of **\$300.00** toward the total tuition and fees for the degree program in a single payment by the start date of the first class. The remaining balance of tuition and fees will be paid at the rate of **\$300.00** per month. The monthly payments will begin the month after the initial payment. Payments are due on the 1st or 15th of each month until the full amount is paid, including any optional tuition or fees I agree to add. I understand that all tuition and fees must be paid before I will be allowed to graduate. No interest will be charged on the unpaid balance; however, a late fee of \$20 will be assessed on each past due payment. If payment and late fee(s) is not made within 30 days of due date, the student will be placed on Financial Hold and will not be allowed to register for future classes. *NOTE: Students who receive 3rd party payments for their programs such as VA Benefits, corporate reimbursement, etc. are not eligible to use Option 4.*

- **Option 5 – Pay full tuition amount for degree in a single payment.**

I will make a payment for the full tuition and fees for the degree program in a single payment before starting the first class.

Employer Payment Plan: Under this plan, the student works with their organization to establish billing and payment parameters where the organization pays for part or all of the student's tuition and fees.

Private Loan Plans: Under this plan, the student will work with a lender to establish funding. Payment for said funding must be on account with Apollos prior to taking courses.

External Scholarship Plan: Under this plan, the student works on their behalf to foster external scholarships to help pay for tuition and related materials. Courses will typically not be approved by the Registrar until the External Scholarship Plan funding is accepted by Apollos.

Organizational Tuition Reimbursement Plan: Under this plan, the student works with their organizations Human Resources department to pay for outstanding tuition and fees. This requires the student put a credit card on file. Apollos will offer the student a 60-day deferment from the 1st day of billing after which the credit card will be charged if payment has not been received. Apollos will provide the student supporting documentation such as a receipt and/or invoice for courses as well as grade card needed to supply Human Resources with proof of attendance.

Tribal Aid Plan: Under this plan, the student must have established lines with the tribe in question. A voucher or payment will be required with terms 90-days net from the first date of billing.

Information about additional financing programs may be obtained by working with a Financial representative at finance@apollos.edu or info@apollos.edu for more information. You may also call 406-604-4300 or 406-799-1515 after hours.

Federal and State Financial Aid Programs

Apollos does not participate in federal or state financial aid program and does not require disclosures concerning any form of financial aid.

Loans

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including apply any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Satisfactory Academic Progress Policy

Apollos University requires students to make satisfactory academic progress towards a degree to remain in good standing. Satisfactory academic progress means the student is registering for and successfully completing at least one course each term.

Tuition Obligations

Students register for new classes and electronically sign the Term Enrollment Agreement before each new term. Tuition and fee payments are made according to the Payment Option selected by the student during the admission process. A student will not receive, diploma, official transcript, letter of recommendation, or register for future classes if the student's finances are delinquent.

Services Not Provided by Apollos University

Apollos University **does not provide or charge fees** for student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in Apollos University's Schedule of Fees and Charges.

Apollos does not participate in federal or state financial aid program and does not require disclosures concerning any form of financial aid.

Apollos does not provide placement services.

In addition, Apollos University neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

Apollos University

VII. STUDENT RIGHTS

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Refund Policy Guidelines

Apollos University's refund policy has been developed in accordance with the Distant Education Accreditation Commission (DEAC) standard. The institution has and maintains the following policy for the refund of the unused portion of tuition fees and other charges in the event the student does not register for the period of attendance or withdraws there from at any time prior to completion of the courses or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 75% or less of the course of instruction shall be a pro rata refund. Notice of cancellations shall be in writing; however, the initial notification to the university can be in any means available to the student. A withdrawal may be initiated by the student's written notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance.

Student's Right to Cancel the Enrollment

Refund Policy: To cancel an Enrollment Agreement or withdraw from the university, the student must notify Apollos University using any communication means available to the student (Mail: Apollos University, Attn: Registrar, 600 Central Avenue, Suite 215, Great Falls, MT 59401; Email: registrar@apollos.edu; Phone: 406-604-4302, after hours 406-799-1515, or Fax: 866-287-1938). If a student cancels the Enrollment Agreement or withdraws from the university within the first seven calendar days after the start of their class, then the student will receive a 100% refund of all monies paid. However, if the student cancels the Enrollment Agreement or withdraws from the university after the seventh calendar day of the scheduled start of the class then the student will receive refunds according to the Pro-Rata Refund Chart described below. The effective date of the cancellation will be the date the student first notified Apollos University via email, telephone, fax, etc. or the date of the postmark indicated on the request letter sent through the US Mail. The refund due will be provided within 30 days of the date of notification.

Pro-Rata Refund Chart for a 4 Session Standard Class

A full refund of all moneys paid is due during the initial 7 days of study in the term in which the student withdraws. The Registration Fee will be charged after 7 calendar days from the start of the term in which the student withdraws. After Week 1, the prorated refund is based upon the amount paid minus the 20% (one-time maximum of \$200) Registration Fee multiplied by the appropriate percentage as listed below. If a student withdraws:

	% Refund *
First Week	100%
After First Week	70%
After Second Week	40%

After Third Week	20%
After Fourth Week	0%

***Refundable tuition is the total course tuition minus the registration fee.**

The following is an example of how the pro-rata refund works for a 4-week class.

- A. If the student pays \$400 tuition and registration fee for the term and withdraws **within the first 7 days after registration**, then the full \$400 tuition will be refunded.
- B. If the student withdraws after **week one**, then the 20% (maximum \$200 registration fee will be charged).
- C. If the student pays \$400 tuition for the term and withdraws, depending upon the day the student notifies Apollos of their decision to withdraw, the student will receive the following.

*After 7 calendar days of class: \$400 minus 20% (\$200 maximum Registration Fee) = \$320.00

	* Refund to Student
First 7 Days of Class	100% = \$400
After First Week	70% = \$224
After Second Week	40% = \$128
After Third Week	20% = \$64
After Fourth Week	0% = \$0

Pro-Rata Refund Chart for an 8 Session Standard Class

A full refund of all moneys paid is due during the initial 7 days of study in the term in which the student withdraws. The Registration Fee will be charged after 7 calendar days from the start of the term in which the student withdraws. After Week 1, the prorated refund is based upon the amount paid minus the 20% (one-time maximum of \$200) Registration Fee multiplied by the appropriate percentage as listed below. If a student withdraws:

	*Refundable Tuition Due Student
First week	100%
After Week 1	80%
After Week 2	60%
After Week 3	40%
After Week 4	20%
After Week 5	0%

***Refundable tuition is the total course tuition minus the registration fee.**

The following is an example of how the pro-rata refund works for an 8-week class.

- A. If the student pays \$1,050 tuition and registration fee for the term and withdraws **within the first 7 days after registration**, then the full \$1,050 tuition will be refunded.
- B. If the student withdraws after **week one**, then the 20% (maximum \$200 registration fee will be charged).
- C. If the student pays \$1,050 tuition for the term and withdraws, depending upon the day the student notifies Apollos of their decision to withdraw, the student will receive the following.

After 7 calendar days of class: \$1,050 minus 20% (\$200 maximum Registration Fee) = \$850.00

	*Refundable Tuition Due Student

First week (first 7 days)	100% = \$1,050
After Week 1	80% = \$680.00
After Week 2	60% = \$510.00
After Week 3	40% = \$340.00
After Week 4	20% = \$170.00
After Week 5	0% = \$ 0.00

***Refundable tuition is the total course tuition minus the registration fee.**

Pro-Rata Refund Chart for a 4 Session Your Term Class

4 Session Your Term (Can complete in 2 weeks or take up to 8 Weeks to complete)

A full refund of all moneys paid is returned to the student during the initial 7 days of study in the term in which the student withdraws. However, when a student cancels after completing at least one lesson assignment but less than 50 percent of the graded assignments, Apollos may retain the one-time registration fee of no more than 20 percent of the tuition not to exceed \$200, plus a percentage of tuition paid by the student in accordance with the following schedule:

Percentage Completed by the Student	Graded Assignments up to the end of:	% Refund *
First 7 days of Class		100%
Up to 10%	Session 1	70%
>10% - 25%	Session 2	40%
>25% - 50%	Session 3	20%
>50% - 100%		0%

***Refundable tuition is the total course tuition minus the registration fee.**

The following is an example of how the pro-rata refund works for a 4-Session Your Term class.

- A. If the student pays \$400 tuition and registration fee for the term and withdraws **within the first 7 days after registration**, then the full \$400 tuition will be refunded.
- B. If the student withdraws after **week one**, then the 20% (maximum \$200 registration fee will be charged).
- C. If the student pays \$400 tuition for the term and withdraws, depending upon the day the student notifies Apollos of their decision to withdraw, the student will receive the following.

*After 7 calendar days of class: \$400 minus 20% (\$200 maximum Registration Fee) = \$320.00

Percentage Completed by the Student	Graded Assignments up to the end of:	20% Registration Fee	* Refund to Student
First 7 days of Class		\$0	100% = \$400
Up to 10%	Session 1	\$80	70% = \$224
>10% - 25%	Session 2	\$80	40% = \$128
>25% - 50%	Session 3	\$80	20% = \$64
>50% - 100%			0% = \$0

***Refundable tuition is the total course tuition minus the registration fee.**

Pro-Rata Refund Chart for an 8 Session Your Term Class

8 Session Your Term (Can completed in 4 weeks or take up to 16 Weeks to complete)

A full refund of all moneys paid is returned to the student during the initial 7 days of study in the term in which the student withdraws. However, when a student cancels after completing at least one lesson assignment but less than 50

percent of the graded assignments, Apollos may retain the one-time registration fee of no more than 20 percent of the tuition not to exceed \$200, plus a percentage of tuition paid by the student in accordance with the following schedule:

Percentage Completed by the Student	Graded Assignments up to the end of:	% Refund *
First 7 days of Class		100%
Up to 10%	Session 1	70%
>10% - 25%	Session 3	40%
>25% - 50%	Session 5	20%
>50% - 100%		0%

***Refundable tuition is the total course tuition minus the registration fee.**

The following is an example of how the pro-rata refund works for a 8-Session Your Term class.

- A. If the student pays \$400 tuition and registration fee for the term and withdraws **within the first 7 days after registration**, then the full \$400 tuition will be refunded.
- B. If the student withdraws after **week one**, then the 20% (maximum \$200 registration fee will be charged).
- C. If the student pays \$400 tuition for the term and withdraws, depending upon the day the student notifies Apollos of their decision to withdraw, the student will receive the following.

*After the 7 calendar days of class: \$400 minus 20% (\$200 maximum Registration Fee) = \$320.00

Percentage Completed by the Student	Graded Assignments up to the end of:	20% Registration Fee	* Refund to Student
First 7 days of Class		\$0	100% = \$400
Up to 10%	Session 1	\$80	70% = \$224
>10% - 25%	Session 3	\$80	40% = \$128
>25% - 50%	Session 5	\$80	20% = \$64
>50% - 100%			0% = \$0

***Refundable tuition is the total course tuition minus the registration fee.**

Student Academic Grievances

1. The formal grievance procedure in no way infringes upon the important traditional informal channel of communications by which students and instructors may discuss any matter of interest to either party. Practically speaking, it is the student's responsibility to attempt to resolve a problem with the instructor prior to the initiation of a formal grievance procedure.
2. This procedure will not infringe upon students' rights; however, the student who has brought the grievance will have the responsibility at each stage of the proceeding for supporting and proving the accusation. A low grade in and of itself is not the basis for an appeal, nor is the difficulty of a course or test or specific test items.
3. This procedure will not infringe upon the academic freedom of the instructor, including the right of the instructor to evaluate students fairly and properly and assign grades in the class. Only the instructor is empowered by Apollos University to assign grades, unless a grade change is recommended by the Student Advocacy Committee as a result of the grievance procedure.
4. At each formal stage, a written summary will be made (respectively by the faculty member, the Dean, the Vice President for Academic Affairs, and the Chairman of the Student Advocacy Committee – if used) including a statement of reasons for any action or revision rendered.

5. Privacy rights of both students and faculty members will be respected. Access to the summaries for all legitimate purposes will be afforded to all principals until the grievance is resolved. Copies may be retained only by those parties against whom a grievance is alleged. Neither students nor faculty members will have these records made part of any permanent record

Student Complaint File

Students and professors are encouraged to work together to resolve issues that arise in the classroom. Students and professors are also encouraged to seek assistance should a problem become severe or a resolution unlikely. There are several options for the students when making a formal complaint. Students can email anyone at the university and a list of email addresses and the reasons why a particular person should be contacted is available in all of the Resources Classrooms. Complaints and grievances received by other departments are forwarded to the Executive Vice President of Student Services (info@apollos.edu) who will then categorize the complaint into one of the following:

1. Textbooks and Course Materials
2. Library Services
3. Facilitation and Professor Performance
4. Grading Consistency
5. Administrative Effectiveness
6. Website Malfunction/Technical Issue
7. Program Effectiveness/Program Expectations
8. Course Content and Accuracy

The Executive Vice President of Student Services will then take steps to investigate the issue by gathering information from the necessary departments, services, or individuals. Working together with the proper entities, the EVP of Students Services will attempt to resolve the issue. If the issue cannot be resolved, or if the grievance is of a personal nature involving student and faculty issues, then the EVP of Student Services will call a meeting of the Student Advocacy Committee which will meet and make recommendations. The appropriate actions will then be taken.

The office of the Executive VP of Student Services will maintain the “Student Complaint File” which is a record of the complaint, the date of the complaint, and the actions taken to resolve the issue. The EVP of Student Services will also complete an “End of Action Report” that will be used to maintain academic excellence and to ensure continued improvement and development of the university classrooms, resources, and services.

If the issue remains unresolved the student is encouraged to contact the Distance Education Accrediting Commission. DEAC is located at 1101 17th Street NW, Suite 808, Washington D.C. 20036. DEAC can also be reached at 202-234-5100 or at <http://deac.org>.

Apollos University

VIII. STUDENT SERVICES

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Orientation Program and Skills for Success

Students complete a degree level appropriate orientation and introductory series of classes to help them develop the skills they need to be successful in the Apollos online classes including topics such as time management, academic writing style and format, navigating the Apollos systems and expectations; Apollos policies and procedures; student services and university resources; and the LIRN Library Database.

Academic Advisement

Each student will be assigned an Academic Advisor who will provide academic advice. Academic Advisor is a faculty member who has knowledge of the curriculum and system of learning, s/he and students will be in constant communication to guide and resolve any academic matters. The Academic Advisor will assist the student through the whole academic program.

Counseling

Apollos University offers counseling via Administrators and Faculty. Academic Counseling falls in the purview of the Provost, Deans, Chairs, Faculty and academic staff. Personal Counseling and mentoring such as trauma, personal, sexual harassment fall in the purview of the Executive Vice President for Student Services (info@apollos.edu).

Americans with Disabilities Act (ADA) and Apollos Individualized Services (AUIS)

"Individualized Services" is established solely for the purposes of providing stress free entrance and accommodations to programs at Apollos University for students, administrative staff, and faculty seeking to be a part of Apollos. This creates a culture of providing assistance and encouragement for those seeking to join Apollos and complies with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act:

Pursuant to the provisions of "Section 504 of the Rehabilitation Act of 1973 (Section 504), a law that prohibits discrimination on the basis of physical or mental disability (29 U.S.C. Section 794) and subsequent legislation; The Americans with Disabilities Act of 1990 (ADA Title III) is the civil rights guarantee for persons with disabilities and upholds and extends the standards for compliance with Section 504".

Student Services will provide individualized services for those students requiring additional accommodations. It is recommended students contact Apollos University at info@apollos.edu at the time of enrollment or 60 days before

courses begin. Official documentation must be submitted to Student Services stating the disability (all information is kept in strict confidence) and meeting the established Apollos procedures.

Correspondence

Apollos' policy with regard to number of days that will elapse between Apollos' receipt of the student's inquiry via mail and Apollos response or evaluation is 7 days. Exceptions may be made due to emergencies and unforeseen circumstances.

Student Interaction and Study Groups

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

Delta Epsilon Tau International Honor Society

Apollos is the home of an officially established chapter of the Delta Epsilon Tau International Honor Society to encourage and recognize superior student academic achievement, character and leadership by electing members of the Apollos student body to this honor.

Social Media and Apollos Newsletter Outreach

The Apollos community can stay connected to Apollos and informed about the successes of Apollos students, faculty, staff, and programs through our social media accounts and *Apollos Advocate* newsletter. Find and connect with Apollos on LinkedIn, Facebook, and Twitter. Request a copy of our latest newsletter from info@apollos.edu.

Libraries

Apollos Library

Apollos is a member of the Library & Information Resources Network (**LIRN**). Therefore, each student has access to a wide variety of library resources via the Apollos University Library which is accessible via the students ATLAS profile page. The student is expected to fully utilize the library resources when addressing discussion questions, writing assignments, course research projects (CRPs), and the doctoral dissertation. In the Apollos University Library, the student will find the following resources.

Books24x7® offers on-demand, instant access to the complete text of thousands of best-in-class online books, book summaries, audiobooks, research reports and best practices. Topical collections represent trusted sources in business, technology, engineering, finance and more.

elibrary: Selected periodicals, reference books, maps, pictures, and newspapers from around the world, along with transcripts of news and public affairs broadcasts.

EBSCO Host: Free abstracts and indexes from Ebscohost on librarianship, education, environmental issues, and European works that relate to the Americas.

Bowker: As the exclusive U.S. ISBN and SAN Agency, Bowker® receives the most authoritative title and publisher information available, making it the world's leading source for bibliographic information.

- **Bowker's Books in Print:** Information on books, audio, and video materials searchable by availability, author, title, keyword, publisher, language, and more.
- **RCLweb:** Features recommended titles in 58 subjects selected for academic libraries by subject specialists and bibliographers. Note: Not full text.
- InfoTrac:** Business, computer science, criminal justice, general academic, health and wellness, law, literature, newsletters, newspapers, opposing viewpoints, and reference with student resource center, Gale Virtual Reference Library and the InfoTrac OneFile.
- ProQuest ABI/INFORM, Psychology Journals, and Research Library** modules on the arts, business, children, education, health, humanities, international and multicultural topics, law, military, psychology, science, social science, and women. ProQuest Dissertations & Theses Global is also available.
- **ProQuest Complete:** This database is the most comprehensive ABI/INFORM database, comprised of ABI/INFORM Global, ABI/INFORM Trade and Industry, ABI/INFORM Dateline and ABI/INFORM Archive, featuring over 3,000 full-text journals, 25,000 Dissertations, 14,000 SSRN working papers, key newspapers such as The Wall Street Journal and The Financial Times, as well as country-and industry-focused reports and data. Its international coverage gives researchers a complete picture of companies and business trends around the world.
- **Dateline:** This database includes hard-to-find local and regional business publications, including McClatchey Tribune titles, with news about local companies, analysis, information on local markets and more. It also allows users to research employment opportunities, compile data on benefits and compensation, learn about corporate strategies and other topics from a local and regional perspective.
- **Global:** This database is one of the most comprehensive business databases on the market. It includes in-depth coverage for over 3,000 publications, with more than 2,000 available in full text and the latest business and financial information for researchers at all levels.
- **Trade and Industry:** This database includes in-depth coverage of companies, products, executives, trends and other topics available in more than 2,000 publications, with over 1,800 in full text. With ABI/INFORM Trade & Industry users can study and compare specific trades and industries, including telecommunications, computing, transportation, construction, petrochemicals and many others.
- **ProQuest Dissertation & Theses Global (PQDT Global)** simplifies searching for dissertations and theses via a single access point to explore an extensive, trusted collection of 3.8 million graduate works, with 1.7 million in full text. Designated as an official offsite repository for the U.S. Library of Congress, PQDT Global offers comprehensive historic and ongoing coverage for North American works and significant and growing international coverage from a multiyear program of expanding partnerships with international universities and national associations. We offer effective and efficient results on our curated content platform with expert metadata that reduces noise in search results. Direct access to full text and other ProQuest and ebook subscriptions advance the research process.
- **Psychology Journals:** This database provides abstracts and indexing for more than 640 titles, with over 540 titles available in full text. Many titles are indexed in PsycINFO. Coverage ranges from behavioral, clinical, cognitive, developmental, experimental, industrial and social psychology, along with personality, psychobiology and psychometrics.
- **ProQuest Research Library** provides one-stop access to more than 4,000 periodicals from one of the broadest, most inclusive general reference databases ProQuest has to offer. Search from a highly respected, diversified mix of scholarly journals, trade publications, and magazines covering over 150 academic disciplines.
- **Business:** This resource covers publications on the latest business and financial information for researchers of all levels.
- **Health & Medicine:** This resource covers publications on the latest medical information for researchers of all levels.
- **History:** This resource covers publications on history for researchers of all levels.
- **Literature & Language:** This resource covers publications on literature and language for researchers of all levels.

- **Sciences & Technology:** This resource covers publications on the latest science and technology information for researchers of all levels.
- **Social Sciences:** This resource covers publications on social science information for researchers of all levels.
- **The Arts:** This resource covers publications on the arts for researchers of all levels.

Selected high value resources from the Internet.

- **Director of Open Access Journals (DOAJ):** Free, full text, quality controlled scientific and scholarly journals, covering all subjects and many languages.
- **Internet Public Library:** A searchable, subject-categorized directory of authoritative websites; links to online texts, newspapers, and magazines; and the Ask an ipl2 Librarian online reference service.
- **PubMed** comprises more than 21 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher web sites.

Online Libraries

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

Appleton Public Library: <http://www.apl.org/e>
 IPL (The Internet Public Library): <http://www.ipl.org>

Other resources are available to students and normally there is no fee

Office of the Law Revision Counsel: <http://uscode.house.gov/>
 The WWW Virtual Library: <http://vlib.org/>
 National Business Incubation Association: <http://www.nbia.org>
 Questia Library: [http://www.questia.com\(fee\)](http://www.questia.com(fee))
 SCORE: Counselors to America's Small Business: <http://www.score.org>
 SOON Online Magazine: <http://www.soon.org.uk/>
 ESL Resource Center: <http://www.eslus.com/eslcenter.htm>
 ESL Resources for Students: <http://www.studentguide.org/43-excellent-esl-resources-for-students/>
 English Study Hall: <http://home.gwu.edu/~meloni/eslstudyhall/>

Other Free Online Library Sources:

Bibliomania: The Network Library: <http://www.bibliomania.com/>
 Internet Classics Archive English translations & comment boards for all works:
<http://classics.mit.edu/>
 IPL Online Texts Collection: <http://www.ipl.org/div/books/>
 Litrix Reading Room: <http://www.litrix.com/readroom.htm>
 Project Bartleby Archive: <http://www.bartleby.com/>
 Project Gutenberg Archive: <https://www.gutenberg.org/>
 The On-line Books Page: <http://digital.library.upenn.edu/books/lists.html>
 The Complete Works of William Shakespeare Search full text or specific monologues. Contains study guides, discussion groups and commentary.
<http://www.ipl.org/div/shakespeare/shakespeare.html>

Bookstore:

Required textbooks and materials are provided in electronic format to the student without charge via the Apollos Textbook Grant. The student is responsible for working with the text book company if there is an issue with the e-book provided.

Additional textbooks and e-books that are not provided by the Apollos Textbook Grant can be acquired locally or through online bookstores and other organizations such as www.half.com, www.ebay.com, www.amazon.com, www.shopmcgrawhill.com, etc.

Statement concerning Visa services

Apollos is not currently approved to assist with Visa services.

Sexual Assault Policy

The Apollos Administrative offices are located in a complex protected by limited key access and cameras minimizing chances of sexual assault. However, Apollos has set forth the following sexual assault prevention, reporting and emergency aid procedures:

1. Sexual assault at Apollos shall include but not limited to rape, forced oral copulation, forced sodomy, rape by foreign object, sexual battery, or threat of sexual assault.
2. When sexual assault is committed at Apollos, the victim or witness to the crime shall immediately report to the Executive Vice President for Student Services (or his or her designee) if such a crime takes place during the working hours. If the sexual crime occurs during non-working hours, report the crime to the local Police Department with the consent of the victim.
3. The Executive Vice President for Student Services shall develop and implement policies and procedures regarding: Types of emergency services to be made available to the victim; Procedures for transporting the victim to the appropriate medical service facility for providing necessary medical services with the consent of the victim; names, addresses, and phone numbers of post-trauma counseling services that are available to the victim; and provide information concerning options: criminal prosecution, civil prosecutions and availability of counseling regarding academic difficulties that may arise because of the sexual assault and its impact on the victim.

Enforcement Policy

The Executive Vice President for Student Services is entrusted with the task of coordinating all matters involving sexual harassment complaints and sexual offense on campus (includes offices, workshops, online classes, etc.).

When an alleged sexual harassment complaint is brought to the attention of the administration, the Executive Vice President for Student Services shall make an investigation (and include HR if a faculty or staff member is involved) and present her or his findings to the Professional Standards Committee. Based on the evidence presented, the Committee renders a judgment. However, if the alleged victim of sexual harassment is dissatisfied with the decision rendered by this Committee, he or she may appeal to the Board of Directors.

Sexual Harassment Policy

Federal laws prohibit sexual harassment. All employees of Apollos University must observe this provision. For our purpose, sexual harassment is defined as:

“A state of sexual harassment exists when submission to or rejection of such conduct affects the outcome of hiring, continued employment or promotion, academic progress including grades, or when such conduct has the effect of unreasonably interfering with the individuals' performance of duties and responsibilities, scholastic performance, or creating an intimidating or hostile work environment.”

Housing Policy

As a virtual university, Apollos does not have or provide dormitory facilities. However, it does provide assistance for hybrid students that need to find housing in the Great Falls area.

Housing is readily available in Great Falls, MT, and surrounding area. One-bedroom apartments in Great Falls rent for \$625 a month on average and two-bedroom apartment rents for \$1100 on average.

Apollos Alumni Association

The Apollos University Alumni Association is an organization that recognizes the hard work performed by Apollos graduates, students, and stakeholders. Its mission is to promote education throughout the world by providing member networks, by sharing academic and professional updates, and by promoting opportunities for life-long learning.

The Association was established as a non-profit corporation in the State of Montana which is also home to Apollos University. The Alumni Association is a worldwide network of proud “Bison” graduates who support one another and provide feedback to Apollos so it can continue to expand its program offerings while being on the front line of new technology and innovations. All Apollos graduates are eligible members invited to join the Apollos Alumni Association.

For more information about Apollos Alumni Association membership, please contact us at 406-604-4300 or 406-799-1515 after hours, email info@apollos.edu, find us on Facebook, or visit our website at www.apollosalumni.org.

Graduation Ceremony

Apollos Students, faculty, staff, and alumni and families are invited to participate in graduation ceremonies in Great Falls Montana to celebrate our new graduates' achievements. Ceremonies include recognition of outstanding Apollos students, faculty and staff, conferral of degrees, and celebrations of achievement. Contact info@apollos.edu for information on the date and time of the next graduation as well as accommodations and sights to explore in Great Falls and the surrounding areas.

Apollos University

IX. SCHOOL OF BUSINESS AND MANAGEMENT

IX. SCHOOL OF BUSINESS AND MANAGEMENT

The School of Business and Management provides opportunities for students to study in five unique and distinctly different areas of management and leadership. The programs in this school allow students to choose a professional curriculum of study that meets their desires and ambitions. The students can develop their leadership skills and knowledge in areas of study allowing them to immediately apply their new knowledge academically, personally, and professionally.

Apollos University

X. DEPARTMENT OF BUSINESS & MANAGEMENT

X. DEPARTMENT OF BUSINESS & MANAGEMENT

Degree Program Curriculum

General

Apollos University's Department of Business and Management programs are specifically designed for forward thinking leaders and managers who want to prosper in their careers and successfully guide organizations in today's challenging business milieu.

Apollos University's degree programs and individual courses are at the leading edge of business education – each address the current demands, trends and opportunities in business by actively engaging students and faculty in exciting collaborative learning experiences grounded in real-world business practices. All programs are offered in flexible distance learning formats, with courses available 24 hours a day.

School of Business offerings include:

- **Associate of Applied Science (AAS)**
- **Bachelor of Science in Business Administration (BSBA)**
- **Bachelor of Science in Information Technology (BSIT)**
- **Master of Business Administration (MBA)**
- **Master of Science in Organizational Management (MSOM)**
- **Doctor of Business Administration (DBA)**
- **Certificates**
 - **Undergraduate**
 - **Graduate**
 - **Postgraduate**

Associate of Applied Science (AAS)

The Associate of Applied Science Degree in Business Administration (AAS) program provides students with skills in general education, technology, and business necessary to succeed in today's competitive environment. The program prepares graduates to assume entry level business management positions and enhances the knowledge and skills of those students who are currently employed, by developing the ability to acquire and apply business administration, leadership, and managerial skills. The Associate's program serves as a foundation for students to develop a firm knowledge of business and serves as a pathway to seek advanced degrees.

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

1. Develop a foundation of applicable skills and knowledge that promotes lifelong learning and academic and professional achievement.
2. Demonstrate analytical, critical thinking and interpersonal skills applicable to real-world problems.
3. Develop their personal leadership style in relationship to the situation.
4. Evaluate ethical business behaviors and relate them to business policies.
5. Demonstrate the use of critical thinking and decision-making techniques to solve complex business problems
6. Analyze the effects of globalization on their work environment.
7. Implement and apply technical solutions to business activities, systems, and processes.
8. Analyze and promote marketing plans for successful product launch.
9. Prepare a financial cost analysis for a business, a product, or a service.

Level and Type of Research Required: Associate Level

Introduction and application of quantitative and qualitative business research methodologies involving real world case studies and academic research assignments throughout the completion of the core curriculum of the associate level degree programs.

Degree Requirements

AAS Total Program Required Credits: 60 Credits

- General Education Credits (30 Credits)
- Business Administration Credits (30 Credits)

Typical length of study: 2 years

AAS Program Prerequisite Course(s)

Prerequisite Courses:

Undergraduate Orientation Program (0 Credits)

AAS General Education Courses (30 Credits)

ADM 1000 – Skills for Academic Success (3 Credits)

ENG 1301 – English Composition I (3 credits)

ENG 1302 – English Composition II (3 credits)

FIT 1301 - Wellness, Fitness, and Nutrition (3 credits) (Alternative to SCI 1301 Earth Science)

MTH 1301 – Algebra I (3 credits)
MTH 1302 – Algebra II (3 credits)
SCI 1301 – Earth Science (3 credits)
COM 1310 – Business Communication (3 credits) *
PHL 1310 – Critical Thinking (3 credits) *
HIS 1310 – US History I (3 credits)
HIS 1311 – US History II (3 credits)
HIS 1341 – World History I (3 credits) (Alternative to HIS 1310 American History 1)
HIS 1342 – World History II (3 credits) (Alternative to HIS 1311 American History 2)
CIS 1301 – Computers and Technology (3 credits)

*Students may choose either COM 1310 or PHL 1310

AAS Core Business Administration Courses (30 Credits)
ACC 2301 – Accounting I (3 credits)
ACC 2302 – Accounting II (3 credits)
BUS 2301 – Introduction to Business (3 credits)
BUS 2310 – Macroeconomics (3 credits)
BUS 2311 – Microeconomics (3 credits)
BUS 2320 – Business Math (3 credits)
BUS 3301 – Marketing (3 credits)
BUS 3302 – Leadership (3 credits)
BUS 3303 – Financial Management (3 credits)
BUS 3304 – Information Systems Management (3 credits)

Course Descriptions: General Education Courses (30 Credits)

ADM 1000 – Skills for Academic Success 3 Credits

To be successful in the online, undergraduate degree programs at Apollos University, students need to possess a core set of skills. This course provides new students with an overview of these core skills, focusing on 8 specific items: navigating the Apollos systems; Apollos policies and procedures, Apollos student services and resources; university expectations; the LIRN Library Database; APA Style and academic writing; study and test taking skills; time management and staying motivated.

ENG 1301 – English Composition I 3 Credits

This course provides the student with a review of the basics of sentence structure, paragraph construction, and essay composition. A major focus of the course is on reading analytically and writing clearly and effectively. The subject matter used for the majority of the writing exercises will be based on the student's personal experiences and on fundamental research techniques and exercises.

ENG 1302 – English Composition II 3 Credits

This is a composition foundation course that allows the student to advance their knowledge and ability in composing an essay or research paper. The course focuses on the basic writing skills of pre-writing, writing, and revising or editing. Reading, discussing, and analyzing rhetorical models are stressed as part of the learning methodology. (Prerequisite: ENG 1301 or permission of the Department Chair)

FIT 1301 Wellness, Fitness, and Nutrition 3 Credits (Alternative to SCI 1301 Earth Science)

Course Description: This course surveys the wellness movement, emphasizing personal responsibility, behavior modification, and consumer awareness as keys to living healthy and living well. The various dimensions of wellness are explored including physical fitness, nutrition, stress management, personal safety, and making healthy choices. STDs, drug use, and disease are also examined. Students will gain an understanding of the scientific based information supporting wellness and healthy living.

MTH 1301 – Algebra I 3 Credits

The design of this course is to provide a solid foundation in algebra for students who have moderate to no previous experience with algebra, as well as to help students succeed with non-mathematical courses that require an understanding of algebraic fundamentals. The concepts examined in this course will include a review of the real numbers, linear equations, exponents and polynomials, rational expressions and functions, and radicals and rational exponents.

MTH 1302 – Algebra II 3 Credits

Review of functions and their graphs, linear and quadratic functions, factoring. Polynomial and rational functions. Review of exponents, exponential and logarithmic functions and their graphs and systems of equations, theory of equations.

SCI 1301 – Earth Science 3 Credits

This course provides the student with a foundational knowledge of the earth and the processes, which have and continue to shape it. Topics of discussion are space & near-earth objects, plate tectonics, earthquakes, volcanism, rocks & minerals, mountain building, weathering, erosion, streams & floods, oceans, the atmosphere, weather systems, and global change.

COM 1310 – Business Communication 3 Credits

In this course the student has the opportunity to develop the fundamentals of organizational communication. The student will learn forms of communication, techniques, and strategies for successful communication in the workplace including: the writing process; forms of business messages; using visuals, appropriate style; good-news, neutral, bad-news, and persuasive messages; researching and writing reports; oral communication; job search skills; and use of technology. Students in this course will develop the skills they need to successfully communicate.

PHL 1310 – Critical Thinking 3 Credits

This course introduces participants to the process of critical thinking. A focus of the course is on mastering critical thinking skills so as to effectively apply them to everyday life and modern-day issues.

HIS 1310 – US History I 3 Credits

The course provides a survey of U.S. history to 1865. It includes the major events that shaped the course of American history. Topics of study include the colonial origins, colonial development, independence and the Revolutionary Period, the Early National Period, the Antebellum Period, the seeds of discontent leading to and resulting in the American Civil War, and the reconstruction of the Union.

HIS 1311 – US History II 3 Credits

The course provides a survey of U.S. history from 1865 to the present. It includes: the issues associated with reconstructing the Union after the Civil War, the emergence of the U.S. as a world power, American involvement in foreign military conflicts in the twentieth century, the growth of a consumer-oriented society, and the cultural and political challenges of the 1960s, 1970s and 1980s

HIS 1341 – World History I 3 Credits (Alternative to HIS 1310 American History I)

Course Description: This course surveys world history, beginning with the developments prior to the Paleolithic period through to the cross-cultural interactions of the fifteenth century. Through a global approach, students will survey the major events, peoples, and civilizations of the pre-modern periods of human civilization that pre-date the European exploration, expansion, and colonization that began in earnest in the sixteenth century.

HIS 1342 – World History II 3 Credits (Alternative to HIS 1311 American History II)

Course Description: This course surveys modern world history, beginning in 1500 through to the complex, globalized world of today. Through a global approach, students will survey the major events, peoples, and exchanges of the modern age, beginning with the encounters and developments prior to the nineteenth century that led to global interdependence and global empires, to the political and industrial revolutions of the eighteenth and nineteenth centuries, to the modern political and commercial realignments that took place in the twentieth century and that are still ongoing today in the twenty-first century.

CIS 1301 – Computers and Technology 3 Credits

The course provides the student with information about the most important and current concepts of information technology. This is a survey of current information technology trends and issues that affect today's businesses. Topics covered are the Internet, the Web, electronic commerce, software, hardware, storage, databases, networking, privacy, security, system analysis and design, and programming languages.

Course Descriptions: Core Courses (30 Credits)

ACC 2301 – Accounting I 3 Credits

This course introduces the student to the basic principles and practices of accounting and the role of daily accounting activities of running a business. Emphasis is placed on understanding the basic accounting equation and the proper reporting of the culmination of business transactions at the completion of the account cycle. Other topics include financial reporting and analysis and an overview of the accounting information systems available within the business world today.

ACC 2302 – Accounting II 3 Credits

This course is the second of two accounting courses that introduces the student to the basic principles and practices of accounting and the role of daily accounting activities of running a business. Emphasis is placed on understanding the budgeting process and analyzing the differences in accounting within various business environments. In addition, this course will introduce elements of managerial accounting that managers engage in daily during the transaction cycle. Other topics include financial reporting and analysis and an overview of the accounting information systems available within the business world today.

BUS 2301 – Introduction to Business 3 Credits

This course is designed to provide the student with an introduction to terms, business concepts, and business activities related to the organization and the operation of a business enterprise as an institution in a global business environment. With particular focus and emphasis on Economics, Entrepreneurship, Marketing, Human Resources, and Finance & Accounting functions within a business enterprise.

BUS 2310 – Macroeconomics 3 Credits

This course provides the student with an introduction to the basic macroeconomic principles of economics; resource utilization, supply, demand, and elasticity; economic sectors: consumption, investment, government and import/export; gross national product; fiscal policy; money and banking; monetary policy; economic theory; growth and productivity, poverty; and international economics.

BUS 2311 – Microeconomics 3 Credits

This course provides the student with an introduction to the basic micro economic principles of economics and the economy; supply, demand, and elasticity (product markets); resource markets, microeconomics of governments; microeconomics and policies; and international economics. The course will provide the student with a framework of knowledge to conduct economic experiments. Case studies and role-playing as consumers, producers, citizens, and policy makers will afford the student with the opportunity to synthesize the subject matter.

BUS 2320 – Business Math (3 credits)

This course is designed to provide an overview of basic business math skills and knowledge that you can apply to solve financial problems. Finance plays a major role in our lives--car loans, mortgage payments, retirement plans, real estate investments, and knowing how to calculate the cost of borrowing or the return on investment is important to us. The course provides step-by-step guidance through sample problems and solutions related to banking, credit, basic finance and investment. You will also gain an understanding of financial instruments and terminology used in business finance such as compound interest and promissory notes.

BUS 3301 – Marketing 3 Credits

The course provides the student with information about the most important and current concepts of marketing. The course surveys current marketing trends and issues that affect today's businesses. Topics covered are the marketing mix, developing marketing strategies and plans, marketing ethics, the marketing environment, consumer behavior, the B2B buying process, global marketing, segmentation, targeting, positioning, marketing research, product branding and packaging, product mix, new product development, services marketing, pricing, supply chain and channel management, retailing, multichannel marketing, integrated marketing communications, advertising, public relations, sales promotions, personal selling, and sales management.

BUS 3302 – Leadership 3 Credits

The course presents the student with an overview of the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

BUS 3303 – Financial Management 3 Credits

This course introduces the student to the basic principles and practices of financial management and the role finance professionals play in running a business. Financial management is critically important to the success of any business organization and this course will emphasize the key financial concepts central to corporate finance. Specifically, we will focus on one particular area of finance, financial management, which tends to concentrate on valuing things from the company perspective. Many of the tools and techniques for handling the financial management of a firm can also be used for personal finance decisions.

BUS 3304 – Information Systems Management 3 Credits

This course provides the student with a foundation on the organization and structure of information management systems. It focuses on the design and implementation of information management systems and the evaluation of hardware and software requirements as well as the development of information management system policies.

Bachelor of Science in Business Administration (BSBA)

Apollos University's School of Business offers the BSBA degree program that provides the student with the opportunity to gain the knowledge and tools required within the business world today. The program enables the graduate to deal effectively within an increasingly complex global business environment. It stresses skill development in the areas of management, critical thinking in decision-making, managerial finance, accounting, and economics; marketing; business law; cultural awareness; and business ethics. The program makes use of case studies and actual business problems. The capstone strategy course allows the student to reflect and utilize the knowledge and tools they have mastered in the program.

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

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Create an organizational philosophy that provides for appropriate recruitment and development strategies.
- Construct goals and requirements for short and long-term financing.
- Measure ethical behavior against social norms and legal requirements.
- Employ correct ethical policies to business decisions and activities.
- Apply managerial decision-making processes to challenges that business leaders are likely to face and recommend solutions, using critical thinking skills and ethical decision-making models.
- Employ appropriate leadership styles and strategies based upon the situation.
- Demonstrate effective collaboration and teamwork skills.

Level and Type of Research Required: Bachelor Level

Mastery and application of quantitative and qualitative business research methodologies involving real world case studies and academic research assignments throughout the completion of the core curriculum of the bachelor's degree programs.

Degree Requirements

BSBA Total Program Required Credits: 120 Credits

- General Education Credits (30 Credits)
- Business Administration Credits (90 Credits)

Typical length of study: 3.5 years

Required Core Courses (108 Credits/36 Classes – Includes 30 General Education Credits)

ACC 2301 - Accounting I (3 Credits)
ACC 2302 - Accounting II (3 Credits)
ADM 1000 - Skills for Academic Success (3 Credits)
BUS 2301 - Introduction to Business (3 Credits)
BUS 2310 - Macroeconomics (3 Credits)
BUS 2311 - Microeconomics (3 Credits)
BUS 2320 - Business Math (3 Credits)
BUS 3301 - Marketing (3 Credits)
BUS 3302 - Leadership (3 Credits)
BUS 3303 - Financial Management (3 Credits)
BUS 3304 - Information Systems Management (3 Credits)
BUS 3305 - Organizational Theory and Behavior (3 Credits)

BUS 3306 - Business Statistics and Decision Making (3 Credits)
BUS 3307 - Program Management in Business (3 Credits)
BUS 3308 - International Business (3 Credits)
BUS 3309 - Human Resources Management (3 Credits)
BUS 3310 - Production and Operations Management (3 Credits)
BUS 3311 - Business Ethics (3 Credits)
BUS 3312 - Contract Law (3 Credits)
BUS 4301 - Bank and Financial Services Management (3 Credits)
BUS 4302 - Contemporary Management (3 Credits)
BUS 4303 - Cultural Awareness in Business (3 Credits)
BUS 4304 - Managerial Accounting (3 Credits)
BUS 4306 - Procurement and Supply Chain Mgmt (3 Credits)
BUS 4308 - Corporate Financial Management (3 Credits)
BUS 4309 - Risk Management (3 Credits)
BUS 4350 - Strategy and Policy Management (3 Credits)
CIS 1301 - Computers and Technology (3 Credits)
COM 1310 - Business Communication (3 Credits)
ENG 1301 - English Composition I (3 Credits)
ENG 1302 - English Composition II (3 Credits)
FIT 1301 - Wellness, Fitness, and Nutrition (3 credits) (Alternative to SCI 1301 Earth Science)
HIS 1310 - US History I (3 Credits)
HIS 1311 - US History II (3 Credits)
HIS 1341 – World History I (3 credits) (Alternative to HIS 1310 American History I)
HIS 1342 – World History II (3 Credits) (Alternative to HIS 1311 American History II)
MTH 1301 - Algebra I (3 Credits)
MTH 1302 - Algebra II (3 Credits)
SCI 1301 - Earth Science (3 Credits)

Elective Courses (Select 12 Credits/4 Courses from below)

BUS 2302 - Cross Cultural Communication (3 Credits)
BUS 3313 - Advertising (3 Credits)
BUS 3314 - Financial Markets (3 Credits)
BUS 4305 - Strategic Marketing (3 Credits)
BUS 4307 - International Management (3 Credits)
BUS 4310 - Financial Derivatives (3 Credits)
BUS 4311 - Leadership, Culture and Change (3 Credits)
BUS 4312 - Business Law (3 Credits)
PHL 1310 - Critical Thinking (3 Credits)

Course Descriptions: General Education Courses (30 Credits)

ADM 1000 – Skills for Academic Success 3 Credits

To be successful in the online, undergraduate degree programs at Apollos University, students need to possess a core set of skills. This course provides new students with an overview of these core skills, focusing on 8 specific items: navigating the Apollos systems; Apollos policies and procedures, Apollos student services and resources; university expectations; the LIRN Library Database; APA Style and academic writing; study and test taking skills; time management and staying motivated.

ENG 1301 – English Composition I 3 Credits

This course provides the student with a review of the basics of sentence structure, paragraph construction, and essay composition. A major focus of the course is on reading analytically and writing clearly and effectively. The subject matter used for the majority of the writing exercises will be based on the student's personal experiences and on fundamental research techniques and exercises.

ENG 1302 – English Composition II 3 Credits

This is a composition foundation course that allows the student to advance their knowledge and ability in composing an essay or research paper. The course focuses on the basic writing skills of pre-writing, writing, and revising or editing. Reading, discussing and analyzing rhetorical models are stressed as part of the learning methodology. (Prerequisite: ENG 1301 or permission of the Department Chair)

FIT 1301 Wellness, Fitness, and Nutrition (3 credits) (Alternative to SCI 1301 Earth Science)

Course Description: This course surveys the wellness movement, emphasizing personal responsibility, behavior modification, and consumer awareness as keys to living healthy and living well. The various dimensions of wellness are explored including physical fitness, nutrition, stress management, personal safety, and making healthy choices. STDs, drug use, and disease are also examined. Students will gain an understanding of the scientific based information supporting wellness and healthy living.

MTH 1301 – Algebra I 3 Credits

The design of this course is to provide a solid foundation in algebra for students who have moderate to no previous experience with algebra, as well as to help students succeed with non-mathematical courses that require an understanding of algebraic fundamentals. The concepts examined in this course will include a review of the real numbers, linear equations, exponents and polynomials, rational expressions and functions, and radicals and rational exponents.

MTH 1302 – Algebra II 3 Credits

Review of functions and their graphs, linear and quadratic functions, factoring. Polynomial and rational functions. Review of exponents, exponential and logarithmic functions and their graphs and systems of equations, theory of equations.

SCI 1301 – Earth Science 3 Credits

This course provides the student with a foundational knowledge of the earth and the processes, which have and continue to shape it. Topics of discussion are space & near-earth objects, plate tectonics, earthquakes, volcanism, rocks & minerals, mountain building, weathering, erosion, streams & floods, oceans, the atmosphere, weather systems, and global change.

COM 1310 – Communication 3 Credits

In this course the student has the opportunity to develop the fundamentals of organizational communication. The student will learn forms of communication, techniques, and strategies for successful communication in the workplace including: the writing process; forms of business messages; using visuals, appropriate style; good-news, neutral, bad-news, and persuasive messages; researching and writing reports; oral communication; job search skills; and use of technology. Students in this course will develop the skills they need to successfully communicate.

PHL 1310 – Critical Thinking 3 Credits

This course introduces participants to the process of critical thinking. A focus of the course is on mastering critical thinking skills so as to effectively apply them to everyday life and modern-day issues.

HIS 1310 – US History I 3 Credits

The course provides a survey of U.S. history to 1865. It includes the major events that shaped the course of American history. Topics of study include the colonial origins, colonial development, independence and the Revolutionary Period, the Early National Period, the Antebellum Period, the seeds of discontent leading to and resulting in the American Civil War, and the reconstruction of the Union.

HIS 1311 – US History II 3 Credits

The course provides a survey of U.S. history from 1865 to the present. It includes: the issues associated with reconstructing the Union after the Civil War, the emergence of the U.S. as a world power, American involvement in foreign military conflicts in the twentieth century, the growth of a consumer-oriented society, and the cultural and political challenges of the 1960s, 1970s and 1980s.

HIS 1341 – World History I (3 credits) (Alternative to HIS 1310 American History I)

Course Description: This course surveys world history, beginning with the developments prior to the Paleolithic period through to the cross-cultural interactions of the fifteenth century. Through a global approach, students will survey the major events, peoples, and civilizations of the pre-modern periods of human civilization that pre-date the European exploration, expansion, and colonization that began in earnest in the sixteenth century.

HIS 1342 – World History II (3 Credits) (Alternative to HIS 1311 American History II)

Course Description: This course surveys modern world history, beginning in 1500 through to the complex, globalized world of today. Through a global approach, students will survey the major events, peoples, and exchanges of the modern age, beginning with the encounters and developments prior to the nineteenth century that led to global interdependence and global empires, to the political and industrial revolutions of the eighteenth and nineteenth centuries, to the modern political and commercial realignments that took place in the twentieth century and that are still ongoing today in the twenty-first century.

CIS 1301 – Computers and Technology 3 Credits

The course provides the student with information about the most important and current concepts of information technology. This is a survey of current information technology trends and issues that affect today's businesses. Topics covered are the Internet, the Web, electronic commerce, software, hardware, storage, databases, networking, privacy, security, system analysis and design, and programming languages.

Course Descriptions: Core and Elective Courses

ACC 2301 – Accounting I 3 Credits

This course introduces the student to the basic principles and practices of accounting and the role of daily accounting activities of running a business. Emphasis is placed on understanding the basic accounting equation and the proper reporting of the culmination of business transactions at the completion of the account cycle. Other topics include financial reporting and analysis and an overview of the accounting information systems available within the business world today.

ACC 2302 – Accounting II 3 Credits

This course is the second of two accounting courses that introduces the student to the basic principles and practices of accounting and the role of daily accounting activities of running a business. Emphasis is placed on understanding the budgeting process and analyzing the differences in accounting within various business environments. In addition, this course will introduce elements of managerial accounting that managers engage in daily during the

transaction cycle. Other topics include financial reporting and analysis and an overview of the accounting information systems available within the business world today.

BUS 2301 – Introduction to Business 3 Credits

This course is designed to provide the student with an introduction to terms, business concepts, and business activities related to the organization and the operation of a business enterprise as an institution in a global business environment. With particular focus and emphasis on Economics, Entrepreneurship, Marketing, Human Resources, and Finance & Accounting functions within a business enterprise.

BUS 2302 – Cross Cultural Communication 3 Credits

This course is an exploration of issues of culture and communication in the international business context, the relationships among cultural environments of an organization, and how companies and individuals communicate. Topics include the importance of learning about and understanding culture; the role of language and nonverbal communication in cross-cultural business communication; techniques for communication cross-cultural situations; legal and governmental aspects to cross-cultural communication; and the relationships between business structure, corporate culture, and intercultural dynamics in the international firm.

BUS 2310 – Macroeconomics 3 Credits

This course provides the student with an introduction to the basic macroeconomic principles of economics; resource utilization, supply, demand, and elasticity; economic sectors: consumption, investment, government and import/export; gross national product; fiscal policy; money and banking; monetary policy; economic theory; growth and productivity, poverty; and international economics.

BUS 2311 – Microeconomics 3 Credits

This course provides the student with an introduction to the basic micro economic principles of economics and the economy; supply, demand, and elasticity (product markets); resource markets, microeconomics of governments; microeconomics and policies; and international economics. The course will provide the student with a framework of knowledge to conduct economic experiments. Case studies and role-playing as consumers, producers, citizens, and policy makers will afford the student with the opportunity to synthesize the subject matter.

BUS 2320 – Business Math (3 credits)

This course is designed to provide an overview of basic business math skills and knowledge that you can apply to solve financial problems. Finance plays a major role in our lives--car loans, mortgage payments, retirement plans, real estate investments, and knowing how to calculate the cost of borrowing or the return on investment is important to us. The course provides step-by-step guidance through sample problems and solutions related to banking, credit, basic finance and investment. You will also gain an understanding of financial instruments and terminology used in business finance such as compound interest and promissory notes.

BUS 3301 – Marketing 3 Credits

The course provides the student with information about the most important and current concepts of marketing. The course surveys current marketing trends and issues that affect today's businesses. Topics covered are the marketing mix, developing marketing strategies and plans, marketing ethics, the marketing environment, consumer behavior, the B2B buying process, global marketing, segmentation, targeting, positioning, marketing research, product branding and packaging, product mix, new product development, services marketing, pricing, supply chain and channel management, retailing, multichannel marketing, integrated marketing communications, advertising, public relations, sales promotions, personal selling, and sales management.

BUS 3302 – Leadership 3 Credits

The course presents the student with an overview of the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

BUS 3303 – Financial Management 3 Credits

This course introduces the student to the basic principles and practices of financial management and the role finance professionals play in running a business. Financial management is critically important to the success of any business organization and this course will emphasize the key financial concepts central to corporate finance. Specifically, we will focus on one particular area of finance, financial management, which tends to concentrate on valuing things from the company perspective. Many of the tools and techniques for handling the financial management of a firm can also be used for personal finance decisions.

BUS 3304 – Information Systems Management 3 Credits

This course provides the student with a foundation on the organization and structure of information management systems. It focuses on the design and implementation of information management systems and the evaluation of hardware and software requirements as well as the development of information management system policies.

BUS 3305 – Organizational Theory and Behavior 3 Credits

This course is for business students interested in the practice of organizational theory and behavior. This course is about the study of what people think, feel and do in and around organizations. This course will focus on what makes organizations and people effective and successful.

BUS 3306 – Business Statistics and Decision Making 3 Credits

This course will provide an overview of business research and statistical analysis. The student will learn about statistics from the perspective of the consumer and the producer. The focus of this course is to prepare students to make sound business decisions by applying the foundational principles of business research and statistical analysis to their specific jobs.

BUS 3307 – Program Management in Business 3 Credits

This course is an integrated study of information systems from a business and problem-solving perspective. It brings together the business strategies and information technology so that managers can use information systems to improve their critical thinking and decision-making process. Application of the principles of information technology to real-world situations is examined using case studies and current events. The focus of the course is to provide tools that allow the student to imagine, create, implement, and analyze computer-based solutions for business problems.

BUS 3308 – International Business 3 Credits

This course is designed to provide the student with the framework, terminology, tools, and knowledge for understanding the world of international business and the related challenges. Particular emphasis is on three environments of International business - Domestic, Foreign, and International. Students learn about different forces influencing international business such as: investment; property, culture, politics, trade, intellectual thought property, monetary and financial systems, and the labor force.

BUS 3309 – Human Resources Management 3 Credits

This course provides the student the opportunity to explore the role and need for an effective human resource (HR) function in order for an organization to achieve its business goals and objectives. The common roles, structure, issues, and elements of an effective HR function are analyzed and discusses.

BUS 3310 – Production and Operations Management 3 Credits

This course is based on “real operations, real solutions” principle. “Real operations” means that most of the chapters are written from the perspective of a specific company. The text uses a wide variety of companies, small and large, representing services, manufacturing, and retailing. “Real solutions” means that the book doesn’t use only the equations and models, but rather how to apply the models from start to finish in a realistic operational setting. This course looks at organizations as entities that must match the supply of what they produce with the demand for their product. This course represents the essential body of knowledge for an introductory operations management course, including chapters on project management, sustainable operation, and business model innovation.

BUS 3311 – Business Ethics 3 Credits

Ethical business actions are rooted in a series of personal moral standards or ethical principles. This course is a survey of business ethics and examines personal standards as well as the standards and principles of various companies. This course encourages critical thinking about how our moral and ethical compass should guide business and personal decisions.

BUS 3312 – Contract Law 3 Credits

This course is designed to provide the students with a real-world global perspective of the basic law with a deep dive into contract law. The students will learn the similarities and differences in criminal, tort, constitutional, and administrative law. They will focus their attention to understanding how contracts solidify agreements in the business world and in what ways these agreements may become unenforceable or even terminated. Additionally, the students will learn how different types of agreements require specific contractual elements. The three key components of the course include an overview and textbook readings related to effective legal contracts, discussion questions and exams to facilitate learning and information retention, and case study exercises to improve analytical and critical thinking skills. The students will gain a thorough understanding of the themes and concepts associated with legal contracts while experiencing firsthand some of the most effective and least effective legal agreements that impacted business decisions over the years.

BUS 3313 – Advertising 3 Credits

This course provides the student with an in-depth study of the concepts, strategies, and planning associated with advertising and the effects of advertising in the marketing concept. Emphasis is placed at the small business and retail level.

BUS 3314 – Financial Markets 3 Credits

This course completes the understanding of how financial markets perform the important role of channeling funds from lender-savers to borrower-spenders. Also, it presents the examination of securities traded in financial markets; these instruments (securities) traded in the money market and then turn to those traded in the capital market.

BUS 4301 – Bank and Financial Services Management 3 Credits

This class provides an overview of the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions in the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

BUS 4302 – Contemporary Management 3 Credits

This course is for business students interested in Contemporary Management theory and application. This course is about how to decide the best way to use an organization’s resources to produce goods or services. An organization’s

resources include employees, equipment, and money. How a manager uses these resources is an extremely complex dance to master.

BUS 4303 – Cultural Awareness in Business 3 Credits

This class introduces the student to understanding behavior, human relations and performance. The student will explore how personality, attitudes, values and ethics play a role in everyday relationships as well as the workplace. They will further explore interpersonal skills for communication and the relationship between organizational structure and communication. They will learn theories to resolve conflict. Unlike most courses which teaches the student concepts, this course takes the student to the next level, as they apply the concepts learned, and use them to develop their human relations skills. They will learn how to recognize their own personal low and high human relations ability and skill levels.

BUS 4304 – Managerial Accounting 3 Credits

This course introduces the student to the principles and practices of managerial accounting and the role managerial accounting plays in operating the day-to-day operations of a business. Managerial accounting provides financial and nonfinancial information to an organization's management team for the purpose of making educated decisions, thus this course will emphasize the key financial concepts central to managerial accounting and how they play into managerial decisions. Specifically, this course will provide an overview of the costing methods used in industry and will provide to you many of the tools and techniques used to help provide accurate information for company management.

BUS 4305 – Strategic Marketing 3 Credits

This course is designed as a research survey class under the general topic of Strategic Marketing and is presented from a real-world global perspective. The student will learn and work through material that ranges from a general introduction of marketing strategies to understanding how different types of audiences require specific strategies. The three key components of the course include an overview and textbook readings related to effective marketing strategies, discussion questions and exams to facilitate learning and information retention, and case study exercises to improve analytical and critical thinking skills. The student will gain a thorough understanding of the themes and concepts associated with marketing strategies while experiencing firsthand some of the most and least effective marketing campaigns that propelled companies to new heights or doomed them to mediocrity.

BUS 4306 – Procurement and Supply Chain Mgmt. 3 Credits

The course provides the student with a practical understanding of production and operations management concepts and tools and focuses on effective management within today's competitive, global environment. It addresses concepts and methods to support the management of operations in both service and manufacturing environments. Understanding the organizational processes and how production and operations management is embedded into the overall strategy of the organization is paramount to the success of the organization. Some of the concepts and tools studied in the course are: linear programming, queuing theory, PERT/CPM, decision theory, Kaizen, and lean manufacturing.

BUS 4307 – International Management 3 Credits

The course provides the student with a study of the challenges that confront the managers of organizations and individuals in global settings. Special focus on benefits from diversity that exists across international cultures, markets, economics, governments, and organizations. A general overview of the process and effect of internationalization in contemporary business.

BUS 4308 – Corporate Financial Management 3 Credits

The course provides the student with an in-depth discussion concerning standard financial techniques in a practical and intuitive way. Course emphasis is on the managerial implications of financial analysis that affect the corporation's ability to meet its mission and goals.

BUS 4309 – Risk Management 3 Credits

This course provides the student with an overview of the application of the risk management process, including risk control and risk financing techniques, to business risk management problems. Includes a focus on enterprise risk management and the related tool and techniques.

BUS 4310 – Financial Derivatives 3 Credits

During the past three decades, there has been an explosive growth in the use of derivative securities such as futures, forwards, swaps and options for managing risk. Such securities are commonly referred to as "derivatives" because their values depend upon the values of other assets. This course presents a conceptual framework for understanding how to price derivatives and design risk management strategies.

BUS 4311 – Leadership, Culture and Change 3 Credits

This course continues where BUS 4303 Cultural Awareness in Business left off. The class continues the student's understanding of behavior, human relations and performance as well as teaches them leadership skills and how to use them to develop team dynamics and performance. The student will learn how to apply the appropriate supervisory style to the situation. The course will address the importance of motivation and how it affects behavior and performance. Students will discuss motivational theory and which type of theory is best for what type of personality. Students will further explore power, politics and ethics and how they affect human relations and performance. They will discuss the two sources of power—position power and personal power and learn techniques to increase one's power bases. This class will discuss organizational change and the different types of change and how to get employees to buy into change. Finally, students will explore how to value diversity and look at how laws affect employment opportunity. Unlike most courses which teaches the student concepts, this course takes the student to the next level, as they apply the concepts learned, and use them to develop their human relations skills. They will learn how to recognize their own personal leadership ability and skill levels. (Prerequisite: BUS 4304 Cultural Awareness in Business or permission from the Department Chair)

BUS 4312 – Business Law 3 Credits

This course is designed to provide the students with a real-world global perspective of how business law is entwined with most significant business decisions today. The students will learn how titles and warranties operate within the sales world. They will have the opportunity to understand the impact bankruptcy has on shareholders, employees, and the economy as a whole. The students will focus their attention on understanding the different tools and resources involved with owning property. Additionally, the students will learn how to take extra precautions with intellectual property and computer privacy to avoid industrial espionage in the cyberspace age. Students will also delve into the world of the employer-employee relationship and understand how business law impacts the continuity of this arrangement. The three key components of the course include an overview and textbook readings related to effective legal contracts, discussion questions and exams to facilitate learning and information retention, and case study exercises to improve analytical and critical thinking skills. The students will gain a thorough understanding of the themes and concepts associated with business law while experiencing firsthand some of the most effective and least effective legal arrangements that paved the way for business decisions over the years.

BUS 4350 – Strategy and Policy Management 3 Credits

This course is a cornerstone to the business environment. It explores the need for and issues associated with defining corporate mission, objectives, and goals. The student focuses on the use the SWOT (strengths, weaknesses, opportunities, and threats) analysis's tool along with case studies and current global events to understand how to identify and create a competitive advantage within the business world. Topics focus on strategy formulation,

implementation, and control; regulatory issues facing all businesses; and the need for leadership to drive the strategic plan into reality. Prerequisite: Senior level standing.

Bachelor of Science in Information Technology (BSIT)

Apollos University's Department of Information and Technology offers the BSIT degree program that provides the student with the opportunity to gain the knowledge and tools required within the business and IT world today. The objective of the program is to educate the student in the fundamentals of IT and prepare them for both employment and graduate studies. The program core courses will provide a strong foundation of IT, whereas the 9-credit capstone project will prepare them for industrial grade work. As a distinguishing factor, the topics of the capstone project will track the cutting-edge industry trends, i.e., big-data, business intelligence, analytics, cloud computing, mobile platform, Internet of Things (IoT), etc. The IT department will have a dedicated website, <http://www.apollos.edu/it>, where students will be able to showcase their capstone projects as an online portfolio.

The program objectives for the BSIT graduate are that they will be able to accomplish the following:

- PLO1. Apply concepts, theories, and analytical methods in the functional areas of IT.
- PLO2. Demonstrate an understanding of computer architecture in order to have a greater insight of how computer hardware and software function.
- PLO3. Design and develop programs for the computer, web, and mobile platforms.
- PLO4. Build databases to improve the management of information.
- PLO5. Apply networking principles to manage communications among computers.
- PLO6. Apply social networking and media to improve the communication to desired individuals and/or organizations.
- PLO7. Apply IT security principles to protect data for individuals and organizations.
- PLO8. Demonstrate an understanding of current technology trends
- PLO9. Develop a fundamental understanding of business practices and organizational functions
- PLO10. Demonstrate effective collaboration and teamwork skills.

Level and Type of Research Required: Bachelor Level

Mastery and application of quantitative and qualitative business research methodologies involving real world case studies and academic research assignments throughout the completion of the program including the Capstone Project.

IT Department Mission

The Information Technology (IT) Department at Apollos University strives to excel in providing comprehensive and rigorous programs for students that prepare them for scholarly and professional work in cutting-edge IT advancements and innovations.

BSIT Program Mission

The BSIT program at Apollos University educate the student in the fundamentals of IT and prepare them for both employment and graduate studies, in cutting-edge IT. As part of its mission, the program brings the latest advancements and innovations into the capstone project.

Uniqueness & Distinguishability

The Apollos BSIT provides comprehensive learning of the IT discipline. The program starts out with learning the fundamentals and concludes with a rigorous capstone project which enables the student to design and implement a

project utilizing at least one of the state-of-the-art technologies, i.e., artificial intelligence, big-data, analytics, cloud computing, mobile platform, Internet of Things (IoT), etc.

Degree Requirements

BSIT Total Program Required Credits: 120 Credits

- General Education Credits (30 Credits)
- Business Administration Credits (90 Credits)

Typical length of study: 3.5 years

Foundational Required Classes: 14 Classes/42 CREDITS Required

ADM 1000	Undergraduate Success	Gen Ed 3 CREDITS
ENG 1301	English Composition 1	Gen Ed 3 CREDITS
ENG 1302	English Composition II	Gen Ed 3 CREDITS
FIT 1301	Wellness, Fitness, and Nutrition	Gen Ed 3 CREDITS
(Alternative to SCI 1301 Earth Science)		
MTH 1301	Algebra I	Gen Ed 3 CREDITS
MTH 1302	Algebra II	Gen Ed 3 CREDITS
SCI 1301	Earth Science	Gen Ed 3 CREDITS
COM 1310	Communication	Gen Ed 3 CREDITS
HIS 1310	US History I	Gen Ed 3 CREDITS
HIS 1311	US History II	Gen Ed 3 CREDITS
HIS 1341	World History I	Gen Ed 3 CREDITS
(Alternative to HIS 1310 American History I)		
HIS 1342	World History II	Gen Ed 3 CREDITS
(Alternative to HIS 1311 American History II)		
CIS 1301	Computers and Technology	Gen Ed 3 CREDITS
BUS 2301	Introduction to Business	Core 3 CREDITS
BUS 3302	Leadership	Core 3 CREDITS
BUS 3306	Statistics and Decision-Making	Core 3 CREDITS
BUS 3311	Ethics	Core 3 CREDITS

Select 6 Classes/18 CREDITS from the Professional Electives

BUS 2302	Cross Cultural Communication	Elective 3 CREDITS
BUS 2310	Macroeconomics	Elective 3 CREDITS
BUS 2311	Microeconomics	Elective 3 CREDITS
BUS 3301	Marketing	Elective 3 CREDITS
BUS 3303	Financial Management	Elective 3 CREDITS
BUS 3307	Program Mgt in Business	Elective 3 CREDITS
BUS 3308	International Business	Elective 3 CREDITS
BUS 3312	Contract Law	Elective 3 CREDITS
BUS 3313	Advertising	Elective 3 CREDITS

Select 4 Classes/12 CREDITS from the Upper Level Professional Electives

BUS 4301	Bank and Financial Services	Elective 3 CREDITS
BUS 4303	Cultural Awareness in Business	Elective 3 CREDITS
BUS 4304	Managerial Accounting	Elective 3 CREDITS

BUS 4305	Strategic Marketing	Elective 3 CREDITS
BUS 4306	Procurement & Supply Chain	Elective 3 CREDITS
BUS 4308	Corporate Financial Mgt	Elective 3 CREDITS
BUS 4309	Risk Management	Elective 3 CREDITS

Major Core Courses (13 Classes/39 CREDITS)

CIT 2301	Computer Architecture	Core	3 CREDITS
CIT 2302	Introduction to Programming	Core	3 CREDITS
CIT 2303	Fundamentals of Networking	Core	3 CREDITS
CIT 2304	Fundamentals of Databases	Core	3 CREDITS
BUS 3304	Information Systems Mgt	Core	3 CREDITS
CIT 3301	Web Development	Core	3 CREDITS
CIT 3302	Mobile Platform	Core	3 CREDITS
CIT 3303	Social Networking	Core	3 CREDITS
CIT 3304	Information Tech Security	Core	3 CREDITS
CIT 4301	Advanced Programming	Core	3 CREDITS
CIT 4302	E-Commerce Programming	Core	3 CREDITS
CIT 4303	Advanced Database Systems	Core	3 CREDITS
CIT 4304	Agile Scrum Software Dev Life	Core	3 CREDITS

Capstone Courses (Required 3 Classes/9 CREDITS)

CIT 4350	Capstone Project I	Core	3 CREDITS
CIT 4360	Capstone Project II	Core	3 CREDITS
CIT 4370	Capstone Project III	Core	3 CREDITS

Course Descriptions: General Education Courses (30 Credits)

ADM 1000 – Skills for Academic Success 3 CREDITS

To be successful in the online, undergraduate degree programs at Apollos University, students need to possess a core set of skills. This course provides new students with an overview of these core skills, focusing on 8 specific items: navigating the Apollos systems; Apollos policies and procedures, Apollos student services and resources; university expectations; the LIRN Library Database; APA Style and academic writing; study and test taking skills; time management and staying motivated.

ENG 1301 – English Composition I 3 CREDITS

This course provides the student with a review of the basics of sentence structure, paragraph construction, and essay composition. A major focus of the course is on reading analytically and writing clearly and effectively. The subject matter used for the majority of the writing exercises will be based on the student's personal experiences and on fundamental research techniques and exercises.

ENG 1302 – English Composition II 3 CREDITS

This is a composition foundation course that allows the student to advance their knowledge and ability in composing an essay or research paper. The course focuses on the basic writing skills of pre-writing, writing, and revising or editing. Reading, discussing and analyzing rhetorical models are stressed as part of the learning methodology. (Prerequisite: ENG 1301 or permission of the Department Chair)

FIT 1301 – Wellness, Fitness, and Nutrition 3 CREDITS (Alternative to SCI 1301 Earth Science)

Course Description: This course surveys the wellness movement, emphasizing personal responsibility, behavior modification, and consumer awareness as keys to living healthy and living well. The various dimensions of wellness are explored including physical fitness, nutrition, stress management, personal safety, and making healthy choices. STDs, drug use, and disease are also examined. Students will gain an understanding of the scientific based information supporting wellness and healthy living.

MTH 1301 – Algebra I 3 CREDITS

The design of this course is to provide a solid foundation in algebra for students who have moderate to no previous experience with algebra, as well as to help students succeed with non-mathematical courses that require an understanding of algebraic fundamentals. The concepts examined in this course will include a review of the real numbers, linear equations, exponents and polynomials, rational expressions and functions, and radicals and rational exponents.

MTH 1302 – Algebra II 3 CREDITS

Review of functions and their graphs, linear and quadratic functions, factoring. Polynomial and rational functions. Review of exponents, exponential and logarithmic functions and their graphs and systems of equations, theory of equations.

SCI 1301 – Earth Science 3 CREDITS

This course provides the student with a foundational knowledge of the earth and the processes, which have and continue to shape it. Topics of discussion are space & near-earth objects, plate tectonics, earthquakes, volcanism, rocks & minerals, mountain building, weathering, erosion, streams & floods, oceans, the atmosphere, weather systems, and global change.

COM 1310 – Communication 3 CREDITS

In this course the student has the opportunity to develop the fundamentals of organizational communication. The student will learn forms of communication, techniques, and strategies for successful communication in the workplace including: the writing process; forms of business messages; using visuals, appropriate style; good-news, neutral, bad-news, and persuasive messages; researching and writing reports; oral communication; job search skills; and use of technology. Students in this course will develop the skills they need to successfully communicate.

HIS 1310 – US History I 3 CREDITS

The course provides a survey of U.S. history to 1865. It includes the major events that shaped the course of American history. Topics of study include the colonial origins, colonial development, independence and the Revolutionary Period, the Early National Period, the Antebellum Period, the seeds of discontent leading to and resulting in the American Civil War, and the reconstruction of the Union.

HIS 1311 – US History II 3 CREDITS

The course provides a survey of U.S. history from 1865 to the present. It includes: the issues associated with reconstructing the Union after the Civil War, the emergence of the U.S. as a world power, American involvement in foreign military conflicts in the twentieth century, the growth of a consumer-oriented society, and the cultural and political challenges of the 1960s, 1970s and 1980s.

HIS 1341 – World History I 3 CREDITS (Alternative to HIS 1310 American History I)

Course Description: This course surveys world history, beginning with the developments prior to the Paleolithic period through to the cross-cultural interactions of the fifteenth century. Through a global approach, students will survey the major events, peoples, and civilizations of the pre-modern periods of human civilization that pre-date the European exploration, expansion, and colonization that began in earnest in the sixteenth century.

HIS 1342 – World History II 3 CREDITS (Alternative to HIS 1311 American History II)

Course Description: This course surveys modern world history, beginning in 1500 through to the complex, globalized world of today. Through a global approach, students will survey the major events, peoples, and exchanges of the modern age, beginning with the encounters and developments prior to the nineteenth century that led to global interdependence and global empires, to the political and industrial revolutions of the eighteenth and nineteenth centuries, to the modern political and commercial realignments that took place in the twentieth century and that are still ongoing today in the twenty-first century.

CIS 1301 – Computers and Technology 3 CREDITS

The course provides the student with information about the most important and current concepts of information technology. This is a survey of current information technology trends and issues that affect today's businesses. Topics covered are the Internet, the Web, electronic commerce, software, hardware, storage, databases, networking, privacy, security, system analysis and design, and programming languages.

Course Descriptions: Core and Elective Courses (90 Credits Required)

BUS 2301 – Introduction to Business 3 CREDITS

This course is designed to provide the student with an introduction to terms, business concepts, and business activities related to the organization and the operation of a business enterprise as an institution in a global business environment. With particular focus and emphasis on Economics, Entrepreneurship, Marketing, Human Resources, and Finance & Accounting functions within a business enterprise.

BUS 2302 – Cross Cultural Communication 3 CREDITS

This course is an exploration of issues of culture and communication in the international business context, the relationships among cultural environments of an organization, and how companies and individuals communicate. Topics include the importance of learning about and understanding culture; the role of language and nonverbal communication in cross-cultural business communication; techniques for communication cross-cultural situations; legal and governmental aspects to cross-cultural communication; and the relationships between business structure, corporate culture, and intercultural dynamics in the international firm.

BUS 2310 – Macroeconomics 3 CREDITS

This course provides the student with an introduction to the basic macroeconomic principles of economics; resource utilization, supply, demand, and elasticity; economic sectors: consumption, investment, government and import/export; gross national product; fiscal policy; money and banking; monetary policy; economic theory; growth and productivity, poverty; and international economics.

BUS 2311 – Microeconomics 3 CREDITS

This course provides the student with an introduction to the basic micro economic principles of economics and the economy; supply, demand, and elasticity (product markets); resource markets, microeconomics of governments; microeconomics and policies; and international economics. The course will provide the student with a framework of knowledge to conduct economic experiments. Case studies and role-playing as consumers, producers, citizens, and policy makers will afford the student with the opportunity to synthesize the subject matter.

BUS 3301 – Marketing 3 CREDITS

The course provides the student with information about the most important and current concepts of marketing. The course surveys current marketing trends and issues that affect today's businesses. Topics covered are the marketing mix, developing marketing strategies and plans, marketing ethics, the marketing environment, consumer behavior,

the B2B buying process, global marketing, segmentation, targeting, positioning, marketing research, product branding and packaging, product mix, new product development, services marketing, pricing, supply chain and channel management, retailing, multichannel marketing, integrated marketing communications, advertising, public relations, sales promotions, personal selling, and sales management.

BUS 3302 – Leadership 3 CREDITS

The course presents the student with an overview of the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

BUS 3303 – Financial Management 3 CREDITS

This course introduces the student to the basic principles and practices of financial management and the role finance professionals play in running a business. Financial management is critically important to the success of any business organization and this course will emphasize the key financial concepts central to corporate finance. Specifically, we will focus on one particular area of finance, financial management, which tends to concentrate on valuing things from the company perspective. Many of the tools and techniques for handling the financial management of a firm can also be used for personal finance decisions.

BUS 3304 – Information Systems Management 3 CREDITS

This course provides the student with a foundation on the organization and structure of information management systems. It focuses on the design and implementation of information management systems and the evaluation of hardware and software requirements as well as the development of information management system policies. (Prerequisites CIT 2302, CIT 2303)

BUS 3306 – Statistics and Decision Making 3 CREDITS

This course will provide an overview of business research and statistical analysis. The student will learn about statistics from the perspective of the consumer and the producer. The focus of this course is to prepare students to make sound business decisions by applying the foundational principles of business research and statistical analysis to their specific jobs.

BUS 3307 – Program Management in Business 3 CREDITS

This course is an integrated study of information systems from a business and problem-solving perspective. It brings together the business strategies and information technology so that managers can use information systems to improve their critical thinking and decision-making process. Application of the principles of information technology to real-world situations is examined using case studies and current events. The focus of the course is to provide tools that allow the student to imagine, create, implement, and analyze computer-based solutions for business problems.

BUS 3308 – International Business 3 CREDITS

This course is designed to provide the student with the framework, terminology, tools, and knowledge for understanding the world of international business and the related challenges. Particular emphasis is on three environments of International business - Domestic, Foreign, and International. Students learn about different forces influencing international business such as: investment; property, culture, politics, trade, intellectual thought property, monetary and financial systems, and the labor force.

BUS 3311 –Ethics 3 CREDITS

Ethical business actions are rooted in a series of personal moral standards or ethical principles. This course is a survey of business ethics and examines personal standards as well as the standards and principles of various companies. This course encourages critical thinking about how our moral and ethical compass should guide business and personal decisions.

BUS 3312 – Contract Law 3 CREDITS

This course is designed to provide the students with a real-world global perspective of the basic law with a deep dive into contract law. The students will learn the similarities and differences in criminal, tort, constitutional, and administrative law. They will focus their attention to understanding how contracts solidify agreements in the business world and in what ways these agreements may become unenforceable or even terminated. Additionally, the students will learn how different types of agreements require specific contractual elements. The three key components of the course include an overview and textbook readings related to effective legal contracts, discussion questions and exams to facilitate learning and information retention, and case study exercises to improve analytical and critical thinking skills. The students will gain a thorough understanding of the themes and concepts associated with legal contracts while experiencing firsthand some of the most effective and least effective legal agreements that impacted business decisions over the years.

BUS 3313 – Advertising 3 CREDITS

This course provides the student with an in-depth study of the concepts, strategies, and planning associated with advertising and the effects of advertising in the marketing concept. Emphasis is placed at the small business and retail level.

BUS 4301 – Bank and Financial Services Management 3 CREDITS

This class provides an overview of the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions in the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

BUS 4303 – Cultural Awareness in Business 3 CREDITS

This class introduces the student to understanding behavior, human relations and performance. The student will explore how personality, attitudes, values and ethics play a role in everyday relationships as well as the workplace. They will further explore interpersonal skills for communication and the relationship between organizational structure and communication. They will learn theories to resolve conflict. Unlike most courses which teaches the student concepts, this course takes the student to the next level, as they apply the concepts learned, and use them to develop their human relations skills. They will learn how to recognize their own personal low and high human relations ability and skill levels.

BUS 4304 – Managerial Accounting 3 CREDITS

This course introduces the student to the principles and practices of managerial accounting and the role managerial accounting plays in operating the day-to-day operations of a business. Managerial accounting provides financial and nonfinancial information to an organization's management team for the purpose of making educated decisions, thus this course will emphasize the key financial concepts central to managerial accounting and how they play into managerial decisions. Specifically, this course will provide an overview of the costing methods used in industry and will provide to you many of the tools and techniques used to help provide accurate information for company management.

BUS 4305 – Strategic Marketing 3 CREDITS

This course is designed as a research survey class under the general topic of Strategic Marketing and is presented from a real-world global perspective. The student will learn and work through material that ranges from a general

introduction of marketing strategies to understanding how different types of audiences require specific strategies. The three key components of the course include an overview and textbook readings related to effective marketing strategies, discussion questions and exams to facilitate learning and information retention, and case study exercises to improve analytical and critical thinking skills. The student will gain a thorough understanding of the themes and concepts associated with marketing strategies while experiencing firsthand some of the most and least effective marketing campaigns that propelled companies to new heights or doomed them to mediocrity.

BUS 4306 – Procurement and Supply Chain Mgmt. 3 CREDITS

The course provides the student with a practical understanding of production and operations management concepts and tools and focuses on effective management within today's competitive, global environment. It addresses concepts and methods to support the management of operations in both service and manufacturing environments. Understanding the organizational processes and how production and operations management is embedded into the overall strategy of the organization is paramount to the success of the organization. Some of the concepts and tools studied in the course are linear programming, queuing theory, PERT/CPM, decision theory, Kaizen, and lean manufacturing.

BUS 4308 – Corporate Financial Management 3 CREDITS

The course provides the student with an in depth discussion concerning standard financial techniques in a practical and intuitive way. Course emphasis is on the managerial implications of financial analysis that affect the corporation's ability to meet its mission and goals.

BUS 4309 – Risk Management 3 CREDITS

This course provides the student with an overview of the application of the risk management process, including risk control and risk financing techniques, to business risk management problems. Includes a focus on enterprise risk management and the related tool and techniques.

CIT 2301 – Computer Architecture 3 CREDITS

The course provides the fundamentals of computer organization and architecture. Students are/will be introduced to the core functionality of the computer. This course will establish a concrete foundation for the entire program. Topics include, computer functions, interconnection, memory, input/output, number systems, computer arithmetic, digital logic, operating systems, etc.

CIT 2302 – Introduction to Programming 3 CREDITS

The course introduces basic programming concepts in C++ with brief coverage of C and Java languages. This course starts out with basic computer architecture, programming concepts and C programming language to establish what procedural programming is. Object-oriented programming with C++ is the main emphasis with a brief exposure to Java programming language. Topics include, classes, objects, control structure, pointers, operator overloading, etc. (Prerequisite CIT 2301)

CIT 2303 – Fundamentals of Networking 3 CREDITS

The course provides the fundamental understanding of networking. Students are/will be introduced to how computers communicate when connected together and various forms. Topics include, protocols, TCP/IP, local area networks, wireless networks, routers, switches, Internet, troubleshooting, security, etc. (Prerequisite CIT 2301)

CIT 2304 – Fundamentals of Databases 3 CREDITS

The course provides the fundamental understanding of databases. Students are/will be introduced to how to effectively create and manage data. Topics include, database environment, architecture, relational database model with respective algebra and calculus, data manipulation, SQL, object-relational database management systems, development cycle, entity-relationship modeling, normalization, etc. (Prerequisite CIT 2302)

CIT 3301 – Web Development 3 CREDITS

The course provides an introduction to web development. Students are/will be introduced to static, dynamic, client and server side web programming. Topics include, HTML, CSS, client-side scripting with JavaScript, web media, server-side scripting with PHP, databases and MySQL, jQuery, security principles, etc. (Prerequisites CIT 2302, CIT 2304)

CIT 3302 – Mobile Platform 3 CREDITS

The course provides the fundamentals of mobile platform development. Students are introduced to developing mobile web and applications. Topics include, mobile web, architecture, design, mobile HTML5/CSS/JavaScript, device detection, storage, geolocation, device interaction, native and installed web apps, content delivery, distribution, social web, etc. (Prerequisites CIT 2302, CIT 2304)

CIT 3303 Social Networking and Media 3 CREDITS

The course provides fundamental understanding of social networking and media. Students are/will be introduced to the utilization of various social media applications. Topics include, practical guide to social networking and media, basic and advanced techniques of Facebook, utilization of Google+, LinkedIn, Pinterest, Twitter, social media, etc. (Prerequisite BUS 3304)

CIT 3304 – Information Tech Security 3 CREDITS

The course provides the understanding of computer security concepts. Students are/will be introduced to the need for computer security and how to address it. Topics include, security threats, network, Internet, cyber risks, denial of service attacks, malware, hackers, industrial espionage, encryption, security software and policies, network and vulnerability scanning, cyber terrorism, information warfare, etc. (Prerequisite BUS 3304)

CIT 4301 – Advanced Programming 3 CREDITS

The course provides the understanding of advanced topics in C++ programming. This course is the continuation of “Introduction to Programming”. Topics include, object-oriented programming, inheritance, polymorphism, stream input/output, file processing, standard library algorithms, exception handling, custom templated data structures, searching, sorting, etc. (Prerequisite CIT 2302)

CIT 4302 – E-Commerce Programming 3 CREDITS

The course provides the understanding of current trends in e-commerce and the opportunity to develop an e-commerce system. Students are/will be introduced to how a customer facing application is developed. Topics include, e-commerce trends, programming language, database, security, business plan, online store, order processing/fulfillment, customer service, etc. (Prerequisites BUS 3304, CIT 2302, CIT 2304)

CIT 4303 – Advanced Database Systems 3 CREDITS

The course provides advanced learning and applications of database systems. This course is the continuation of “Fundamentals of Databases”. Topics include, security, administration, professional, legal, and ethical issues in data management, transaction management, SQL statements for query processing, distributed DBMSs, replication techniques, mobile databases, object-oriented DBMSs, web technology, semistructured data, XML, data warehousing, OLAP, data mining, etc. (Prerequisites BUS 3304, CIT 2304, CIT 4301)

CIT 4304 – Agile Scrum Software Development Life Cycle 3 CREDITS

The course provides fundamental understanding of the agile scrum software development life cycle. Students are/will be introduced to how software development is actually executed. Topics include, agile Scrum framework, principles, sprints, users stories, product backlog, estimation, velocity, technical debt, product owner, scrum master,

development team, team structures, managers, planning, execution, review, retrospective, etc. (Prerequisites CIT 4301, CIT 4302)

CIT 4350 – Capstone Project I: Foundation 3 CREDITS This course is the first of three courses that is facilitated by the bachelor student’s chair. It is taken after the bachelor student has completed all required core IT courses. The purpose of this course is to support the bachelor student in developing the proposal for the capstone project. The student will be advised by the chair throughout this course. Primary emphasis of the course is placed on the proposal. The planned outcome of the course is to have project topic identified and complete a draft of chapter 1 introduction of the project report. (Prerequisite all core and selected elective classes must be completed)

CIT 4360 – Capstone Project II: Methodology and Design 3 CREDITS

This course is the second of three courses that is facilitated by the bachelor student’s chair. The purpose of this course is to support the bachelor student in developing the methodology and designing the capstone project. The student will be advised by the chair throughout this course. The planned outcome of the course is to have methodology and design completed, along with draft of chapter 2 methodology and design of the project report. (Prerequisite CIT 4350)

CIT 4370 – Capstone Project III: Implementation and Analysis 3 CREDITS

This course is the last of three courses that is facilitated by the bachelor student’s chair. The purpose of this course is to support the bachelor student in completing the project by implementing the design and performing analysis on the results for the capstone project. The student will be advised by the chair throughout this course. The planned outcome of the course is to have implementation and analysis completed. During this course the student will receive the support that is needed in order to revise, if needed, the chapters 1 and 2. The student will then complete chapters 3, 4, and 5 and submit the draft of the capstone project to the chair for review and approval. Once the capstone is approved by the chair and a format specialist will work with the student to ensure the capstone manuscript will be ready to submit to the Apollos University for publication. (The course can be retaken as needed.) (Prerequisite CIT 4360)

Master of Business Administration

Apollos University offers the Master of Business Administration (MBA) online. The program is designed for students with a bachelor level degree in business or a related field. Mirroring the practice of successful organizations, the MBA program emulates the business environment, emphasizing both academic and practical knowledge along with technological skills that can be placed into immediate use. Graduates of the program are prepared to assume and succeed in leadership roles within today’s business world. The program provides maximum flexibility and is designed to enhance the student’s career opportunities while developing successful and ethical business leaders.

The MBA degree program is designed to meet the student’s professional needs by offering an advanced degree which provides the student with the knowledge and expertise needed to succeed as a leader in today’s domestic and international business world. The program provides both practical and hands-on experience and offers opportunities for the student to network with peers and business leaders within the global community.

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

- Fulfill a leadership role within one’s business environment using sound business strategies and goals.
- Synthesize a broad-based understanding of the functional operations of managerial accounting, finance, economics, marketing, operations, supply chain management, human resources, information systems, and organizational leadership.

- Identify, analyze, and solve complex managerial problems that require advanced critical thinking, technical understanding, and decision-making skills.
- Apply advanced research skills, report writing competency and group process skills.
- Influence the organization within the global business environment.
- Effectively manage cross-cultural business environments using proven leadership and conflict management methods.
- Facilitate strategic planning through the use of research and sound make decision making.
- Conduct business with high ethical and professional standards.
- Apply theory and conceptually developed models within the business environment.
- Lead the organization using principles that add value not only to the profitability and productivity of the enterprise, but also add value for the stakeholders and customers of the organization.
- Formulate career advancing knowledge and skills as leaders and practitioners.

Level and Type of Research Required: Master Level

Mastery and application of quantitative and qualitative business research methodologies involving real world case studies and academic research assignments throughout the completion of the core curriculum of the master's degree programs.

Degree Requirements

MBA Total Program Required Credits: 37 Credits

- Prerequisite Course(s) (As Required)
- MBA Courses (37 Credits)

Typical length of study: 1.5 years

MBA Program Prerequisite Course(s)

Prerequisite Courses:

For Non-Business Undergraduate Majors

BUS 5310 – Survey of Business Topics (3 Credits – does not count toward 37 required credits)

For Students that have not passed the equivalent of one 3 credit statistics course with a minimum grade of C

BUS 5324 – Business Statistics and Decision Making (3 Credits – does not count toward 37 required credits)

Core Courses (28 Credits)

ADM 5000 - Masters Level Success (1 Credits)

BUS 5301 - Research Methods (3 Credits)

BUS 5321 - Managerial Accounting (3 Credits)

BUS 5322 - Managerial Finance (3 Credits)

BUS 5323 - Managerial Economics (3 Credits)

BUS 5331 - Ethical Issues in Business (3 Credits)

BUS 6340 - Survey of Business and Its Leaders (3 Credits)

BUS 7318 - International Business (3 Credits)

BUS 7335 - IT Management & Strategies (3 Credits)

BUS 7390 - Strategy and Policy (3 Credits)

Elective Courses (Select 9 credits/3 classes from the following)

BUS 5313 - Production and Operations Management (3 Credits)
BUS 7302 - Elective Project (3 Credits)
BUS 7314 - Contracts and Procurement Management (3 Credits)
BUS 7316 - Marketing Management (3 Credits)
MGT 5310 - Entrepreneurship and Innovation (3 Credits)
MGT 5312 - Leadership Communications and Writing (3 Credits)
MGT 5340 - Issues of Management (3 Credits)
MGT 6311 - Human Resource Management (3 Credits)
MGT 7312 - Organizational Behavior (3 Credits)
MGT 7313 - Critical Thinking and Decision Making (3 Credits)
MGT 7316 - Survey of High Performing Organizations (3 Credits)
MGT 7340 - Organizational Leadership and Change Management (3 Credits)
MGT 7350 - Strategies in Organizational Leadership (3 Credits)

Course Descriptions

ADM 5000 – Masters Level Success 1 CREDIT

To be successful in the online, masters level degree programs at Apollos University, students need to possess a core set of skills. This course provides new students with an overview of these core skills, focusing on 4 specific items: navigating the Apollos systems and expectations; Apollos policies and procedures; Apollos student services and resources; and the LIRN Library Database.

BUS 5301 - Research Methods 3 Credits

The course presents the student with an overview of the general approaches to research methodology. The student learns to investigate the quantitative, qualitative, and mixed methodology approaches to rigorous scholarly inquiry in their field. Emphasis is placed on reliability, validity, dependability, and ethical considerations for developing relevant, appropriate, and professional research methodologies

BUS 5310 Survey of Business Topics 3 Credits (Prerequisite course and does not count toward degree credit requirements)

This course is designed for the student that does not hold a bachelor's or master's degree in business. It explores the various disciplines of today's business environment and provides the student with a detailed overview of the field of business management and how each one is related to the other. The disciplines that are surveyed include: management, finance, accounting, economics, marketing, business law, procurement/contracts, human resources, and international business. The course is required for students that did not major in business in their applicable undergraduate or graduate programs.

BUS 5313 - Production and Operations Management 3 Credits

The course provides the student with a practical understanding of production and operations management concepts and tools and focuses on effective management within today's competitive, global environment. It addresses concepts and methods to support the management of operations in both service and manufacturing environments. Understanding the organizational processes and how production and operations management is embedded into the overall strategy of the organization is paramount to the success of the organization. Some of the concepts and tools studied in the course are: linear programming, queuing theory, PERT/CPM, decision theory, Kaizen, and lean manufacturing.

BUS 5321 - Managerial Accounting 3 Credits

The course covers the use of accounting information by managers for decision-making purposes. Topics include: analyzing and interpreting financial statements (including cash flow analysis), overhead allocation and product costing, budgeting, accounting, and capital budgeting. Case studies based on actual management decisions are the central method used in this course to enhance student learning of key accounting concepts.

BUS 5322 - Managerial Finance 3 Credits

The course provides the students with the tools and techniques to meet the financial and budgeting challenges they will face in the professional environment. The course provides the student without financial and accounting credentials practical tools and concepts for corporate financial management. (Prerequisite: BUS 5321 or Permission of the Instructor)

BUS 5323 - Managerial Economics 3 Credits

This course provides students with an integrated understanding of the concepts of economics. The emphasis is on the application of economics and the use of actual economic events to encourage the study of the principles of economics and to show how these concepts can help the students understand the complex and dynamic international economy.

BUS 5324 - Business Statistics and Decision Making 3 Credits (Prerequisite course and does not count toward degree credit requirements)

The course familiarizes the student with the use of business statistical procedures for the purpose of generating decision-making information. Understanding the conceptual basis of the methods will be emphasized, which enables students to identify and apply the appropriate statistical procedure to the decision problem.

BUS 5331 - Ethical Issues in Business 3 Credits

The course provides the student with information on the legal and ethical challenges found in today's business environment. The course is an analytical exploration of the global, organizational, and personal factors of making legal and ethical decisions. It includes an introduction to the western legal system and its effect on current business entities and practices. The student explores current issues and trends in the ethical dealings of the business environment and provides the student with the opportunity to explore their own company's legal and ethical dilemmas.

BUS 7302 - Elective Project 3 Credits

This course offers the opportunity for the student to select a topic that broadens or encapsulates the MBA program learning goals through the use of a real-world project. The topic and course content will be approved by the student's advisor as well as by the professor that will facilitate the student's project. (Prerequisite Requires advisor approval to register for this class. The Department Chair must approve and assign the professor to facilitate the class.)

BUS 7314 - Contracts and Procurement Management 3 Credits

This course provides the student with the tools and skills to understand the complicated and often confusing contractual business environment. The course serves as a survey of the entire acquisition management process from the project management point of view. It spans the life cycle of a program and describes the appropriate contractual requirements for each phase of the program. The student gains knowledge and experience in needs assessment, requirements development and documentation, solicitation development, supply chain management, proposal writing, negotiations, contract writing, contract administration, and contract closeout.

BUS 7316 - Marketing Management 3 Credits

This course provides the student with a survey of marketing management theories and tools. It deals with strategies, tactics, and programs for getting, growing, and keeping mutually beneficial relationships with international and domestic customers. Course assignments provide experience with techniques, analyses, and frameworks necessary for informed decision making for marketing decisions.

BUS 7318 - International Business 3 Credits

The course provides an overview and insight into the international environment of business including cultural, economic, financial, political, legal, and ethical issues that cut across the functional areas of business such as management, marketing, finance, and accounting. It examines the opportunities and threats that exist for both large and small businesses engaged in international and or global business activities.

BUS 7335 – IT Management & Strategies 3 Credits

The course provides the student with an overview of Information Technology (IT)-enabled transformation and the strategic issues associated with the management of an integrated enterprise IT program. Additionally, the course provides an opportunity for the student to develop a well-balanced repository of IT skills that support enterprise wide decision-making strategies. Case studies provide students with the opportunity to apply their critical thinking skills and explore the world of IT Management from an enterprise wide strategic management view point.

BUS 7390 – Strategy and Policy 3 Credits

This course is taken as one of the final courses in the program. It provides the student with the opportunity to consolidate and utilize the knowledge, tools and concepts that the program provides. In this course the student will complete a detailed case analysis while developing a business strategy which includes concepts and tools such as macro environmental scanning, industry and competitive analysis, value chain analysis, SWOT analysis, identification of critical success factors and driving forces, and development of strategic alternatives and recommendations. Throughout the course the student applies these concepts and tools as they develop the strategic profile for the company or industry that is described in the case study. (Prerequisite: Final term in program or permission from the Academic Dean).

BUS 6340 – Survey Business and Its Leaders 3 Credits

This course provides with business professional with a survey of the historical aspects of American business, its leaders, and the events of the world environment that helped mold the business world of the United States. The course places an emphasis on the historical aspects of the forces, both internal and external to the United States, create these opportunities and threats in which the businesses operated.

MGT 5310 – Entrepreneurship and Innovation 3 Credits

This course explores entrepreneurship and innovation as it relates to the leadership of an organization. This is accomplished by analyzing the entrepreneurial mind in both an individual and organizational environment. This course takes developmental cycle of an entrepreneurial organization or organizational unit, including the stages of resource development, launching, managing growth and evaluating progress. Approaches to problem- solving are developed with applications made to organizational responsibilities and personal growth. (Prerequisite: MGT 5312 – Professional Communications and Writing)

MGT 5312 - Leadership Communications and Writing 3 Credits

The course provides the student with the background knowledge and guidelines that will enable them to analyze their organizational environment and develop effective leadership communication strategies. It will provide the skills that will allow the student to analyze their environments, develop their leadership communications strategy, apply the strategy and formulate alternative approaches. Both oral and written communications skills are covered at five levels: intra-personal, interpersonal, group, organizational, and intercultural. Concepts from several academic disciplines along with actual managerial examples from a variety of organizations are examined. The course

includes current topics of concerns for ethics, increasing diversity, greater job stress, and technological advances and how these topics affect our organizational communications.

MGT 5340 - Issues of Management 3 Credits

The course provides the student with information about individual behavior within the context of the business environment. The course surveys current trends and issues that affect today's businesses. Topics covered are group behavior, high performance teams, goal-framing effects, perceptions, motivation, leadership, and organizational design and change.

MGT 6311 – Human Resource Management 3 Credits

This course focuses on organizational planning, staff acquisition, and team development. This includes assigning project roles and responsibilities, staffing, motivating, leading, team building, and conflict resolution. The relationship between human resource management and project management are explored along with how HR relates to the project life cycle. You will gain an understanding of the processes required to make effective use of people and resources on a project. Techniques are covered related to interfacing with project stakeholders, designing effective organizational structures, dealing with conflict on projects, fostering communication, and managing stress. Practical self-assessment exercises are used to determine learners' communication, conflict resolution, and leadership styles in addition to power orientation, personality type, and motivations to manage.

MGT 7312 - Organizational Behavior 3 Credits

The course provides the student with an overview of the paradigms in organizational group dynamics. It will explore the way in which humans act and organize themselves into groups. It will explore the “norms” that are utilized by organizations and the forces leaders exert upon those organizations. The course is designed to create an understanding of the interactive forces that affect and influence organizations.

MGT 7313 - Critical Thinking and Decision Making 3 Credits

This course provides the tools and skills each student needs to examine and fully develop their analytical skills. It explores the skills of the critical thinking and decision-making process and provides the students with concrete skills that can enhance their decision-making abilities. These skills will allow them to identify and solve organizational problems and enhance their strategic thinking abilities. Topics include problem identification, critical thinking, problem-solving, decision-making, and ethical implications.

MGT 7316 - Survey of High Performing Organizations 3 Credits

This course provides the skills and tools required by today's leaders to move from managing yesterday's organizations to leading the organization to its greatest capacity. The student will participate in projects that will allow them to understand how to move an organization through a vision into action. Focus will be placed on evaluating and developing the student's own leadership skills and how to project the appropriate leadership image that will motivate and inspire others.

MGT 7340 - Organizational Leadership and Change Management 3 Credits

The course provides student with an overview of the theories found within the study of leadership and management during periods of transition. The course explores and analyzes the attributes found in successful leaders and how the leaders deal with periods of transition. The students explore current theories and strategies for leading an organization through a period of change and the course provides them with the tools to improve their own managerial and leadership skills.

MGT 7350 – Strategies in Organizational Leadership 3 Credits

This course builds on the leadership, business, and management concepts contained in the MSOM program. It provides the student with the opportunity to synthesize prior learning and experiences, both personal and professional. It will allow the student to expand personal thinking and explore the arena of leadership and how it

will impact the future of the individual, the organization, and the world. (Prerequisite: Final term in program or permission from the Academic Dean. Taken with BUS 7390 - Strategy and Policy)

Master of Science in Organizational Management (MSOM)

The Master of Science in Organizational Management (MSOM) program is designed for students with a bachelor's degree in business, or a related field. The degree includes 37 Credits of graduate level courses which are designed to enhance the career opportunities as well as knowledge and skills of leaders and administrators. The program provides students with a curriculum consisting of an in-depth study of leadership and organizational management topics.

The Master of Science in Organizational Management (MSOM) program is a professional degree designed to support the development of leaders to take on higher roles within their professions. The program's unique design places an emphasis on strategic management of an organization's scarce resources so it reaches its greatest potential. The MSOM provides a broad based perspective of organizational leadership and the student gains the knowledge and competencies needed to support the achievement of organizational goals while constantly seeking innovative and forward thinking positive change. The MSOM degree program includes the key organizational leadership elements of ethics, change management, entrepreneurship, team building, motivation, creativity, vision, strategic planning, teamwork, group development, technology, customer service and organizational development. The MSOM promotes opportunities for career advancement, employment mobility and lifelong learning opportunities for leaders of organizations.

Apollos University is committed to providing individuals with the highest quality of education needed to advance within their industry profession. The synthesis of technology (online methodology), critical thinking and practical application develops well-rounded leaders with a clear perspective of how to strategically position and lead an organization.

The program objectives for the MSOM graduate are that they will be able to accomplish the following:

- Demonstrate ethical decision-making within the organization.
- Demonstrate management competence within the cross cultural and/or global organization.
- Synthesize the theories and practices presented in the program in order to develop solutions for specific managerial situations found within the organizational environment.
- Demonstrate leadership characteristics that lead to the operations of a motivated high-performance organization.
- Demonstrate the ability to assess staff competence and recognize when coaching, training, and compensation benefits are necessary to support the organization's vision and mission statement.
- Competency in the ability to identify conflicts within the organization and be able to resolve them efficiently.
- Synthesize the need for change in an organization and have a competency allowing for effective change management.
- Comprehend the legal constraints of the employment relationship.
- Demonstrate the knowledge to provide the necessary technologies and other tools which are available so the organization can deliver results within budget and on schedule.
- Recognize when external expertise is required, for consulting, conflict management, or quality assurance.
- Synthesize the need to recognize the unique requirements of the organization's internal and external customers and recognize the fact that every member of the organization is a marketer for the organization.
- Formulate career advancing knowledge and skills as leaders and practitioners.

Level and Type of Research Required: Master Level

Mastery and application of quantitative and qualitative business research methodologies involving real world case studies and academic research assignments throughout the completion of the core curriculum of the master's degree programs.

Degree Requirements

MSOM Total Program Required Credits: 37 Credits

- Prerequisite Course(s) (As Required)
- MSOM Courses (37 Credits)

Master of Science in Organizational Management Courses

Typical length of study: 1.5 years

Prerequisite Courses:

For Non-Business Undergraduate Majors

BUS 5310 – Survey of Business Topics (3 Credits – does not count toward 37 required credits)

MSOM Total Program Required Credits: 37 Credits

Core Courses (25 Credits)

ADM 5000 - Masters Level Success (1 Credits)

BUS 5331 - Ethical Issues in Business (3 Credits)

BUS 6340 - Survey of Business and Its Leaders (3 Credits)

BUS 7390 - Strategy and Policy (3 Credits)

MGT 5340 - Issues of Management (3 Credits)

MGT 7312 - Organizational Behavior (3 Credits)

MGT 7316 - Survey of High Performing Organizations (3 Credits)

MGT 7340 - Organizational Leadership and Change Management (3 Credits)

MGT 7350 - Strategies in Organizational Leadership (3 Credits)

Elective Courses (Select 12 credits/4 classes from the following)

BUS 5321 - Managerial Accounting (3 Credits)

BUS 5322 - Managerial Finance (3 Credits)

BUS 5323 - Managerial Economics (3 Credits)

BUS 7318 - International Business (3 Credits)

MGT 5310 - Entrepreneurship and Innovation (3 Credits)

MGT 5312 - Leadership Communications and Writing (3 Credits)

MGT 6311 - Human Resource Management (3 Credits)

MGT 7313 - Critical Thinking and Decision Making (3 Credits)

MOM 7360 - Integrative Project (3 Credits)

Course Descriptions

Organizational Management Core Course Descriptions

ADM 5000 – Masters Level Success 1 CREDIT

To be successful in the online, masters level degree programs at Apollos University, students need to possess a core set of skills. This course provides new students with an overview of these core skills, focusing on 4 specific items: navigating the Apollos systems and expectations; Apollos policies and procedures; Apollos student services and resources; and the LIRN Library Database.

BUS 5310 Survey of Business Topics 3 Credits (Prerequisite course and does not count toward degree credit requirements)

This course is designed for the MSOM student that does not hold a bachelor's degree in business. It explores the various disciplines of today's business environment and provides the student with a detailed overview of the field of business management and how each one is related to the other. The disciplines that are surveyed include management, finance, accounting, economics, marketing, business law, procurement/contracts, human resources, and international business. The course is required for students that did not major in business in their applicable undergraduate or graduate programs.

BUS 5321 - Managerial Accounting 3 Credits

The course covers the use of accounting information by managers for decision-making purposes. Topics include: analyzing and interpreting financial statements (including cash flow analysis), overhead allocation and product costing, budgeting, accounting, and capital budgeting. Case studies based on actual management decisions are the central method used in this course to enhance student learning of key accounting concepts.

BUS 5322 - Managerial Finance 3 Credits

The course provides the students with the tools and techniques to meet the financial and budgeting challenges they will face in the professional environment. The course provides the student without financial and accounting credentials practical tools and concepts for corporate financial management. (Prerequisite: BUS 5321 or Permission of the Instructor)

BUS 5323 - Managerial Economics 3 Credits

This course provides students with an integrated understanding of the concepts of economics. The emphasis is on the application of economics and the use of actual economic events to encourage the study of the principles of economics and to show how these concepts can help the students understand the complex and dynamic international economy.

BUS 5331 - Ethical Issues in Business 3 Credits

The course provides the student with information on the legal and ethical challenges found in today's business environment. The course is an analytical exploration of the global, organizational, and personal factors of making legal and ethical decisions. It includes an introduction to the western legal system and its effect on current business entities and practices. The student explores current issues and trends in the ethical dealings of the business environment and provides the student with the opportunity to explore their own company's legal and ethical dilemmas.

BUS 7318 - International Business 3 Credits

The course provides an overview and insight into the international environment of business including cultural, economic, financial, political, legal, and ethical issues that cut across the functional areas of business such as management, marketing, finance, and accounting. It examines the opportunities and threats that exist for both large and small businesses engaged in international and or global business activities.

BUS 7390 - Strategy and Policy 3 Credits

This course is taken as one of the final courses in the program. It provides the student with the opportunity to consolidate and utilize the knowledge, tools and concepts that the program provides. In this course the student will complete a detailed case analysis while developing a business strategy which includes concepts and tools such as macro environmental scanning, industry and competitive analysis, value chain analysis, SWOT analysis, identification of critical success factors and driving forces, and development of strategic alternatives and recommendations. Throughout the course the student applies these concepts and tools as they develop the strategic profile for the company or industry that is described in the case study. (Prerequisite: Final term in program or permission from the Academic Dean. This course should be taken with MGT 7350 – Strategies in Organizational Leadership).

MGT 5310 – Entrepreneurship and Innovation 3 Credits

This course explores entrepreneurship and innovation as it relates to the leadership of an organization. This is accomplished by analyzing the entrepreneurial mind in both an individual and organizational environment. This course takes developmental cycle of an entrepreneurial organization or organizational unit, including the stages of resource development, launching, managing growth and evaluating progress. Approaches to problem-solving are developed with applications made to organizational responsibilities and personal growth. (Prerequisite: MGT 5312 – Professional Communications and Writing)

MGT 5312 - Leadership Communications and Writing 3 Credits

The course provides the student with the background knowledge and guidelines that will enable them to analyze their organizational environment and develop effective leadership communication strategies. It will provide the skills that will allow the student to analyze their environments, develop their leadership communications strategy, apply the strategy and formulate alternative approaches. Both oral and written communications skills are covered at five levels: intra-personal, interpersonal, group, organizational, and intercultural. Concepts from several academic disciplines along with actual managerial examples from a variety of organizations are examined. The course includes current topics of concerns for ethics, increasing diversity, greater job stress, and technological advances and how these topics affect our organizational communications.

MGT 5340 - Issues of Management 3 Credits

The course provides the student with information about individual behavior within the context of the business environment. The course surveys current trends and issues that affect today's businesses. Topics covered are group behavior, high performance teams, goal-framing effects, perceptions, motivation, leadership, and organizational design and change.

MGT 6311 – Human Resource Management 3 Credits

This course focuses on organizational planning, staff acquisition, and team development. This includes assigning project roles and responsibilities, staffing, motivating, leading, team building, and conflict resolution. The relationship between human resource management and project management are explored along with how HR relates to the project life cycle. You will gain an understanding of the processes required to make effective use of people and resources on a project. Techniques are covered related to interfacing with project stakeholders, designing effective organizational structures, dealing with conflict on projects, fostering communication, and managing stress. Practical self-assessment exercises are used to determine learners' communication, conflict resolution, and leadership styles in addition to power orientation, personality type, and motivations to manage.

MGT 7312 - Organizational Behavior 3 Credits

The course provides the student with an overview of the paradigms in organizational group dynamics. It will explore the way in which humans act and organize themselves into groups. It will explore the “norms” that are utilized by organizations and the forces leaders exert upon those organizations. The course is designed to create an understanding of the interactive forces that affect and influence organizations.

MGT 7313 - Critical Thinking and Decision Making 3 Credits

This course provides the tools and skills each student needs to examine and fully develop their analytical skills. It explores the skills of the critical thinking and decision-making process and provides the students with concrete skills that can enhance their decision-making abilities. These skills will allow them to identify and solve organizational problems and enhance their strategic thinking abilities. Topics include problem identification, critical thinking, problem-solving, decision-making, and ethical implications.

MGT 7316 - Survey of High Performing Organizations 3 Credits

This course provides the skills and tools required by today's leaders to move from managing yesterday's organizations to leading the organization to its greatest capacity. The student will participate in projects that will allow them to understand how to move an organization through a vision into action. Focus will be placed on evaluating and developing the student's own leadership skills and how to project the appropriate leadership image that will motivate and inspire others.

MGT 7340 - Organizational Leadership and Change Management 3 Credits

The course provides student with an overview of the theories found within the study of leadership and management during periods of transition. The course explores and analyzes the attributes found in successful leaders and how the leaders deal with periods of transition. The students explore current theories and strategies for leading an organization through a period of change and the course provides them with the tools to improve their own managerial and leadership skills.

MGT 7350 – Strategies in Organizational Leadership 3 Credits

This course builds on the leadership, business, and management concepts contained in the MSOM program. It provides the student with the opportunity to synthesize prior learning and experiences, both personal and professional. It will allow the student to expand personal thinking and explore the arena of leadership and how it will impact the future of the individual, the organization, and the world. (Prerequisite: Final term in program or permission from the Academic Dean. Taken with BUS 7390 - Strategy and Policy)

MGT 7360 – Integrative Project 3 Credits

This course provides the opportunity for the student to select a topic that broadens or encapsulates the MSOM program learning goals using a case study or real-world project. The topic and course content will be approved by the student's advisor as well as by the professor that will facilitate the student's project. Permission from the student's advisor is required in order to register for the class. The Department Chair will assign the professor for the class. This course can be substituted for MGT 6311, MGT 7313, or MGT 7316.

BUS 6340 – Survey of Business and Its Leaders 3 Credits

This course provides with business professional with a survey of the historical aspects of American business, its leaders, and the events of the world environment that helped mold the business world of the United States. The course places an emphasis on the historical aspects of the forces, both internal and external to the United States, create these opportunities and threats in which the businesses operated.

Doctor of Business Administration (DBA)

Apollos University's Department of Business offers the Doctor of Business Administration (DBA) professional program online. The program is designed for students with a master's degree in business or related field. The Doctor of Business Administration (DBA) degree program offered by Apollos University was designed to provide the business professional with an advanced knowledge and mastery of the profession. The DBA students gain an insight into professional research and how to best utilize and capitalize on the vast array of business literature available today. The program allows the students to build upon their established professional backgrounds and demonstrate their knowledge of the intellectual and theoretical foundations of management.

The DBA is a doctoral professional degree program in which the students master and demonstrate their business leadership expertise. The curriculum is designed in a way in which the students are able to develop an advanced appreciation and knowledge of the tools and processes needed to succeed as a corporate leader within the global business arena. The DBA advances careers by developing strong corporate leaders with a proven background that leverages individual talent and experience. Offered online, the program makes extensive use of business research, case studies, and real-world business situations. The capstone segment of the program is the Doctoral Business Project (dissertation). This project affords the student the opportunity to expand and demonstrate their knowledge within their professional area of expertise.

The Apollos DBA is designed as a 61-credit first professional level doctoral degree program. The required doctoral project (dissertation) is part of the core doctoral level courses.

The program objectives for the DBA are to provide the student with the knowledge and ability to:

- Integrate and apply academic theory, business research, and personal professional business knowledge to enhance leadership and professional growth.
- Synthesize and apply the principles of business research using qualitative and quantitative methods to support informed decision-making.
- Explain and demonstrate critical thinking and ethical decision making as an organizational leader.
- Synthesize and apply academic theories to issues and opportunities to promote efficiency and sustained development.
- Demonstrate practitioner competency as a leader within today's cross cultural and/or global business organizations.
- Analyze and evaluate both internal and external influences having an impact on the organization's effectiveness and demonstrate leadership skills fostering and influencing positive policy decisions to take advantage of these influences.
- Demonstrate management and leadership abilities needed to guide the organization through the planning, strategic decision-making, and implementation processes.
- Demonstrate competence in creating and implementing new business models to explain, predict, and improve performance of organizations.
- Develop an understanding of the value of continued education in the academic and practical setting.
- Formulate career advancing knowledge and skills as leaders and practitioners.

Level and Type of Research Required: Doctoral Level

Mastery and application of quantitative and qualitative business research methodologies involving real world case studies and academic research assignments throughout the completion of the core curriculum. Additionally, Doctoral students must complete a dissertation project during which they must perform a significant review of

academic literature in a specific field, generate original data using an academic or industry approved data collection instrument, and analyze the original data using statistical analysis techniques.

Doctoral Project Requirement

The DBA student is required to complete a practical research project meeting the rigor of the doctoral level program. The student will establish a doctoral project committee which will consist of three individuals. The University and student will select: (1) the project chair, (2) a content committee member from the Apollos faculty and (3) Apollos University will assign a format specialist committee member. These three committee members will work with the student throughout the project. Once the student is allowed to register for RES 9350 – Doctoral Project I, a project proposal is written and submitted to the project chair for review and approval. The proposal will be in the Apollos University format and both the content committee member and the format specialist will review and make comments back to the student and the project chair. The student will proceed through the project as they take the RES 9360, RES 9370, and RES 9371 courses. Once the committee approves the completed project, it will then be submitted for publication in the Apollos University’s library and journal.

Degree Requirements

Typical length of study: 3 Years

The DBA program requires the successful completion of 61 doctoral level credits including the final doctoral project defense.

- Core Courses (33.5 Credits)
- Program Electives (12 Credit)
- Doctoral Research Seminars (6 Credits)
- Doctoral Project (9 Credits)
- Oral Presentation (0.5 Credit)

Doctor of Business Administration Courses and Workshops

Prerequisite Courses:

For Non-Business Master’s Degree Majors

BUS 5310 – Survey of Business Topics (3 Credits – does not count toward 61 required credits)

For Students that have not passed the equivalent of one 3 credit statistics course with a minimum grade of B

BUS 5324 - Business Statistics and Decision Making (3 Credits – does not count toward 61 required credits)

Core Courses (33.5 Credits)

ADM 8000 – Doctoral Level Success (1.5 Credits)

ADM 8001 – Mid Program Qualifying Examination (1 Credit)

ADM 8002 – Comprehensive Examination (1 Credit)

BUS 8300 – Corporate Managerial Finance and Accounting (3 Credits)

BUS 8310 – Survey of Global Business Opportunities and Issues (3 Credits)

BUS 8330 – Ethical Leadership (3 Credits)

BUS 8340 – Corporate Strategic Planning (3 Credits)

BUS 8350 – Supply Chain Management Design and Operations (3 Credits)

BUS 8371 – Leadership: Theories and Concepts (3 Credits)

BUS 8381 – International Financial Management (3 Credits)

BUS 8320 – Survey of Business and its Leaders (3 Credits)
RES 9311 – Fundamentals of Business Research (3 Credits)
RES 9312 – Advanced Study in Research Methods (3 Credits)

Program Electives (12 Credits – Select 4 Classes)

BUS 8360 – Marketing Strategy and Practice (3 Credits)
BUS 8390 – Project Management (3 Credits)
BUS 9300 – Topics in Human Resource Management (3 Credits)
BUS 9310 – Organizational and Group Dynamics (3 Credits)
CIS 9300 – Computers and Internet Applications Management (3 Credits)

Doctoral Research Seminars (6 Credits)

DOC 8001 – Doctoral Research Seminar I APA Workshop (1.5 Credits)
DOC 8002 – Doctoral Research Seminar II Research Methodology Overview (1.5 Credits)
DOC 8003 – Doctoral Research Seminar III Doctoral Plan (Proposal) (1.5 Credits)
DOC 8004 – Doctoral Research Seminar IV Doctoral Plan (Research) (1.5 Credits)

Doctoral Dissertation Project (9.5 Credits)

ADM 9341 – Dissertation Committee Formed (0 Credits)
RES 9350 – Doctoral Dissertation Project I (3 Credits)
RES 9360 – Doctoral Dissertation Project II (3 Credits)
ADM 9361 – Proposal and IRB Submissions & Review (0 Credits)
RES 9370 – Doctoral Dissertation Project III (3 Credits)
RES 9371 – Oral Presentation (0.5 Credits)
ADM 9371 – Dissertation Submission (0 Credits)

Course Descriptions

Doctor of Business Administration (DBA) Core Course and Seminar Descriptions

Required Core Courses, Elective Courses, and Seminar Descriptions (45 Credits)

ADM 8000 – Doctoral Level Success 1.5 Credits

To be successful in the online, doctoral level degree programs at Apollos University, students need to possess a core set of skills. This course provides new students with an overview of these core skills, focusing on 4 specific items: navigating the Apollos systems and expectations; Apollos policies and procedures; student services and university resources; and the LIRN Library Database.

ADM 8001 – Mid Program Qualifying Examination 1 CREDIT

This examination is taken after the student has successfully completed the equivalent of one year of full-time enrollment in the DBA program. The examination will be taken online and consist of two sections, a multiple choice section that measures knowledge of the material covered in the basic degree program courses and a written part that measures the student's qualifications to continue and successfully complete the program.

ADM 8002 – Comprehensive Examination 1 CREDIT

This examination is taken after the student has successfully completed all core courses. The examination is a comprehensive review of the course material taken during the DBA program and is designed to demonstrate the student's academic and professional proficiency and mastery of the material. The examination will be taken online

and consist of two sections, a multiple-choice section that measures knowledge of the material and the written part that measures application of the material.

BUS 5310 - Survey of Business Topics 3 Credits (Is a prerequisite course for students who hold a non-business master's degree. This course does not count toward DBA degree credit requirements)

This course is designed for the student that does not hold a master's degree in business. It explores the various disciplines of today's business environment and provides the student with a detailed overview of the field of business management and how each one is related to the other. The disciplines that are surveyed include management, finance, accounting, economics, marketing, business law, procurement/contracts, human resources, and international business. The course is required for students that did not major in business in their applicable undergraduate or graduate programs.

BUS 5324 - Business Statistics and Decision Making 3 Credits (Prerequisite course for students who have not passed a statistics course with a minimum grade of a B and does not count toward DBA degree credit requirements)

The course familiarizes the student with the use of business statistical procedures for the purpose of generating decision-making information. Understanding the conceptual basis of the methods will be emphasized, which enables students to identify and apply the appropriate statistical procedure to the decision problem.

BUS 8300 – Corporate Managerial Finance and Accounting 3 Credits

This course addresses financial and accounting concepts and their applications to the management of an organization and presents a framework for financial decisions the organization. The student will analyze and evaluate the various managerial aspects of accounting and finance using an academic approach. The three key components of the course include an overview of accounting, an overview of the fundamental concepts of financial management, and the theories and applications that are closely tied to managerial accounting and finance. The student will then use the course assignments to gain practical exposure to such theories as capital structure, market efficiency, investments, risk/mitigation management, corporate restructuring, and corporate governance.

BUS 8310 – Survey of Global Business Opportunities and Issues 3 Credits

This course surveys and analyzes the major themes that are found within today's international business environment. The student will be immersed into the four major subject areas of global business issues and strategies which are management, economics, political science, and strategy. The coursework encourages student to think critically about international issues through a combination of real-world case studies and group discussion of theoretical frameworks. The course provides the student with a global perspective that can be utilized as either a practitioner or as a scholar.

BUS 8330 – Ethical Leadership 3 Credits

This course examines business ethics and leadership from both theoretical and applied perspectives. The student uses fundamental ethical theory to analyze, discuss, and draw conclusions concerning contemporary business phenomena and current events. The course allows the student to examine differing ethical approaches to business issues such as corporate responsibility, corporate accountability, human resources, and international business through a variety of lenses. The focus throughout the course is on developing a baseline for ethical leadership.

BUS 8340 – Corporate Strategic Planning 3 Credits

This course focuses on creating the value proposition as a driver of sustainable competitive advantage. Topics include translating key emerging trends into business opportunities; strategic challenges of global expansion; opportunities and constraints posed by regulatory change; competitor intelligence; scenario planning/planning for multiple futures; maximizing core business value; differentiating the value proposition; distribution channel development and integration; tailoring the value chain; building successful strategic alliances; and off-shoring

models and approaches. The course utilizes cases studies which affords the student the opportunity to simulate real world experience in the development and implementation of corporate strategy.

BUS 8350 – Supply Chain Management Design and Operations 3 Credits

This class provides the doctoral student with an in-depth survey of the engineering design and supplier integration strategies that are necessary in the design and development of the supply chain for purchasing, materials, and logistics systems. Course case studies include analyzing and critiquing the strategies used by various companies in the development of their supply chain system. Course topics included: engineering design & supplier strategies, supply chain design and cost management implications, supply chain management design & strategies, sustainability issues, supply chain analysis project, systems approach, global supply chain issues, and trends in supply chain design.

BUS 8360 – Marketing Strategy and Practice 3 Credits

This course addresses the key components of marketing strategy and tactics which are identification, analysis, and selection of target markets and planning, implementing, and evaluating a marketing strategy. The student will examine the major forces impacting marketing strategy, such as electronic marketing and multi-media marketing, face-to-face marketing, consumer trends, and competition. The Course Research Project for this class helps the student obtain practical marketing experience by performing research on a specific company or industry and then developing a marketing plan which incorporates the research as well as the student's knowledge of marketing.

BUS 8371 – Leadership: Concepts and Theories 3 Credits

This course provides the student with an in-depth overview of the theories and concepts of leadership through behavior theory and business practice learning. The balancing of people and task-related skills necessary for influencing others to get their job done efficiently and effectively will be explored. Students will identify and hone their personal leadership skills, creativity, charisma, and other leadership skills that are necessary to be an effective leader.

BUS 8381 – International Financial Management 3 Credits

The course provides the student with a comprehensive survey of how international corporate financial markets work and how Multinational Enterprises (MNEs) tap international markets for raising capital, hedging risks and defining their investment decisions.

BUS 8390 – Project Management 3 Credits

This course surveys the field of project management and prepares the student to work in and lead a project team. The course surveys the tools to plan, monitor and control project schedules, manage resources, budgets and specifications. The assignments provide the opportunity for the student to learn to develop effective plans that first identify the need for a project and second identify the project scope, constraints, stakeholders, and risks/risk mitigation plans.

BUS 9300 – Topics of Human Resource Management 3 Credits

This course analyzes various aspects of human development and behavior such as human capital acquisition, development, and retention from theoretical, best practices, and business results perspectives. Through the use of the class discussions, case studies, and academic research, the student will gain an appreciation of the managerial aspects of personnel planning and job analysis, personnel selection, performance appraisal, and training and development from the vantage point of the manager. The Course Research Project offers the student with the opportunity to explore and synthesize such topics as establishing high performance cultures, systems dynamics models, innovative compensation and reward strategies, and return-on-investment metrics.

BUS 9310 – Organizational and Group Dynamics 3 Credits

This course examines the dimensions and culture of an organization and the group dynamics that help shape it. The leader's role in developing, maintaining, or changing the culture is explored and the student will use case studies and journal articles to apply the tools that are discussed within the course. These tools provide the student with the ability to measure the dimensions of an organization's culture. The overall theme of the course is to provide an opportunity for the students to analyze their own leadership attributes and to further develop their ability to lead the organization. The Course Research Project affords the student the opportunity to analyze and further develop their leadership attributes within their current or future professional environment.

CIS 9300 – Computers and Internet Applications Management 3 Credits

This course focuses on the organizational issues and applications that are related to developing IT strategy and managing IT staff and functions. It examines the research topics such as IT strategy formulation and business alignment; IT organization, structure, and governance; implementation and change management; organizational learning, knowledge and management; and an evaluation of the impact of IT on the organization.

DOC 8001 – Doctoral Research Seminar I APA Workshop 1.5 Credits

This is the first of four online seminars designed to provide the student with the knowledge and skills to perform sound research and document their findings in APA Style formats. Learning to write well is important and students can make great strides in stylistic improvement if they are constantly concerned with proper format. Therefore, this seminar is designed to provide the student with the skills needed to understand and master the stylistic requirements of the APA format.

DOC 8002 – Doctoral Research Seminar II Research Methodology Overview 1.5 Credits

It provides the student with an in-depth overview of the doctoral research methodology. The seminar covers the following areas: research study methods; development of problem statements, research questions and hypotheses; testing methods; populations and samples; as well as the value of the research to the study on the student's profession and society. The student will come away from the seminar with an outline and methodology plan that will evolve into the student's doctoral dissertation project. (Prerequisite RES 9311)

DOC 8003 – Doctoral Research Seminar III Doctoral Plan (Proposal) 1.5 Credits

This seminar is designed to provide the doctoral student with an overview of the process and requirements for writing and submitting the dissertation proposal. The key focus in this seminar is the design of the sections of the dissertation with emphasis on the proposal requirements in Chapters 1, 2, and 3 of the Apollos dissertation format. The student will utilize the plan that was developed in DOC 8002 and work on expanding the outline of the first three chapters. (Prerequisite DOC 8002)

DOC 8004 – Doctoral Research Seminar IV Doctoral Plan (Research) (1.5 Credits)

This seminar is designed to facilitate the student's understanding of the process and requirements needed to finalize the dissertation project. The student will receive an in-depth overview of the requirements for Chapters 4 and 5. The required content and format are reviewed and practiced. The student will develop a template for the final two chapters of their dissertation. (Prerequisite DOC 8003)

BUS 8320 – Survey of Business and Its Leaders 3 Credits

This course provides with business professional with a survey of the historical aspects of American business, its leaders, and the events of the world environment that helped mold the business world of the United States. The course places an emphasis on the historical aspects of the forces, both internal and external to the United States, create these opportunities and threats in which the businesses operated.

RES 9311 – Fundamentals of Business Research 3 Credits

This course surveys the fundamental data skills and analytical capabilities needed for graduate-level research. The focus is on reviewing published research using basic statistical techniques and determining the appropriate techniques for a given situation. It covers data mining and analysis, sampling, t-tests, analysis of variance, correlation and regression, and selected nonparametric tests. The student will obtain practical business research experience while completing the Course Research Project for the course.

RES 9312 – Advanced Study in Research Methods 3 Credits

This course presents an overview of the general approaches to research methodology for doctoral-level research. Learners investigate the quantitative, qualitative and mixed methodology approaches to rigorous scholarly inquiry in their field. Emphasis is placed on reliability, validity, dependability and ethical considerations for developing dissertation designs. The student analyzes the relevance and appropriateness of specific research methodologies for use in their dissertation. The Course Research Project for this course will build upon the project that was started in RES 9311 and affords the student the opportunity to apply the theories they are learning. (Prerequisite: RES 9311)

Doctoral Dissertation Project Course Descriptions: (9 Credits)

RES 9350 – Doctoral Dissertation Project I 3 Credits

This course is the first of three courses that are facilitated by the doctoral student's chair. It is taken after the doctoral student has completed all required core courses including DOC seminars I, II, III, and IV and passed the DBA program comprehensive exam. The purpose of this course is to support the doctoral student in developing the proposal for the dissertation project. The student will be advised by the chair and potentially by the dissertation committee throughout this course. Primary emphasis of the course is placed on Chapter 2 of the proposal. The planned outcome of the course is to have an agreement by the student's chair on a draft of Chapter 2 along with the outline of Chapters 1 and 3 of the student's proposal. Prerequisites: ADM 8002 and DOC 8004. (This class can be retaken as needed.)

RES 9360 – Doctoral Dissertation Project II 3 Credits

This course is a directed study course and is intended for the student's that have completed the draft of their dissertation proposal and received an agreement to proceed by the student's chair. The areas of focus of this course will be the items that are needed in order to finalize the dissertation proposal. The course will provide the opportunity and information for the student to prepare and submit the Institutional Review Board Process (IRB) application and to complete the dissertation proposal. Prerequisite: RES 9350. (The course can be retaken as needed)

RES 9370 – Doctoral Dissertation Project III 3 Credits

This final project writing course is a directed study course and is intended for the doctoral student that has passed the dissertation proposal conference and completed the planned research for the dissertation. During this course the student will receive the support that is needed in order to revise, if needed, the proposal chapters 1, 2, and 3. The student will then complete chapters 4 and 5 and submit the draft of the dissertation project to the entire committee for review and approval. Prerequisites: RES 9360. (The course can be retaken as needed)

RES 9371 – Oral Presentation 0.5 Credits

The final step in the dissertation project is the successful completion of the Dissertation Committee Conference (Oral Defense). Once the dissertation is approved by the committee, the chair and committee format specialist will work with the student to ensure the dissertation manuscript will be ready to submit to the Apollos University for publication. Each member of the candidate's committee will participate in the presentation and a final decision will be made by the majority of the committee as to approve the dissertation project or not. Prerequisites: RES 9370. (The course can be retaken as needed)

Certificate Programs in Business Administration and Information Technology

Certificate in Global Leadership

The undergraduate level certificate in Global Leadership provides the participant with the tools to develop leadership skills which will allow them to lead high performing organizations that are quick to adapt to the ever-changing global world.

Upon completion of the Certificate in Global Leadership the student will be able to:

- Apply proper leadership concepts, theories, and analytical methods within the global business environment.
- Employ appropriate leadership styles and strategies based upon the situation.
- Create a culturally diverse organizational philosophy that provides for appropriate culture and development strategies.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- BUS 3302 – Leadership (3 credits)
- BUS 4303 – Cultural Awareness in Business (3 credits)
- BUS 4307 – International Management (3 credits)
- BUS 4311 – Leadership, Culture and Change (3 credits)

Certificate in Supply Chain Management

The undergraduate level certificate program in Supply Chain Management provides the student with a foundation of the unique advantages a well-developed supply chain management program provides the organization. Each of the functions of supply chain management are examined during the program.

Upon completion of the Supply Chain Management certificate program, the student will be able to:

- Apply concepts, theories, and analytical methods to define, design, and manage the supply chain function of business.
- Employ ethical policies in all aspects of supply chain management.
- Apply effective collaboration and teamwork skills.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- BUS 3310 – Production and Operations Management (3 credits)
- BUS 4306 – Procurement and Supply Chain Mgmt. (3 credits)
- BUS 3304 – Information Systems Management (3 credits)

Electives: Select one class (3 Credits) from the following:

- BUS 3307 – Program Management in Business (3 credits)
- BUS 3308 – International Business (3 credits)
- BUS 4309 – Risk Management (3 credits)
- BUS 4350 – Strategy and Policy Management (3 credits)

Certificate in Marketing

The undergraduate level certificate program in Marketing provides the student with a foundational skill set that will allow the student to function within the field of advertising and marketing.

After completion of the Marketing certificate program, the student will be able to:

- Apply concepts, theories, and analytical methods in the advertising and marketing function of business.
- Employ correct ethical policies to marketing and advertising decisions and activities.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- BUS 3301 – Marketing (3 credits)
- BUS 3313 – Advertising (3 credits)
- BUS 4303 – Cultural Awareness in Business (3 credits)
- BUS 4305 – Strategic Marketing (3 credits)

Certificate in Financial Management

The undergraduate level certificate in Financial Management is designed to provide the student with a solid foundation in financial management theory and applications.

Upon completion of the Financial Management certificate program, the student will be able to:

- Apply concepts, theories, and analytical methods in the functional area of financial management.
- Apply effective collaboration and teamwork skills.
- Construct goals and requirements for short and long-term financing.
- Employ ethical policies to financial decisions and activities.
- Apply managerial decision-making processes to challenges that financial managers are likely to face and recommend solutions, using critical thinking skills and ethical decision-making models.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- BUS 3303 – Financial Management (3 credits)
- BUS 4308 – Corporate Financial Management (3 credits)

Electives: Select two classes (6 Credits) from the following:

- ACC 2301 – Accounting I (3 credits)
- BUS 2311 – Microeconomics (3 credits)
- BUS 3308 – International Business (3 credits)
- BUS 3314 – Financial Markets
- BUS 4301 – Bank and Financial Services Management (3 credits)
- BUS 4309 – Risk Management (3 credits)

Certificate in Business Management

The undergraduate certificate program in business management enables the graduate to deal effectively within an increasingly complex global business environment. It stresses skill development in the various functional areas of management, finance, strategy and policy and allows the student to select electives that support their own interest.

Upon completion of the Business Management certificate program, the student will be able to:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Construct goals and requirements for short and long-term financing.
- Employ appropriate strategies based upon the situation.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- BUS 2301 – Introduction to Business (3 credits)
- BUS 3303 – Financial Management (3 credits)
- BUS 4350 – Strategy and Policy Management (3 credits)

Electives: select one class (3 Credits) from the following:

- BUS 3301 – Marketing (3 credits)
- BUS 3302 – Leadership (3 credits)
- BUS 3308 – International Business (3 credits)
- BUS 3309 – Human Resources Management I (3 credits)
- BUS 4306 – Procurement and Supply Chain Mgmt. (3 credits)

Certificate in Web and Mobile Development

This certificate program will provide participants with knowledge that allows them to increase their potential to gain employment in a high paying profession.

Upon completion of the Web and Mobile Development certificate program, the student will be able to:

- Apply the fundamentals of database architecture, models, and SQL.
- Gain an understanding of computer architecture and to gain insights on how computer hardware and software function.
- Demonstrate the application of web development with client-server applications and security.
- Develop websites that are mobile compliant.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- CIS 1301 Computers and Technology (3 Credits)
- BUS 3304 Information Systems Management (3 Credits)
- CIT 3301 Web Development (3 Credits)
- CIT 3302 Mobile Platform (3 Credits)

Certificate in IT Security

This certificate program will provide participants with knowledge that allows them to increase their potential to gain employment in a high paying profession.

Upon completion of the IT Security certificate program, the student will be able to:

- Apply IT security principles to protect data for individuals and organizations.
- Gain an understanding of computer architecture and to gain insights on how computer hardware and software function.

- Explain the fundamentals computer networks.
- Apply networking principles to manage communications among computers.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- CIS 1301 Computers and Technology (3 Credits)
- BUS 3304 Information Systems Management (3 Credits)
- CIT 2303 Fundamentals of Networking (3 Credits)
- CIT 3304 Information Technology Security (3 Credits)

Certificate in E-Commerce Development

This certificate program will provide participants with knowledge that allows them to increase their potential to gain employment in a high paying profession.

Upon completion of the E-Commerce Development certificate program, the student will be able to:

- Apply the fundamentals of computer organization and architecture.
- Gain an understanding of computer architecture and to gain insights on how computer hardware and software function.
- Demonstrate the application of web development with client-server applications and security.
- Predict current trends in E-Commerce and develop plans using the predictions.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- CIS 1301 Computers and Technology (3 Credits)
- BUS 3304 Information Systems Management (3 Credits)
- CIT 3301 Web Development (3 Credits)
- CIT 4302 E-Commerce Programming (3 Credits)

Certificate in Database Design & Administration

This certificate program will provide participants with knowledge that allows them to increase their potential to gain employment in a high paying profession.

Upon completion of the Database Design & Administration certificate program, the student will be able to:

- Apply the fundamentals of database architecture, models, and SQL.
- Gain an understanding of computer architecture and to gain insights on how computer hardware and software function.
- Use and program databases to improve the management of information.
- Employ the utility of advanced topics in database systems.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- CIS 1301 Computers and Technology (3 Credits)
- BUS 3304 Information Systems Management (3 Credits)

- CIT 2304 Fundamentals of Databases (3 Credits)
- CIT 4303 Advanced Database Systems (3 Credits)

Graduate Certificate in Leadership and Innovation

This Graduate Certificate program in Leadership and Innovation will provide participants with knowledge and credentials that allows them to increase their potential to gain employment in a high paying profession.

Upon completion of the Graduate Certificate in Leadership and Innovation, the student will be able to do the following.

- Analyze entrepreneurship at both the individual and organizational levels.
- Create a motivational work environment using goal setting and reinforcement theory.
- Develop leadership skills applicable to change management at the organizational level.
- Apply the leadership skills needed to cope with new and emerging issues.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- MGT 5310 Entrepreneurship and Innovation (3 Credits)
- MGT 7316 Survey of High Performing Organizations (3 Credits)
- MGT 7340 Organizational Leadership and Change Management (3 Credits)
- MGT 7350 Strategies in Organizational Leadership (3 Credits)

Postgraduate Certificate in Managerial Finance and Accounting

The postgraduate certificate in managerial finance and accounting will provide participants with knowledge and credentials that allows them to increase their potential to gain employment in a high paying profession.

Description of Program Outcomes:

- Employ the necessary steps to maximize profits within their organization.
- Assess managerial finance decisions from a theoretical and practical perspective.
- Assess emerging trends, strategic challenges, regulatory constraints, competition, strategic planning, maximization of corporate value, and distribution and strategic diversification.
- Compose international financial management to include various types of international monetary systems, balance of payment concepts, and international types of corporate governance structures.

Typical length of study: 24 Weeks

Credits Required: 12 Credits/4 Courses

- Orientation (0 Credits)
- BUS 5322 Managerial Finance (3 Credits)
- BUS 8300 Corporate Managerial Finance and Accounting (3 Credits)
- BUS 8340 Corporate Strategic Planning (3 Credits)
- BUS 8381 International Finance (3 Credits)

Apollos University

XI. BOARD OF DIRECTORS & ADVISORY BOARD

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Board of Directors

Mr. Steven Blackmon, Chair
Dr. JoAnn Rolle
Dr. Maureen McKenzie
Mr. Shane Etwiler

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- Dr. Scott Eidson, President

Business, Information Technology, and Health Science Advisory Board

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Mr. Brian Boland (Workforce and Labor Issues Specialist)
Dr. Cynthia McGovern (Curriculum Development Specialist, Business, Liberal Arts, and Gen. Ed)
Mr. Lester Easley (Operations Analyst & Management and Curriculum Specialist)
Dr. Tim Naddy (Curriculum Development Specialist, Business, Accounting, and IT)
Mr. Jesus Jimenez, Jr. (Information Technology Specialist)
Mr. Mike Greguras, (Criminal Justice, Law Enforcement, Emergency Mgt, and Homeland Security)
Mr. Bobby Blackman, (Physician Assistant and Health Science)

• **Ex-Officio Members**

Dr. Scott Eidson, President & COO
Dr. Robin Westerik, EVP & Provost (CAO)

Apollos University

XII. ADMINISTRATION

XII. ADMINISTRATION

Executive Officers

Dr. Paul Eidson, Chief Executive Officer
Dr. Scott Eidson, President, CAO
Dr. Michelle Fox, Executive Vice President, Student Services, COO
Dr. Robin Westerik, Executive Vice President, Academic Affairs and Provost
Dr. Kelly Lancaster, Executive Vice President, Administration. CFO

Deans and Chairs

Dr. Kelly Nix, VP and Dean, School of Business and Management

- Dr. Phi Hung Bui, Chair, Business and Management
- Dr. Scott Eidson, Chair, General Education Program
- Dr. Nischal Chandra, Chair, Information Technology

Dr. Paul Eidson, Dean and Chair, Doctor of Business Program

Key Staff

Dr. Phi Hung Bui, Chair, Business and Management
Dr. Paul Eidson, Vice President, School of Professional Development and Dean/Chair, DBA Program
Dr. Kelly Nix, Vice President and Dean, School of Business and Management
Dr. Chris Fox, Vice President and Dean, School of Health Management
Dr. Tricia Brown, Vice President and Dean, School of Arts and Sciences
Ms. Teresa Decio, Chair, Liberal Arts and History
Mr. Nischal Chandra, Chair, Information Technology
Ms. Victoria Sumlin, Vice President and Dean Wanda Chalmers School of Safety and Security
Ms. Lisa Patrick, Chair, Criminal Justice
Mr. Viet Anh Nguyen, Director, IT Development
Mr. Ben Watson, Vice President Marketing Strategies & Innovation
Dr. Marva Young, Vice President & Chief Diversity Officer, CDO
Dr. Amanda Cerar-Derbish, Vice President Human Resources
Dr. Phi Hung Bui, Associate Vice President, Institutional Research and Assessment
Ms. Jacqui Bartek, Director Library Services
Dr. Robin Westerik, Chair, General Education Dept. and Director, Writing Center
Ms. Chris Eidson, Director Office Administration, Acting Admissions and Registrar
Ms. Paola Romero-Lopez, Administrative and Admissions Assistant
Dr. George Conley, Director Military and Veteran Affairs

Ms. My Chi Le, Director, Southeast Asian Student Outreach
Ms. Sue Baldwin, Director, Finance & Bursar
Mr. Brian Woznicki, Director, Media Production

Apollos University

XIII. FACULTY

XIII. FACULTY

Full Time Faculty

Anderson, Mark

Areas of teaching: Organizational Management and Leadership

Ed.D., Nova Southeastern University, FL, 2008

MS, Organizational Management: University of La Verne, CA, 1996

Babb, Danielle L.

Areas of teaching: Information Technology

Ph.D., Organization and Management & IT Management, Capella University, MN 2004

MBA, Information Systems, University of Redlands, CA, 2000

Brown, Tricia M.

Areas of teaching: Algebra and Math

Ph.D., Mathematics, University of Kentucky, KY, 2009

Bui, Hung Phi

Areas of teaching: Psychology, Business Administration, Leadership, Management

PhD, Charisma University, Turks and Caicos Islands, 2017

DBA, Apollos University, CA, 2012

Cerar-Derbish, Amanda

Areas of teaching: Business Administration, Leadership, Management

DBA, Apollos University, CA, 2012

Chandra, Nischal

Areas of teaching: Information Technology, Project Management and Business

DBA, Apollos University, MT, 2019

MS Quality Assurance, California State University, CA, 2007

Conley Jr., George L.

Areas of teaching: Business Administration, Leadership, Management.

DBA, Apollos University, CN, 2016

M.A., Business Management, National University, CA, 2010

Courts, Bari

Areas of Teaching: Organizational Development, E-business Strategies and Research Methods

Ph.D., Organization and Management, Capella University, MN, 2005

Decio, Teresa

Areas of teaching: History and Political Science

MA, History, American Public University, WV, 2012

DeSouza, Jeevan

Areas of Teaching: Engineering, Information Sciences, digital circuit design, programming, robotics, embedded systems

PhD, Computer Science, Nova Southeastern University, 2012

Eidson, J. Paul

Areas of teaching: Business Administration and Organizational Management

Ph.D., Business, Capella University, MN, 2003

Eidson, Scott L.

Areas of teaching: History and Business Administration

Ph.D., History, University of Kentucky, KY, 2011

DBA, Apollos University, CA, 2015

Fox, Christopher

Areas of teaching: Leadership, Administration and Organizational Management

DBA, Apollos University, CA, 2012

MBA, University of Florida, FL, 1998

MHA, University of Florida, FL, 1998

Fox, Michelle

Areas of teaching: Business Administration and Organizational Management

DBA, Apollos University, MT, 2017

MBA, University of Florida, FL, 2000

MHA, University of Florida, FL, 2000

Kiana, Chris

Areas of Teaching: Business Administration, Leadership

DBA, Apollos University, 2016

Lambrecht, Willis (Bill) W.

Areas of teaching: Research and Computer Science

Ed. D., Administration, Curriculum, and Instruction, Nebraska University, NE, 1989

MS, Secondary Administration & Computer Science, Wayne State, MI, 1981

Lancaster, Kelly Patrick, SPHR

Areas of teaching: Business Administration and Organizational Management

DBA, Apollos University, CA 2016

MBA, University of Tennessee, TN, 2009

Mensch, Scott Edward

Areas of Teaching: Business Administration, Organizational Management and Information Technology

PhD Organizational/IT Management, Capella University, 2007

MBA, Point Park University, 1999

Munyanyiwa, Takaruza

Areas of teaching: Organizational Management

DM (Management), University of Phoenix, AZ, 2009

Nguyen, Tuan Thanh

Areas of teaching: Business Administration, Leadership, Management

DBA, Apollos University, CA, 2012

Nix, Kelly

Areas of teaching: Business Administration

DBA, California InterContinental University, CA, 2011

MBA, Western Governors University, UT, 2008

Okenwa, Gabriel

Areas of teaching: Accounting, Business Administration, Organizational Management, and Research

DBA, University of Phoenix, AZ, 2009

Osei-Owusu, Pierre

Areas of teaching: Organizational Management

DM (Management), University of Phoenix, AZ, 2009

Patrick, Lisa

Areas of teaching: Business Administration, Organizational Management, and Criminal Justice

MS Public Safety (Criminal Justice), Capella University, MN, 2012

MA Human Resource Development & Management, Webster University, MO, 1998

Pearson, Beth Ann

Areas of Teaching: Chemistry, Global Business, Leadership

DBA, Global Business & Leadership, California Intercontinental University, CA, 2014

MS Chemistry, John Carroll University, OH, 1995

Pham, Quoc Luyen

Areas of Teaching: Global Business, Leadership, Management

PhD (Management), Ifugao State University, Philippines, 2015

DBA, Apollos University, MT, 2011

Reason, Casey

Areas of Teaching: Leadership, Organizations, Research

Ph.D., Educational Administration, Bowling Green State University, OH, 1999.

Romines, Jadrea

Areas of teaching: Statistics, Business Administration and Organizational Management

DBA, Apollos University, CA, 2015

MBA, Bethel University TN, 2010

Rouse, Lamont

Areas of teaching: Ethics, Leadership, Organizational and Group Dynamics

PhD, Walden University, MN, 2013

MPA, Walden University, MN, 2009

Sampson, Richard P.

Areas of teaching: Finance, Organizational and Group Dynamics, Project Management

DBA, California Southern University, CA, 2017

Med, Liberty University, VA, 2008

Shrivastava Joshi, Purnima

Areas of teaching: Business Administration, Information Management, Information Technology, Organizational Management, and Research

Ph.D., Banaras Hindu University, India, 1993

DBA, Apollos University, Huntington Beach, CA, 2012

Sitnick-Raja, Danielle

Areas of teaching: Accounting

MS Accounting, Grand Canyon University, AZ, 2018

Sumlin, Victoria L.

Areas of teaching: Criminal Justice and Organizational Management

MSOM, Apollos University, CA, 2013

BS Criminal Justice, University of Central Florida, FL, 1996

Tackett, Chadwick

Areas of teaching: Business Administration

DBA, Northcentral University, 2017

Truong, Vinh Quang

Areas of teaching: Business and Organizational Management

DBA, Apollos University, CA, 2012

Tucker, Jan P.

Areas of teaching: Business Administration

DBA, Northcentral University, 2008

MBA, Florida Institute of Technology, 1991

Westerik, Robin S.

Areas of teaching: Business Administration, Business Communications, Academic Writing, and History

DBA, Apollos University, Huntington, Bch. CA, 2015

MA, History, University of Kentucky, Lexington, KY, 2006

Young, Marva

Areas of teaching: Business Administration and Organizational Management

DBA, Apollos University, CA, 2016

MBA, Human Resources Management, California Coast University, CA, 2014

MA, Organizational Leadership, California Coast University, CA, 2013

APPENDIX

Appendix A: Veterans Education Addendum

The following policies pertain specifically to Veteran students.

1. Conditions for interruption for unsatisfactory progress: When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If, during the next month the student's grade average is still unsatisfactory, the student will be interrupted, and the VA will be promptly notified.
2. Conditions for re-enrollment: Re-enrollment or re-entrance will be approved only after evidence is shown to the Provost's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number **1-888-442-4551**.

Public Law Section 103

Apollos is in compliance with Public law Section 103 which prevents prospective veteran students or eligible persons who are using their GI Bill from getting penalized for delayed payment from VA.

NOTE: Apollos does not participate in or offer the following:

- Practical training/externships/internships
- Television courses
- Teacher certification programs
- Refresher and remedial courses
- Combination programs/dual majors
- Cooperative education
- Nursing field work
- Professional internship/clinical pastoral
- Clinical training required for medical or dental specialty courses
- Branches without administrative capability
- Non-contracted training programs such as fire or law enforcement academies

Verification of Electronic Receipt of Apollos University Catalog

Each veteran or eligible person will be required to provide Apollos with a signed copy of the following verification document.

Apollos University
600 Central Avenue, Suite 215
Great Falls, MT 59401

I have received an electronic copy of the Apollos University Catalog, which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name: _____

Signature: _____

Social Security or C-Number: _____

Enrolled by: _____

Date: _____