



UNIVERSITY OF SILVANER

<http://www.silvaner.edu.pe>

UNIVERSITY OF SILVANER INC. S.A.C:

Director of admission and Co-owner, DR. CARLOS MARIO NEYRE ABAD

PHONE NUMBER : (51) 1 480 0852

admissions@silvaner.edu.pe

CATALOG For Academic Years 2018 - 2019

June 1, 2018 – June 3, 2019

Future and current students are invited to communicate to the University of Silvaner directly as regards any query this catalog does not sufficiently provide for them at the address above or direct the inquiry by phone, FAX or email noted above.

*Copyright – 2017 – University Of Silvaner
All Rights Reserved*

Table of Contents

<u>SECTIONS</u>	<u>PAGE</u>	<u>SECTIONS</u>	<u>PAGE</u>
<i>INTRODUCTION</i>	3	ADMISSION POLICY	82
THE UNIVERSITY	4	Application Info Required	83
Mission	4	Transfer of US Credit	83
Student Education Results	5	Graduate Transfer of Credit	84
USA Campus Location	6	Program Cancellation Withdrawal	84
Historical Performance	6	Refunds/Probation/Dismissal	85
ACADEMICS	7	Student Attendance / Leave Policy	86
US Degree Programs	7	Leave of Absence	86
BSBA Program	9	Online Class Attendance	86
Masters Programs	33	Tuition and Fees	87
MBA Program	33	Application Fee Information	87
MS ISM Program	38	Per Credit (Unit) Course Fees	87
MS VR Program	46	Course Registration Fees	88
Doctoral Programs	52	Program Fee Information	89
DBA Program	52	Student Tuition Recovery Fund Fee	89
PhD Program	67	Estimated Cost of Attendance	90
Certificate Programs	70	Undergraduate Program Cost	90
Applied Ethics	71	Graduate Program Cost	90
Entrepreneurship	74	DBA Program Cost	91
3D Animation	76	PhD Program Cost	91
RECOGNITION - ARTICULATION	77	Maintenance of Records	92
Accreditation and Approval	77	APPLICATION FOR ADMISSION	94
Memberships	77	STUDENT GRIEVANCE PROCEDURES	97
Domestic Articulation	78	Grievance Application Form	102
International Articulation	78	NATIONAL UNIVERSITY HOLIDAYS	104
STUDENT SERVICES	79	SCHOOL PERFORMANCE FACT SHEET	105
Transfer Credit to US	79	BSBA FORM	105
Prior Learning Assessment	79	DBA FORM	106
Professional Licensing	79	PhD FORM	107
State and Federal Funding	79	MBA FORM	108
Online Distance Learning	80	MS ISM FORM	109
Instruction /Research Facilities	80	MS VR FORM	110
University Library	81	Applied Ethics FORM	111
Where Classes are Held	81	Entrepreneurship FORM	112
MISCELLANEOUS INFORMATION	82	3D Animation FORM	113

INTRODUCTION

University of Silvaner is private post-secondary institution that is incorporated in the State of Delaware, USA, to offer bachelors, masters, doctoral degree and certificates of completion diplomas. Certificate of Formation Number: SRV 150178982-5691144 FILE.

This catalog is prepared and made accessible to future learners through the Office of the Registrar as well as online at University of Silvaner website

www.silvaner.edu.pe The catalog is updated yearly. All modifications to the catalog will be kept in the Office of the Registrar and upon request of the students, it may be viewed. Learners will be advised of modifications via email through the school protected email list of registered students. University of Silvaner will post all changes on its website (www.silvaner.edu.pe) within a reasonable period of time. University of Silvaner student has the obligation for completing the requirements for a degree. Upon the successful completion of all required academic requirements and payment of course fees required by the School for the student to fulfill the course requirements and/or obtain a certified copy of their transcript, a degree is awarded.

Learner Detail

Future learners are encouraged to read and review this catalog before signing an enrollment agreement.

University of Silvaner students are obliged to the program or course requirements of the University of Silvaner catalog in effect at the time they start admission. A University of Silvaner student must finish their course requirements within five years of matriculation unless they withdraw for more than one semester. For students who drops out of college for more than one term, they shall be subject to the requirements in the University of Silvaner Catalog at the time of their readmission. Program certifications requirements must be finished within three years of enrollment. Certificate programs may also be subjected to State, Community and Federal enrollment requirements.

University of Silvaner conforms with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1972/73, the Vietnam Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of color, religion, race, sex, national origin, age, veteran status or disability in admission or access to, or treatment or employment in, its services and programs.

UNIVERSITY OF SILVANER

As a private, non-profit, non-sectarian institution of higher learning, University of Silvaner was incorporated in the State of Delaware, USA, as a nonprofit and non sectarian institution of higher education.

Mission & Objective

We Guarantee Quality Education and Teaching Procedures

University of Silvaner mission is to provide the best quality online learning and accredited degree courses in various selections. It highlights premium academic education offered to individuals exploring and pursuing to achieve their dreams. University of Silvaner is committed to deliver stress-free online access to global educational criteria. This allows students to obtain the recent and modern information and proficiency that are fundamental in achieving their professional objectives. University of Silvaner is confident in molding students to enrich their skills competency and this encouraged us to constantly advance the quality of our education particularly online learning globally. Our goal is to provide mainly online courses organized by this university.

Student Education Results

University of Silvaner makes every effort to guarantee that our students obtain proficiency and enhance their skills. Our students are developed morally and professionally on these aspects:

Personal Development

A benefit to study here in University of Silvaner is the opportunity to discover yourself while gaining an understanding of a different culture. Being in a new place by yourself can be overwhelming at times, and it tests your ability to adapt to diverse situations while being able to problem solve. It develops your personality being an individual and towards other people.

Graduate School Admissions

Like future employers, graduate school admissions boards look very highly. Students that finish degree program at University of Silvaner display diversity and show that they aren't afraid to seek out new challenges or put themselves in difficult situations.

Most importantly, students who have finish in our school show just how committed they are to their education. Graduate schools regularly look for candidates who will bring a unique aspect to their university.

Career Opportunities

When you finish your course at University of Silvaner you will return with a new perspective on culture, language skills, a great education, and a willingness to learn. Needless to say, all of these are very attractive to future employers.

A Holistic Perspective over the business world

Through studying at University of Silvaner you become part of a great network of professionals and companies and you constantly challenge yourself with the newest problem-solving. These things together give you a great overview of the business world, a deep understanding and certain receptiveness to the slight changes of this environment.

Social Responsibility

One of the most effective ways to prepare students to be more responsible leaders is to give them opportunities to get engaged in activities in their communities. For the students, this was an opportunity to take responsibility for the welfare of others and thereby learn what it takes to be responsible citizens in the future.

CLASS AND CAMPUS LOCATIONS

All programs are virtual through the world-wide-web and the internet through University of Silvaner online Course Management and Learner. Students will be able to access all their classes anyplace, anytime, 24/7 during the term of their classes, with access to a computer or other form of technology such as a tablet, lap top, internet capable mobile phone or other technology. University of Silvaner web site access is www.silvaner.edu.pe. An Acces code is provided for all enrolled students upon enrollment into University of Silvaner online classes designed to their individual program

Every student is allowed to access the programs they are enrolled. Only online course enrolled will be accessible for them to access unless they are registered in the program.

Learners joining occasional land based mixed classes - part classroom setting, part online, face to face meetings with administrators and registrar or for those that are attending special land based classes, special presentations offered in Delaware will be allowed to attend at the

Dover City, DE Main Campus:

UNIVERSITY OF SILVANER INC. S.A.C:

Director of admission and Co-owner, DR. CARLOS MARIO NEYRE

ABAD PHONE NUMBER : (51) 1 480 0852

Historical Performance

University of Silvaner is a non-profit institution newly approved authorized to provide education programs for graduate and undergraduate students. The performance standards will reflect figures of students registered and enrolled, retention rates, graduation rates if any, class regular sizes in each of the courses offered, gender and nationality, statistic breakdowns on ethnicity. Other statistics such as average age and distribution of students from their residence to the school in relationship to other students will also be recognized. You can see the forms used in the section titled “FORMS” in the **University of Silvaner Catalog**.

Each first time enrolled student in the school will be recognized as among the First Class. As the pioneers who help launch University of Silvaner, students enrolling at University of Silvaner as the *first class* are considered the University of Silvaner First Class.

Foundational year of the school's performance history is 2015. Matriculation data, graduation rates, and other relevant and mandatory performance data such as the number of students in online classes, number of enrolled students will not be identified until the First Class of students commences to enroll.

ACADEMICS

Degree Programs Offered At University of Silvaner University of Silvaner offers two (2) graduate degree programs doctorates in DBA and PhD. It also caters three (3) master programs including the Masters in Business Administration (MBA), Masters in Information Systems Management (MS-ISM), Masters in Virtual Reality (MS-VR) and three (3) university certified Certificate training programs: Applied Ethics Certificate, 3D Animation Certificate and Entrepreneurship Certificate. Other degree courses may be added anytime upon the approval of the accrediting agency.

Credit Transfer

University of Silvaner will accept as transfer credit in accordance with the requirements of University of Silvaner listed in the programs approved for credit recognition that are required to obtain the University of Silvaner approved BSBA Bachelor Degree. Up to 90 credit hours from an approved accredited university from a regional or national accrediting agency approved by the US Department of Education or an approved (accredited) university recognized by their nation's Ministry of Education or that nation's authorized university accredited bodies listed by the United Nations as approved by UNESCO or by an accredited international accrediting agency listed with CHEA International as an accredited body may be completed by those students who are entering the TOP UP Business Degree program.

University of Silvaner requirement for undergraduate course is to complete at least a minimum of 30 credit hours with a satisfactory 2.0 average on a 4.0 scale to be eligible to graduate and a minimum of C or better for all transfer credits. At University of Silvaner, the last 30 hours of the program may be partially taught in the classroom online through its online student and program management system. In order for the graduate student transfers wanting to enter the graduate degree course of their choice to be qualified for graduation from University of Silvaner graduate program, they must finish at least 1/3rd or more of their graduate studies at University of Silvaner, possess a transfer credit overall grade point average of 3.0 on a 4.0 scale while maintaining a 3.0 grade point average at University of Silvaner.

University of Silvaner cost, curriculum, and the number of credit hours requirements for specific degrees are explained in the description of the degree courses offered.

University of Silvaner Cost, curriculum, and number of course hours

University of Silvaner degrees and Certificate has a required cost, curriculum, and number of course hours for all the programs and minimal grading requirements for masters and doctoral programs. It is described in the description of each individual program. Midterm and final exams, participation, quiz scores and attendance are the minimum accepted criteria for completion. 60% of student's semester grade will come from his/her Midterm and Final exams. 40% maximum to a student's final grade in accordance with University of Silvaner grading policy will come from attendance, quizzes, and participation (includes written assignments). Grades are based on the following: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59; W = Withdraw; I = Incomplete.

BSBA Bachelor of Science Business Administration Degree (Tuition fee - \$7900)

[*All courses offered click here](#)

UNIVERSITY OF SILVANER BSBA Program

Minimum to Graduate: Up to 90 hours of completed courses may transfer equivalent to those listed in US approved curriculum and complete degree program by matriculating with an additional 30 semester hours completed. Required credits for graduation is 120 unit credits.

Total Cost: For graduation completion - **\$7900** with the **maximum 60hours** of credit compulsory for graduation; For **30 hours of credit courses** remaining with the successful transfer of **90 hours of course credit** in the BSBA program, cost is **\$7900**.

Grading: Undergraduate student grades simple guidelines include student attendance online; accumulated quiz scores; participation in discussions in class forums; and cooperative research with other students. Mid-term exams and final exams must account for a minimal 60% of a student's semester grade. Minimum of 40% to a student's semester grade in accordance with University of Silvaner policy are his/her attendance, quizzes, and participation (includes written assignments).

Delivery: Terms - 8, 10 or 12 weeks per term including final exam week. Online Classes exclusively.

Grade Reports: Papers, lessons, quiz, and test results, leading up to mid-term and final are returned within seven days of submission by course instructors. Within one week of finals term grades are due from faculty and available to students in good standing. Student's school obligations must be settled.

	<u>COURSES</u>	<u>Credit HOURS</u>
1	General English (6 levels) Requirement depends on entry level proficiency	18
2	Business English 1	3
3	Business English 2	3
4	Human and Environment	3
5	Literature	3
6	Politics	3
*7	Professional Ethics	3
*8	Entrepreneurship 1 and 2	6
9	Principles of Management	3
10	Introduction to Communication	3

11	Basic Concepts of Information Technology	3
12	Thinking Skills & Problem Solving	3
13	Mathematics for Management	3
14	Principles of Microeconomics	3
15	Marketing Management 1	3
16	Financial Accounting	3
17	Marketing Management 2	3
18	Business Law	3
19	Company Law	3
20	Management Accounting	3
21	Principles of Corporate Communication	3
22	Financial Management 1	3
23	Financial Management 2	3
*24	Organizational Behavior	3
*25	Management Information System	3
26	Introduction to Statistics	3
27	Human Resource Management	3
*28	International Business	3
29	Research Methodology	3
*30	E-Commerce	3
*31	Principles of Macroeconomics	3
*32	Strategic Management	3
*33	Knowledge Management	3
*34	Corporate Governance	3
*35	Relationship Marketing	3
36	Marketing Research	3
*37	Human Resource Development	3
*38	International Finance	3

10 of the TOP UP COURSES WITH AN ASTERISK ARE MANDATORY TO BE TAKEN AT UNIVERSITY OF SILVANER FOR COMPLETION OF THE DEGREE PROGRAM. ALL COURSES WITH AN ASTERISK ARE TRANSFERABLE TO UNIVERSITY OF SILVANER UNDER TOP UP

Students are required to finish 18 hours of English based CREDIT Units. The Complete English courses content include:

1. General English 1-6: Intermediate Level - equivalent to TOEFL 500 **3Credits / course**

2. English 2 Advanced **3Credits**

All the English Courses are mandatory for the course. Exception depends on individual student proficiency demonstrated in the application procedure. Business English stresses the writing of effective business communications. Students study and learn how to write request, response, transmittal, letters to customers, and confirmation letters and memos; prospective customers, and suppliers; administrative and public relations communications; and human resources communications. Assignments are also given dealing with employment letters, business reports and résumés. Final courses of students to be taught at University of Silvaner will consist of articulate and communicate verbally in English among English speaking audiences up to and including PowerPoint demonstrations, the ability to debate, articulated statistics and the capability to express ideas in a rational and significant way.

Course description:

The degree program provides learners overview to the fundamental start, intermediate and advanced theories and principles of the English language and how to speak, write, communicate and converse at a high level in organizations where English is the principal means of communication.

Learning outcomes:

Courses numbered 4, 5, and 6 listed above in the areas of literature, Politics and Professional Ethics correspondingly are all compulsory courses in the basic program and individually accompanied by online review course additions taught by academic professors. The learner will travel through six levels or 18 units to complete status equivalent to being equipped to enter an English language based graduate school that requires 600 or better on the TOEFL scale. The combined courses are intended to take full advantage of the traditional importance and multicultural resemblances in each of the three disciplines.

Learners will be equipped with wisdom of understanding of both the differences and similarities of the ethnic contributions and backgrounds from notable and modern civilization influences from each state's influences. Cooperative understanding is the course's emphasis.

2. Entrepreneurship 1 and 2-**3 Credits / course****Course description:**

The program is a six-hour unit composite both for incoming students and for advanced students to satisfy their graduation obligation through University of Silvaner. The first part explains basic theories while the advanced section two class years later goes further than the preliminary Entrepreneurship course and imparts advanced entrepreneurship theories that apply in both a planned and market based financial structure. Entrepreneurship is pertinent in all ways of disciplines and this course shows how identifying entrepreneurs delivers as much improvement in a society as being an entrepreneur. The theories are the outcome of years of research made accessible to the students enhance their own entrepreneurial abilities and to comprehend in what way entrepreneurs play an essential part in the economic growth of a state as well as the societies in which they are involved. While the linguistic of Entrepreneurship has been designated by international business, learners will rapidly become cognizant that entrepreneurship is not limited to business-based organizations but factually all groups irrespective of their source.

Learning Results:

Upon accomplishment of these programs, students should be able to:

- a. Demonstrate and explain innovative theories.
- b. Distinguish between the theories applied in a market motivated and planned economic setting and how entrepreneurship expertise have supported each to thrive both together and independently.
- c. Create a strategy of action on how to encourage, implement and support entrepreneurship in any society.
- d. Demonstrate how to overcome the distinctive obstacles and partiality that may face entrepreneurial motivated individuals and groups in order to nurture successful results.

9. Principles of Management**3****Credits****Course description:**

This course stresses on the four key facets of management – organizing, planning, controlling and leading. Students will be familiarized to the basic theories in management, expertise and roles of managers at diverse levels in the group. Students will be uncovered to influences of management discerning by numerous management specialists in the subject of development concept of management. Students will also learn the inferences of external and internal environment motivation towards the society.

The course highlight are numerous facets of management such as organization design and tactic, motivation, communication in the organization, and decision-making. Modern issues in management such as international management, business morals and corporate social responsibility, human resource management, change management and creativity and novelty will also be conferred.

Learning Results:

Students should be able to do these upon accomplishment of this program:

- a. Define management from the facets of its meaning, purposes, as well as the abilities and roles of managers;
- b. Expound the development of management concept and the inferences of society environment concerning management;
- c. Confer the roles of management from the aspects of organizing, leading, controlling and planning;
- d. Confer and apply modern issues in management such as morals and corporate social responsibility, international management, novelty and creativity, and change management.

10. Introduction to Communication

Course description:

Introduction to Communication familiarizes learners to communication area as a discipline. Numerous basic theories in communication, roles in human relations and its progress history are the concentration of this program content. Course debates relate numerous communication frameworks, covering non verbal and verbal communication, the connection between people and communication, its inferences, mass communication, the scope of people and communication, and recent issues arising from the communication procedure. Learners are also provided with complete understanding on modifications in the communication setting resulting from communication technology changes.

Learning Results:

Learners should be able to do these at the end of this subject:

- a. Be accustomed with communication as an essential discipline and its significance in numerous life frameworks.
- b. Comprehend the scope of communication.
- c. Comprehend the inferences of information communication technology on communication. Classify issues concerning to the progress of communication area.

11. Information Technology

3

Credits

Course description:

The course helps learners to comprehend the theories and meaning of information technology and its setting. Learners will also go comprehensive on the issues and models of using information technology in day-to-day lives that has made important influences on the organizations, society, and individuals in USA. Student will find this course very motivating because it will answer various queries on the applications and theory of information technology, and on the issues associated to its environment as well.

Learning Results:

- a. Confer the significance of information age and information technology
- b. Recognize the usage of information technology in everyday lives which has affected the organization, individuals and society in various phases
- c. Elaborate and expound on the mechanisms of communication and information technology;
- d. Expound the part of organization in information technology, issues and opportunities

12. Thinking Skills & Problem Solving

Course description:

This course is intended to match the program objective by developing manageable decision-making and problem solving abilities among learners as part of approaches to build trained labor force.

Learning Results:

Learners should be able to do these by the end of this course:

- a. Define the procedures in problem solving and problem solving itself
- b. Expound psychology of problem solving and thinking, and the reasoning era.
- c. Expound the acceptability of explanations and cognitive process.
- d. Deliberate the progress of problem solving skills and a person's rational abilities.
- e. Study problem solving tools and approaches.
- f. Define the decision-making procedures and study the approaches in decision-making.

13. Mathematics for Management 3 Credits Course description:

Differentiation comes around through the guidelines of differentiation will be discussed in this section. This will cover numerous kinds of purposes such as constant roles, logarithms, rational and exponential functions.

Differentiations can be applied to various areas for example economics, business and any other fields that need problem solving concerning the minimum and maximum points. These points can be acquired by comprehending the behaviors of the static.

This section will confer the roles of total cost, total profit and total revenue in order to arrive at the minimum cost and maximum revenue and profit as well.

Multi-variable function will also be discussed in this section and integration as well. Multi-variable function denotes to a function that depend on more than one variable while this section explains on the first and second degree of partial differentiation. The minimum and maximum points can be identified by using the second degree of partial differentiation. The process of Lagrange multiplier will be used to answer the problems of arriving at maximum/minimum points with limitation.

This section will present integration as a reverse procedure of differentiation. The techniques that will be introduced are integration by substitution and integration technique used to calculate the area under the curve. The application of integration will be used to derive at the surpluses of the producers and consumers at the end of this chapter. Discussion will be made further on indefinite integrals, definite integrals and followed by integration on algebra, exponential and logarithm functions.

Learning Results:

Students should be able to do these upon completion of this course:

- a. Make use of matrices, real numbers, quadratic functions, linear functions, differentiation and integration, logarithm functions.
- b. Solve mathematical problems involving business management like break-even point and market equilibrium point. Make use of mathematical formula to arrive at present value, annuities, amortization of loans and compound interest.
- c. Solve mathematical problems for matrix algebra differentiation, and integration.

14. Principles of Microeconomics

3 Credits

Course description:

The course explains the theories of economics in general. Numerous economic terms and theories like choice, opportunity cost and scarcity will be presented in addition to debate on key issues and problems that economics try to address. Nearly all economic issues could be clarified by applying the demand and supply concept. It also serves the basis for market economy understanding.

Furthermore, it also aids a continuation of the demand and supply concepts. Demand and supply or price mechanism will define as to how goods, resources and services are disseminated. The relations between supply and demand are clarified with the elasticity concept. Fulfillment or utility as an intention of consumption, the basis for producer behavior and production theories are also discussed. It is also explained and introduced in this course the different market structures.

Learning Results:

Students should be able to do these upon the completion of this course:

- a. Expound on how companies and households make decision to take full advantage of its unlimited wants with limited assets;
- b. Confer economic concerns with more precision and efficient manner;
- c. Able to explain how elasticity and demand-supply's function in microeconomics;
- d. When making decisions, apply the utility maximization theory;
- e. Analyze and distinguish the characteristics of each different kinds of market functions and structure in the long run and short run in an economy; and also describe how a firm make decision by means of the production concepts such as isoquant and is cost to make the most of profits.

15. Marketing Management 13 Credits Course description:

The course includes the basics of strategic management which introduces the development and evolution of strategic management, the benefits and downsides of strategic management, the external factors contributing towards the changing business situation. It also considers the strategic analysis where students will be learning more about the external environmental factors, industry analysis and environmental scanning. Moreover, suitable methods and tools of analysis will be supplemented for the internal analysis. It also introduces implementation, strategic selection, criteria for strategy assessment, evaluation and control and outlines the elements of strategy evaluation, and strategy assessment procedure.

Learning Results:

Students should be able to do these upon finishing this course:

- a. Describe key theories, fundamentals and challenges encountered in managing marketing;
- b. Discuss and classify the necessity to familiarize marketing hard work in the new economy;
- c. Distinguish between satisfaction, customer value, and retention;
- d. Recognize main steps in the strategic marketing planning and create a marketing plan;
- e. Explain means to measure market demand and conduct a market environment analysis;
- f. Distinguish between organizational customers in their purchasing manners and the behaviors of individual;
- g. Analyze and identify competition in the market and create a competitive strategy; and
- h. Distinguish numerous stages of market division

16. Financial Accounting: 3 Credits Course description:

Course is divided into three units. The summary for each unit are the following:

Unit 1: Introduction to Financial Accounting

Unit 1 comprises of two topics. Topic 1 discusses the Accounting Environment. Topic 1 makes students familiarize in accounting fundamentals, users of accounting information, branches of accounting, relating the definition of accounting, professional accounting bodies in USA as well as the essential theories found in accounting. Accounting assumptions and the four main kinds of financial statements in financial reporting, namely Income Statement, Statement of Changes in Equity, Balance Sheet and Cash Flow Statement are also discussed.

Topic 2 confers the Recording Process. Recording Process revolves around the treatment of accounts and the rules of debit and credit for each kind of accounts (asset, liability and owner equity accounts). It will also include the normal balance for each type of accounts in the rule of credit and debit.

It tracks the phases taken in the recording process which consist of the journal entry, transfer of entries to ledger and consequently the preparation of balance sheet on the last section in this unit. A comprehensive sample of the whole procedure is included to provide better understanding.

Unit 2: Accounting Cycle

Unit 2 has two topics. Topic 3 deliberates the kinds of changes entry that affect the accounts in the balance sheet and income statement. After the adjustment entries had been transferred and recorded, an adjusted trial balance is prepared. Four types of financial statements will be discussed in detail and also the closing and reversal entries will be included in the topic.

Requirements to prepare financial report or annual report by registered business entities, main financial statements and accounting theories, statutory requirement on financial reporting, and notes to the accounts as well will be discussed in Topic 4.

Unit 3: Accounting for Trading Firm

3 Credits

Unit 3 consists of two topics. Accounting for trading covering preparation of journal entries and income statement are covered in Topic 5. Accounting for inventory using the perpetual and periodic inventory systems are given emphasis. It will also be focused on the preparation of income statement comprising multiple and single levels.

Financial statement analysis using the horizontal and vertical analysis and financial ratio analysis are presented in Topic 6. Efficiency, liquidity, profitability and debt management ratios are included in the discussion of Financial Ratio Analysis. Financial analyses play important role in decision-making.

Learning Results:

Students should be able to do these to be able to achieve the objectives mentioned above:

- A. Expound the accounting environment and fundamental theories of accounting.
- B. Record the transactions founded on the accounting equation and analyze accounting transactions.
- C. Transfer the journal entries to the ledger, prepare journal entries, and then prepare the trial balance.
- D. Four types of financial statement, reversing and closing entries must be prepared.
- E. Explain and identify the difference between trading business activities and services business activities and prepare two kinds of income statement for dealing business.
- F. Compute the efficiency, liquidity and profitability ratios and assess the performance of the Company based on the calculation.

17. Marketing management II 3 Credits Course description:

There are ten (10) chapters in this course:

Topic 1 Overall efforts taken by the marketer to place products in the market based on consumer choice and taste are discussed. Perceptual maps which are the main methods used in managing product placements in the market, will be discussed in-depth to explain the best method used by the marketer to place products in the market.

This chapter also discusses the first part related to product approach which is the product cycle management. Product life cycle theories and product life-cycle management procedures will be introduced. It focuses on the design approach suitable for each marketing condition encountered by the product.

Topic 2 Describes fresh product theories and effective new product growth procedures. New products can be classified into Three categories are to be classified for new products - modifications, innovations, and imitations. Categories of all three new products have to meet the terms with the new product development procedure and marketing approach design that are distinctive to the marketers.

Topic 3 Management of product from the parts of product mix management, specifically from the parts of product line conclusions are discussed. It also discusses in detail the brand management procedure, product labeling and packaging.

Topic 4 The concept of intangible products that is services is explained. The questions in this chapter are answered concerning why the marketer is required to market services in a different way as associated to marketing physical products. This is caused by the unique influences of services. It also explains in this chapter the method of creating services, service quality and gap reduction concepts in detail.

Topic 5 Pricing management procedures concerning of pricing goals and pricing methods are discussed. All the steps in the pricing management process from choosing the pricing objective to selecting the final price are explained. It focuses on how the marketer needs to manage pricing based on the 3C model - consumer value, cost considerations, and competitors' pricing. Techniques or pricing lists such as new product pricing, product mix pricing, standardized pricing and reactions to price changes are also discussed.

Topic 6 Channel management theories in terms of distribution channels and the creation of effective distribution channels are explained here. It also introduces channel conflict theories and vertical marketing systems. Marketers can select from two kinds of distribution channels - the direct channel or the indirect channel. Wholesalers and retailers are also discussed in this chapter. Using the physical distribution management, the distribution channel management process is explained. Inventory management, order management warehousing and transportation will be discussed in details to be able to understand the integrated logistics systems.

Learning Results:

Students should be able to do these upon completion of this course:

- A. Explain on how organization or company should plan their market setting and improve bases of positioning in the market place.
- B. Study each phase of Product Life Cycles and explain how marketers need to manage new product development comprising new product lines and brand for the business.
- C. Describe services marketing features and how service firm in comparison to product firm to develop their marketing approaches.
- D. Confer price basis factors and economic concepts that influence pricing approaches.
- E. Define forms and distribution channel management comprising distribution conflict and conflict management when marketer dealing with distribution channel members.
- F. Classify the marketing communication mix comprising sales promotion, advertising and public relation that can be utilized by the marketer to endorse their products and service.
- G. Discuss the significance of marketing control procedures in the context of marketing management.

18. Business Law 3 Credits Course description:

This course has three units:

Unit 1: Law of Contract

Unit 1 familiarizes the student to the USA law of contract. The laws governing the creation of a contract and the elements requisite for the formation of a valid and binding contract are explained here.

It will familiarize the student to all the significant issues involving the fundamental elements of a contract and difficulties arising from a contract missing in any of the elements in Topic 1.

The principles concerning void and voidable contracts will be clarified in Topic 2 and 3. Dissimilarities between these two types of contracts which have been affected by certain elements which could affect the validity of a contract shall be shown.

Unit 2: Types of Business Contracts

Other types of business contracts will be discussed in Unit 2. All business contracts such as hire purchase, sale of goods, negotiable instruments and insurance have specific legislation governing them.

Sale of goods will be discussed in Topic 4. It shall concentrate on the concept of transfer of ownership, terms applicable, rights of unpaid seller and remedies available in case of breach, performance of contract for sale of goods,.

Hire purchase will be explained in Topic 5. It discusses processes for the implied terms in such agreements, formation of hire-purchase agreements, liabilities of an owner and seller for misrepresentation, rights and liabilities of hirer as well as the procedures involved for recovery by owner.

Concepts involved in insurance law is explained in Topic 6. Principles of subrogation, the concept of insurable interests, material facts in the contract, basis of contract clause as well as conditions and exception clauses will be discussed in principles of insurance contract.

Negotiable instruments will be covered in Topic 7. It shall concentrate on the main points regarding concept of negotiability, acceptance, bills of exchange, endorsements and bill delivery. Students will be introduced with rules governing forms of checks, payments, provisions protecting paying and collecting banker, crossing and alteration of checks, and procedures for termination of bank's authority to make payments.

Learning Results:

Students should be able to do these upon the completion of this course:

- A. Explain on the important elements for a valid contract;
- B. Describe aspects that can cause a contract to be void, voidable and effects of such contract;
- C. Explain and discuss the legal principles relevant to the six kinds of contract;
- D. Classify, analyze and apply legal issues concerning the above stated legal principles by referring to cases that have been decided by Statutes and Courts.

19. Company Law

3 Credits

Course description:

It is divided into three (3) units. Company Law will cover overview to company law, corporate power and management of a company and corporate finance, membership, corporate structure and corporate collapse.

Students will be familiarized on company law in Unit 1. It involve discussion as to the types of business organization, the classification and the changing status of a company.

The effects of membership, directors and the duties of directors and meetings will be explained in Unit 2. Corporate finance, corporate structure and corporate collapse will be covered in Unit 3. It also let students dis c o v e r to the kinds of capital in a company and the legal features as well as consequences association with share capital.

Learning Results:

Students should be able to classify the significant principles in company law regarding formation, classification and types of companies and differentiate between company and other business organization to achieve the objectives above:

- A. Describe effects and procedures of incorporation and discuss company's constitutions that is memorandum of association and articles of association;
- B. Demonstrate membership idea in a company and describe the powers and duties of directors and other officers, members' rights and remedies; and corporate finance and corporate structure and explain numerous kinds of meetings in a company;
- C. Explain procedures and ways to dissolve a company;
- D. Apply, identify and examine legal issues concerning company law by referring to cases that have been decided by statutes and courts.

20. Management Accounting 3 Credits Course description:

The management accounting environment that focuses on information used in decision making is discussed in **Topic 1**. The role of management accounting and its comparison with financial accounting is also discussed in this chapter. The features and the importance of the management accounting information will be covered. Explanation on the concept of cost and its classification is indicated in this chapter.

The two traditional product systems which are absorption costing and marginal costing are discussed in **Topic 2**. The dissimilarities between these two costing methods from the aspects of product costing, inventory evaluation and income statement are explained in this chapter. Learner will also see how the adjustment of net income between the two costing methods is done. The chapter ends with a discussion on the advantages and disadvantages of marginal costing and absorption costing.

Job-order costing is discussed in **Topic 3**. The purpose and features of job-order costing is explained in this chapter. Learner will be exposed to the use of document flow in job-order costing. It also explains and discusses manufacturing cost flow in job-order costing.

In **Topic 4**, process costing is discussed. Students will be exposed to the differences between job-order costing and process costing. They will also learn about equivalent units in process costing. Preparation of the Production Report using the weighted average method and the first in first out method will be discussed in the later part of the section. It also clarifies the effects of the increase in non-uniform manufacturing i n p u t and the existence o f various production departments.

Cost-volume-profit (CVP) analysis is discussed in **Topic 5**. The importance of CVP analysis is also discussed in this chapter. It also covers on the assumptions made in CVP

analysis, approach to CVP analysis, methods of calculating the break-even point (BEP), and applications of CVP analysis. Student will also learn regarding the advantages and disadvantages of CVP analysis in matters concerning decision-making.

In this chapter, how the budget is used as a planning and operations control tool, and a performance measurement tool are explained in **Topic 6**. It defines and demonstrates the preparations of a budget in the first part of this unit. The preparation of the master budget that comprises of the operating budget and the financial budget for a manufacturing organization and a non-manufacturing organization is demonstrated. The preparation of the pro-forma financial statement is

shown as the final product of this process. It also covers on flexible budget and the mechanism of its preparation as well as its advantage as a performance evaluation tool.

Topic 7 discusses the importance and use of standard costing that represents a value level that becomes a benchmark for measuring actual achievement against standard achievement arrived at by the cost variance analysis method. Cost variance analysis is divided into three types, that is, direct material variance, direct variance and overhead variance. The final section of this unit discusses the uses and advantages of variance analysis.

Decision-making covers in **Topic 8**. Students will be exposed in this chapter to the role of the management accountant in the decision-making process. Making decisions is explained here that it is not an easy process. The manager has to consider each and every factor before making any decisions. Learners will also learn and study the information that is related in making decisions and the constraints encountered by an organization. A detailed explanation on the types of decision-making is given at the end of this chapter.

Learning Results:

Learners should be able to do these upon the completion of this course:

- a. Comprehend the importance of management accounting and environment;
- b. Explain the absorption costing systems, marginal costing and their importance;
- c. Organize accounting information from the beginning to the completion of the accounting cycle and understand the difference between job-order costing and process costing, and their uses;
- d. Make use of management accounting techniques or analyses to support the management in making decisions.

21. Principles of Corporate Communication 3 Credits Course description:

The concept of corporate communication; process and practice of strategic communication; and functions of corporate communication including corporate identity, factors affecting the development of corporate communication; image and reputation; media relations; corporate advertising; internal communication; government relations; and crisis communications are covered in this course. It also outlines emerging technology in corporate communication.

Learning Results:

Learners should be able to do these at the end of this course:

- A. Describe the concepts and principles of corporate communication and the term communication.
- B. Recognize the main roles of corporate communication department within the organization. Explain the special functions of corporate communication and its strategic business models.

22. Financial Management 13 Credits Course description:

- A. **Topic 1** presents the role of finance manager in companies, the topic of finance and the key objective of companies to maximize the shareholders' wealth. Furthermore, the kinds of business entities, agency issues or concerns and financial institutions will also be covered. It also explains the main financial market - the money market and capital market.
- B. **Topic 2** explains the usage of financial ratio analysis such as the profitability, liquidity ratio, leverage, asset management, and market value ratio. This chapter also discusses on the DuPont analysis and the overall financial analysis.
- C. **Topic 3** the learners are exposed to the basic theory for time value of money - the concept of future value and present value. Student will learn the application and formula for the time value of money for single cash flow and net cash flow, perpetuity, annuity and derivation cash flow.

It covers discounting and compounding methods that occurs more than once a year and compounding and discounting that occurs constantly.

- D. **Topic 4** Explains on the valuation of ordinary shares and valuation of bonds. This will cover the ratings of bonds, kinds of bonds, characteristics of bonds, valuation of bonds, yield upon maturity and the relationship between the value and yield upon maturity. It will also concentrate on characteristics of dividend valuation models in ordinary shares, ordinary shares, and characteristics of preference shares and valuation of preferences shares.
- E. **Topic 5** Introduces the students to the relationship between the risk and return from the financial concepts perspective. The discussion will cover of the definition of risk and return from the investors' perspective, the usage of statistics in ascertaining the level of risk and return and the measurement of risk and return. The basic principles of systematic and unsystematic risks and the CAPM Model (model that explains the relationship between risk and return) are also covered here.
- F. **Topic 6** Explains the four techniques of capital budgeting - the profitability index, payback period, net present value, and internal rate of return.
- G. **Topic 7** discusses how the cash flow for capital budget is estimated and applied in decision making for long-term investments. It also explains the calculation of initial outlay, operating cash flow and terminal cash flow.
- H. **Topic 8** covers the cost of capital. It discusses on the definition for cost of long-term debt, cost of capital, and cost of ordinary shares, cost of preference shares and weighted average cost of capital.
- I. **Topic 9** Explains the cash budget, financial planning, and pro-forma income statement.
- J. **Topic 10** discusses the working capital management, account receivables, management of marketable securities, and inventory.

Learning Results:

Students should be able to do these upon the completion of this course:

- A. Calculate a complete set of financial ratios and use them to assess the financial performance of a company.
- B. Compare the numerous legal forms of business organization.
- C. Discuss annuity in time value of money and the mechanics of compounding.
- D. Classify the characteristics of bonds, ordinary shares and preference shares and explain the factors that govern the value of bonds and shares as well as estimating the value of bonds and shares.
- E. To measure the risk and return of an investment and explain how varying investments affects the riskiness and expected rate of return of a portfolio or combination of assets.
- F. Apply the capital budgeting techniques such as the net present value, payback method, the profitability index and the internal rate of return in determining profitable projects and assessing new investment opportunities.
- G. Discuss the theories governing a firm's cost of capital and the purpose of weighted average cost of capital calculation.
- H. Discuss the factors of net working capital and define the basic sources of short-term financing and discuss the reasons for both carrying inventory and how inventory management decisions are made.

23. Financial Management II 3 Credits Course description:

This course comprises of six topics.

Topic 1 covers a detailed discussion of financing needs and sources of financing available to finance short-term financing needs mainly those which arise from a company's daily operations namely accounts receivable and inventory. It also explains how spontaneous

sources of financing such as accounts payable, accruals and bank loans can be used to accumulate a firm's current assets to finance seasonal and cyclical fluctuations in current assets.

Topic 2 covers discussion on intermediate and long-term financing needs which results from longer term capital investment that mature in more than one year. This topic also looks at term loans and their repayment methods used by lenders, mortgage loans and bond financing.

Topic 3 It gives a comprehensive discussion of firm's capital structure. It encompasses firm's leverage that can be further divided into financial leverage, operating leverage and total leverage. Numerous concepts clarifying the company's capital structure and their effect on the firm's value. It also exhibits the factors of capital structure and weighted average cost of capital.

Topic 4 discusses on dividend policy by looking at the kinds and impact of dividend policy on a firm's value.

Topic 5 comprises the significance of leasing as an alternative financing to companies. It comprises the leasing analysis as part of investment decision.

Topic 6 it covers a complete discussion of needs and sources of hybrid securities accessible to finance long-term financing needs that arise from firm's expansion. It also provides discussion on substitute hybrid financing particularly preferred stock, convertibles and warrants.

Learning Results:

Students should be able to do these upon the completion of this course:

- A. Distinguish the different sources of financing for short-term, intermediate-term and long-term financing.
- B. Compute the financing cost for each kind of financing.
- C. Define the numerous capital structure concepts and explain the impact of a company's leverage.
- D. Distinguish the different types of dividend policy and explain the impact of dividend policy on a company's value.
- E. Distinguish between sales-and-leaseback, operating lease and capital lease, direct leasing, and analyze leasing financing in the lessor's and the lessee's perspective.
- F. Compute the conversion price, conversion ratio, and conversion value for convertible securities;
- G. Discuss the reasons for mergers and acquisitions and analyze the merger valuation.

24. Organizational Behavior

3 Credits

Course description:

The introductory topic to organizational behavior, centers on the disciplines that contribute to the study of organizational behavior and how the three (3) elements mentioned affect employees' behavior and attitudes is discussed in **Topic 1**.

The Individual element is discussed in detailed in **Topic 2**. Dissimilarities between individuals such as their biographical traits are connected to their respective work attendance, staff turnover, job satisfaction, and commitment to the job and ultimately employees' productivity are discussed.

In **Topic 3**, important aspects of the individual such as personality, values and attitude are discussed. Discussions are aimed to clarify how individual personality, values and attitude influence employees' actions and behavior at the work place. Managers and would-be managers should be aware of this to effectively manage an organization.

Topic 4 discusses concepts of motivation and their application in the workplace

It explains about stress in **Topic 5**. A manager should be aware of factors that contribute to stress at the work place and how to effectively manage them. Stress related to the workplace has been identified as a major cause of health related problems and accidents.

Topic 6 covers group and team behaviors.

Differences between groups and teams and identification of types of teams and ways of forming effective teams is explained in **Topic 7**. There is bound to be interaction whenever our activities involve others.

The need for the kind of leadership that can positively influence the performance of an organization is explained in **Topic 8**. A leader is also accountable for the individual and group as well as the overall success of an organization.

It elaborates the role of communication in creating a superior work environment for the group in **Topic 9**. Student will also learn how to enhance our communication skills since effective communication skills are vital to maintain good employee relationship in an organization.

Topic 10 focuses on decision making with discussion on the process of decision-making and how decision-making is influenced by perceptions.

Organizational structure is discussed in **Topic 11**. Elements that shape the structure of an organization, forms of structure and factors that influence the organizational structure are also discussed.

Employees' characteristics model and factors that need to be considered when designing work is covered in **Topic 12** that discusses on the organizational designs.

Organizational culture and details the role of culture in achieving an organization's goals is covered in **Topic 13**.

Topic 14 that deals with changes and the need for changes in an organization, looks at strategies that can be employed by organizations in causing necessary changes.

Learning Results:

Students should be able to do these upon the completion of this course:

- 1) Distinguish and discuss between three elements: the individual, group, and organizational structure in organization behavior
- 2) Study numerous concepts of organizational behavior and apply the theories in order to enhance the effectiveness of organizations
- 3) Explain individual behaviors from the viewpoint of personalities, perception, value, attitudes, job satisfaction, motivation and work stress;
- 4) Distinguish between groups and teams in organizations;
- 5) Study the organizational behaviors from the viewpoint of organizational structure, job design, culture, changes; and
- 6) Explain modern issues in the field of organizational behavior such as leadership, communication, decision-making, power, politics and conflicts.
- 7) How behavior commands the power control center of an organization.

25. Management Information Systems 3 Credits Course description:

This course provides students with a strong foundation in analyzing a wide variety of management information systems. This course guides students systematically in acquiring the analytical and design skills required in grasping fundamental concepts of management information systems.

Learning Results:

Learners will be able to do these by the end of the subject:

Describe the role of manager

Define how information system can help manager to execute their tasks
Discuss implementation of IT in business organizations

Identify several kinds of information systems

Explain social and moral issues relevant to information systems

26. Introduction to Statistics 3 Credits Course description:

This course is offered to learners of the University of Silvaner. It is a basis level of statistics and the content is of STPM or matriculation level mathematics.

Learning Results:

Learners should be able to do these upon completion of the course:

1. Differentiate the quantitative and qualitative data
2. Creating the tabular and pictorial presentation of the data
3. Define data distribution using measure of central tendency and measure of dispersion.
4. Determine the random variables and probability of events.
5. Calculate the probability of discrete and continuous random variables.
6. Determine the probability of binomial and normal distributions.

27. Human Resource Management

3 Credits

Course description:

This course prepares the student with knowledge on the human resource management field with close highlight on the American scene. Students will learn the major functions of human resource management such as staffing, human resource development, safety and health, work relations, as well as compensation and benefits. The course also presents the students to the legal environment related to human resource management such as the employment act, etc.

Learning Results:

Students should be able to do these upon the completion of this course:

- Discuss basic terminologies in the human resource management field
- Create a job analysis and job design for employees at various levels
- Define the significance of planning for an organization's human resource
- Explain key processes in managing an organization's human resource management such as recruitment, selection performance evaluation, compensation administration, incentives and benefits, employee rights and discipline, employee relations and safety and health; and
- Describe and identify the various acts stipulated under human resource management in USA.

28. International Business

3 Credits

Course description:

This course consists of three (3) units. The outline for each unit is as follows:

Unit 1: Introduction and International Business

Environment This unit is divided into four chapters:

Topic 1 is a primer that gives a summary of what is meant by international business, why study international business, activities in international business and types of multinational firms. This chapter will then discuss in short, the evolution of international business, from the early era of international business up to the current development. Two matters will be discussed at the final chapter: 1.) the factors that contribute to the development of international business and the external influences in international business and 2.) the famous terminologies used in international business.

The ways on how to categorize the economics of countries according to areas, or income and classifying their economic system into market economics, direction economics or mixed economics will be discussed in **Topic 2**. The focal issues of macroeconomics that affects the business strategy generally and U.S. economic crisis specifically will also be discussed. The problems that arise in the economic growth such as inflation, surplus and deficit, and internal debts are also discussed. The processes in the economic system transition that exist among the economic system of the countries that practices democratic system that bases on socialism.

Privatization policy is seen as an important policy in their economic recovery among the developing countries.

The political system and law faced by managers of international firms and the factors that need to be considered in implementing its operation in foreign countries will be discussed in **Topic 3**.

Topic 4 will be uncovering the significance of the free flow of trading, services, investment, and capital in the world's economy. The obstacles towards trading and investment are decreasing, the biggest advancement can be seen in the effort to form the regional economic integration.

Unit 2: International Commerce and Investment

Topic 5 covers how free trade can be an advantage to the trading countries. Free trade means there is no intervention from the government that influences free trade flow. Government, through the use of tariff, quota, subsidy and other trading instruments, will intervene with the free trade flow, and decrease the smoothness of world trade.

It will discuss the trade theories that have been developed since the nineteenth century until the emergence of theories at the end of twentieth century in the bigger part of the chapter. It will also discuss Mercantilism theory, absolute advantage theory, comparative advantage theory, Heckscher-Ohlin theory and other investment theories. The challenges towards international trade and investment theory in the future and its implication towards the direction of trade flow will also be touched in this chapter.

Foreign direct investment that is practiced by multinational firms will be discussed in **Topic 6**. Discussion is based on foreign direct investment and trade pattern that occurred in the early 1980's until the end of twentieth century at the early part of the chapter. Discussion is more on the types of foreign direct investment, which are horizontal foreign direct investment and vertical foreign direct investment at the end of the chapter. There are certain grounds on why multinational firms embark on foreign direct investment, either horizontally or vertically.

Topic 7 is interrelated to the method and definition of foreign exchange. It will explain how foreign exchange market operates, including explanation on the differences between spot rates and forward rates. It will also discuss the factors that can influence exchange rate. This includes the use of foreign exchange market and the implication on international business. For instance, it is very critical for an international business firm to understand the influence of exchange rate on the trade profit and investment. Any sudden changes on the exchange rate can cause a big loss to the firm, even though it is profitable at the beginning.

Topic 8 is interrelated to the international finance system. This chapter mirrors on the evolution of international finance system that starts off with gold standard and followed by Bretton Woods system. The roles of IMF and World Bank that comes from the Bretton-Woods agreement will also be explained. The functions and roles of International Finance System will be given emphasis, including how IMF assists many countries to solve their debts.

The one size fits all policy of IMF on countries which face economic crisis around 1997-1998 will be analyzed in order to assess the suitability and effects of the system on the countries involved.

Unit 3: Market Entry Strategy and Managing International Business

This unit comprises of five chapters. **Topic 9** is connected to the choice of substitutes when investing overseas. How a company distributes their limited resources among the countries that they will start their operation on will be discussed in this chapter. Different consideration is

emphasized but is closely linked in selecting the proper location for production and selling. Discussion on the importance of outlining an active strategy to compare between various suitable alternatives is covered in **Topic 9**.

This chapter will also present the methods in analyzing the level of foreign business market. It will discuss the two techniques that are often used, grid and matrix. Moreover, it will also explain the causes to be taken into account in decision-making, either for focusing on the company operation resources or the number of location that is small or a bigger market location. Strategies that will be discussed are re-investment or defrost, and variability or focus. Then learners will analyze the factors influencing the suitability of the use of numerous approaches or concentrate in international market.

The important characteristics of export activities will be explained in **Topic 10**. It will discuss the factors of how a company implements export activities at the beginning of chapter. Then learners will be explained on the stages in implementing export activities. Probable problems in the export activities that could bring great losses to a firm will also be discussed. An explanation will be given on the establishment of the best strategy provided in order to solve such problems. Import activities will be discussed briefly. Learners will be explained on essential documents normally used in international business. It can select to use the service of third party medium if a firm does not get involved in export activities. It also discusses the countertrade method as the solution to the financing problems in international trade. Numerous kinds of counter trade will be discussed.

Topic 10 will also discuss the reasons influencing the choice of operation method in international market. International environment is indeed complex. A product will be designed in a country, put together using material from other countries and then will be sold to world market. Such situation is a big challenge on the firms and influences all their marketing activities.

Each change can influence the development of a business and when a global competition occurs, the number of operating company in the local market will significantly decrease. The challenge encountered by the management is to form more competitive strategies in international market.

The challenges in controlling foreign operation is covered in **Topic 11**. Multinational companies have numerous procedures and approaches on how to implement their control strategies even though most of the problems faced are the same. The meaning of control concept is not only about power to direct company policy but it involves the process of implementation planning, evaluation and performance rectification to ensure the company objectives are achieved. Learners will also learn the several factors which cause control at international level becomes harder compared to local.

It will discuss the marketing environment of a company that consists of various factors and power out of the scope of marketing in the early part of **Topic 12**. It influences the ability of the marketing manager to develop and maintain the success of establishing a good relationship with their clients. Marketing environment offers several opportunities as well as threats. Firms that realize the importance of analyzing and adjusting to continuous environmental changes will definitely become successful.

A firm's marketer has the obligation to identify any important changes in the environment, determine threats and look for opportunities. A marketer has a special ability even though each manager of an organization can observe external environment. They can use the marketing analysis in order to acquire information regarding marketing environment in a more systematic way.

Marketer can explore the product policy, price, promotion, and distribution channels especially when the company wants to market its product in foreign market. Firms can review and update their marketing strategies to face the new challenges and opportunities in foreign market through such exploration.

Global human resource management refers to the policy and practices related to workers management in the organizations that are universally orientated. There are various aspects that are unique in the international organizations even though international human resource management comprises similar functions as domestic management. The core purpose of this part is to explain the characteristics of international human resource management and provide an effective framework about the country and its culture as well as the differences in global atmosphere.

Topic 13 is the last chapter of this unit and module. The importance of international human resource management is discussed. Recently, the business environment has changed a lot. The most obvious change can be seen when most businesses are moving towards international market. Local business firms have ventured into international market through various foreign investment strategies, such as importing and exporting, licensing, collaborating, affiliating or taking over foreign companies. Such phenomenon has directly influenced the organization management functions including human resource management functions.

Global human resource management refers to the policy and practices related to workers management in the organizations that are internationally orientated. There are several aspects that are unique in the international organizations even though international human resource management consist of similar functions as domestic management. The main purpose of this part is to explain the characteristics of international human resource management and provide an effective framework about the country and its culture as well as the differences in global atmosphere.

Learning Results:

Students should be able to do these to achieve the objectives above:

1. Differentiate the significance of international business, and the effect of culture as well as the environment that influences international business.
2. Discuss regarding concepts of international business and government intervention towards international business.
3. Explain the effect of economic integration, foreign direct investment and money exchange rate which affect international business.
4. Assess effect of multinational companies, choice of countries in venturing into international business.
5. Select a more effective approaches in exporting and importing as well as understanding the ethical dilemmas which influence international business and.
6. Discuss the functions of taxation and accounting in international business.

29. Research Methodology 3 Credits Course description:

There are 10 topics in this course. It discusses the scientific thinking in research, research process in problem solving and the need for formulating a good hypothesis, the importance of literature review, sampling design, measurement and scales, survey method and secondary data. The course also discusses experimental design research designs, qualitative research methods, data analysis, proposal writing and ethics in research.

Learning Results:

Students should be able to do these to achieve the

objectives:

- A. Recognize the kinds of problems that need to be highlighted in research;
- B. Describe the stages of the research process;
- C. Explain the importance of a good literature review;
- D. Discuss the concept and reasons for sampling;
- E. Evaluate the criteria of a good sample;
- F. Define conceptualization and operationalization
- G. Assess the advantages and disadvantages of the different survey methods;
- H. Differentiate the ways in which good research designs differ from weak research designs;
 - Describe the types of qualitative research methods;
 - Explain the process of data editing and coding and
 - Describe the common weaknesses in a research proposal.

30. E-Commerce 3 Credits Course description:

The course delivers a better comprehension of the evolving Internet technologies and e-commerce models, explores the business implications of these fascinating developments. It explores the technologies, business and implications of emergence of electronic commerce in the cyberspace.

Learning Results:

Students should be able to do these to achieve the objectives above:

- 1. Describe the origin and growth of E-commerce and describe the eight key elements of a business models.
- 2. Define the applications of Internet and the worldwide web.
- 3. Develop an e-commerce web site and explain E-commerce payment systems.
- 4. Describe Internet marketing technologies.
- 5. Describe legal, ethical and societal impact of e-commerce.

31. Principles of Macroeconomics 3 Credits Course description:

This course presents the field of economics from its macro aspect from the Classical and Keynesian view where the fundamental concept of aggregate demand and aggregate supply is applied. It also introduces one of the important concepts in macroeconomics, which are national production and the determinants of national income equilibrium in a two-sector, three-sector and four-sector economy.

The concept and theories on money and banking is also introduced to the learners. This course describes two main policies namely - fiscal policy and monetary policy as well. Besides that, the theories of unemployment and inflation in a country are explained. International trade and international finance is introduced with its essential theories.

Learning Results:

Students should be able to do these upon the completion of this course:

Study the ever changing of the current economic conditions in a country together with the policies taken by the government.

Explain the reasons stabilization policies are designed in a country.

Apply the functions of financial and banking systems in the monetary policies taken by the Central Bank to stabilize the economy.

Identify the factors determining the country's income and the aggregate demand and aggregate supply theories.

Discuss the reasons for international trade to takes place in a country; and

Recognize factors in determining the foreign currency exchange rate in the Foreign Exchange Rate Market

32. Strategic Management 3 Credits Course description:

This course discusses the basics of strategic management, which presents the evolution and development of strategic management, the external factors contributing towards the changing business scenario, the benefits and pitfalls of strategic management. It also discusses the strategic analysis where learners will be exposed to the external environmental factors, environmental scanning and industry analysis. Furthermore, appropriate tools and methods of analysis will be complemented for the internal analysis. It also introduces strategic selection, implementation, evaluation and control and outlines the elements of strategy evaluation, criteria for strategy evaluation, and strategy evaluation process

Learning Results:

Students should be able to do these upon the completion of this course:

- Explain main theories, components and processes in strategic management model;
- Improve organizational vision, mission, goals and objectives for an organization;
- Apply the strategic analysis to formulate strategic alternatives for the organization; and to
- Show how strategic alternatives are selected, implemented, evaluated and controlled to meet the organizational goals

33. Knowledge Management 3 Credits Course description:

This course explains the vital principles of knowledge management. It demonstrates how KM and CRM technologies work, and how they influence the IT infrastructure. It also displays the path to use team-building and goal-setting exercises to create excellent KM/CRM projects and how to align e-business strategy and technology choices.

Learning Results:

Learners will be able to complete the following key tasks upon completion of this course:

- Understand and interpret the theory of knowledge management in terms of current business practices and technologies.
- Understand knowledge processes within an organization in terms of organizational performance and development. This will involve the study of organizational characteristics, structure, culture, communication, innovation and technology.
- Recognize approaches that organizations may take to make a significant contribution to an organization's knowledge processes, and explain the issues involved. This will require appreciation of the range of tools and techniques that may be applied to enhance the management of knowledge, including the capturing, mapping and structuring of knowledge.
- Drive their own knowledge intensive organization and make intellectual capital decisions and allocations via computerized simulation.
- Know the underlying impact of macro-economic industry and organizational effects issues on human capital metrics.
- Work with others in analyzing practical situations and preparing and presenting Recommendations for enhancement of knowledge management.

Course covers the history and development of corporate governance, the roles of various stakeholders and shareholders, institutional investors and duties, responsibilities and governance requirements by the board of directors of a company. It also discusses disclosure requirements as part of good corporate governance and corporate social responsibility.

Learning Results:

Learners should be able to do these at the end of the study:

1. Explain and understand the formal processes of governance.
2. Assess the principal theories supporting corporate governance.
3. Comprehend the importance of the behavioral, organizational, political and social aspects of governance.
4. Critically assess the practical impact of existing and proposed schemes of corporate governance.
5. Discuss the interdependencies between internal and external institutions of corporate governance with reference to the financial aspects of corporate governance

35. Relationship Marketing 3 Credits Course description:

Initial chapters of course discuss the vital shift in the philosophy of an organization where long-term orientation is substituting the short-term perspective of transactional marketing. As a result, an important change in the focus and values of the organization needs to occur.

The course also focuses on the practical usage of relationship marketing theory where a number of chapters illustrate the methods which philosophy of relationship marketing can be brought to action in organisation. These chapters draw on familiar frameworks of planning and implementation, adapting them to address the implementation of relationship marketing. While the main focus of the content is on the consumer markets, certain chapters are also designed to address the management of relationship with other stakeholders.

The remaining chapters of the course look at research and practice in specific organisational contexts, illustrating how the principles of relationship marketing may be adapted and applied in different situations. In particular, contemporary approaches in business to customer and business-to-business markets are compared and contrasted.

Learning Results:

Students should be able to do these at the end of the course:

1. Explain characteristics and drivers of relationship marketing;
2. Define how to plan and assess relationship marketing programmes using appropriate approaches;
3. Explain the implementation of relationship marketing programmes by taking into consideration elements of strategy, structure, systems, shared values, skill, style and staff;
4. Demonstrate suitable approaches and measures to control and monitoring relationship management;
5. Elaborate ethical considerations need used by marketers in relationship management; and
6. Discuss the theory of key account management and customer relationship management and their relevance to relationship marketing.

36. Marketing Research 3 Credits Course description:

This course includes the initial phases of marketing research, gathering data, and data analyzing and reporting

For this subject, discussion is divided into 3 units:

Unit 1 describes the initial phases of marketing research considered critical in determining the next phases of marketing research.

Unit 2 discussed the process of gathering data in marketing research and consists of 6 chapters. It will discuss descriptive research design.

Unit 3 gives an explanation of the kinds of data analysis available to the researcher in order to gather insights of the data.

Learning outcomes:

Students should be able to do these to achieve the objectives above:

1. Do marketing research by following all the proper steps and procedures (the marketing research problem, research design, various types of research, design questionnaires and issues pertaining to sampling).
2. Transform and visualize the concept into their own marketing research project (conduct field work, analyze data and to prepare report and presentation)

37. Human Resource Development 3 Credits Course description:

This course is presented with the objective to enable students to learn the basic functions and roles of human resource development in an organization. Training and development, performance appraisal and management, and career development are the three key topics discussed in this course. The strategies, methods and techniques, the process related to the three topics are also studied. Students will be able to apply the knowledge acquired to help the organization strengthen its human resource development programs by taking this course.

Learning outcomes:

Students should be able to do these to achieve the objectives above:

1. Understand the models, concepts, and roles of training and development in organizations;
2. Recognize and describe Nadler's adult learning principles;
3. Differentiate the main four phases in training;
4. Explain the importance and the process of training needs analysis;
5. Design an effective training program;
6. Demonstrate the various methods and techniques in implementing training programs and performance appraisal; and
7. Explain the importance and issues of career planning, career development and career management for employees.

38. International Finance 3 Credits Course description:

Topic 1 concentrates on the Balance of Payment Statement and all pertinent underlying accounting principle. It also defines numerous sub-accounts: current account, capital account and Official Settlement Balance. The examples of cross border activities and how they affect the balance of payment are given. In addition, various surplus and deficit concepts are elaborated. The chapter concludes with discussion on the flow of asset and the current account.

Topic 2 concentrates on the foreign exchange market which in the most important market in international economic activities. It begins with the definition of exchange rate and the role of foreign exchange market. Differentiation between the spot and forward market is given. Furthermore, elaboration on several exchange rate concepts such as real and nominal are also included. It also explains the location and triangular arbitrage activities. This chapter concludes with the exchange rate determination.

Topic 3 explains a chronological historical narrative of selected features of exchange rate regimes since the Gold standard system. It starts a complete discussion on the gold standard system and followed by the Bretton Woods and Smithsonian agreements. This chapter also explains some of current exchange rate arrangement such as managed floating, free-floating,

crawling peg, dollarization and so forth. The chapter ends up with discussion about currency board arrangement.

Topic 4 provides a detailed coverage on the international parity conditions. It starts with the simplest and earliest model of exchange rate determination known as purchasing power parity (PPP). It also differentiates between absolute and relative PPP. Burger-nomics and the Big Mac Index are used for the explanation of the PPP theory. In addition, explanations on two other important parities, namely covered and uncovered parity condition, are also included.

Topic 5 summarizes the current state of international financial market. It explains both money and capital markets. Some significant issues such the predominance of US dollar in international economic activities are also explained.

The chapter concludes with discussion on the emergence of European Monetary Union as a possible treat to the US dollar supremacy.

Topic 6 summarizes the aspects of international or cross-border capital.

Learning Results:

Students should be able to do these to achieve the objectives above:

1. Studies the balance of payments by analyzing each account and key components within the balance of payments.
2. Explain how foreign exchange theories and markets operate in measuring and managing foreign exchange risks.
3. Describe how foreign exchange rates are quoted, cross rates are determined and international arbitrage occurs.
4. Study international parity conditions that are the underlying determinants of foreign exchange rates.
5. Explain the different types of foreign exchange exposure and analyze the task of measuring and managing currency exposures.
6. Apply the capital budgeting techniques in investment analysis for international projects and new investment opportunities.
7. Explain the foreign currency derivatives and describe the dissimilarities between foreign currency futures and forward contracts as well as foreign currency put and call options together with an analysis of how options are priced and valued.

39. Thesis (6 units): Contributing to Global Excellence in Business and Society. 6 Credits

University of Silvaner Master Degrees (Tuition fee - \$11,200)

MBA - Master of Business Administration

MS ISM - Master of Information Science Management

MS VRS - Master of Virtual Reality

[*All courses offered click here](#)

MASTEROFBUSINESSADMINISTRATION – Online Program

Program Cost: \$11,200

\$ 600 per 3 hour course added for Specialization study.

(Not required for basic MBA).

Credits Hours Required: 36 Credit Hours

Enrollment: Open monthly for new classes for upcoming Semesters.

Class Terms: Bi-mester (8 week terms)

Program Restrictions:

It is a non-regular program intended solely for the adult students. Applicants under 25 will not be admitted to the program; no exemptions. To be qualified for admission to the program, students whose native language is not English must show at least a minimum TOEFL 6 proficiency in the English Language.

Program Duration

Minimum duration of Graduate Program – 12 Months

Duration of Each Bi-Mester: 8 weeks.

Course Evaluations

Percentage of Total Grade

Mid-Term Exam grade	20%
Assignments, papers, participation	20%
End of Term Exam grade (FINAL)	40%
Final Project Demonstrating Excellence or Thesis	20%

+ Mid-term exam will conduct at mid-point of each semester

+ Final exams will be administered at end of each semester.

+ Faculty is final authority on all due dates and assignment of projects to individual student.

+ Students must maintain a B Average (3 point average on a 4 point scale to graduate.

Grade Reports: Papers, lessons, quiz, and test results, leading up to mid-term and final are returned within seven days of submission by course professors. Within one week of finals term grades are due from faculty and available to students in good standing. Students' school obligations must be settled.

FOCUS

University of Silvaner Master of Business Administration is a non-traditional e-learning setting over course periods that run for 8 consecutive weeks including mid-term exam and finals. Prospective students may enroll at any convenient time but must register by the first of each month that precedes the start of a new bi-mester. University of Silvaner requires all students enrolled in the MBA program to take a one-hour no credit course in how to work and study. The purpose is that the students guarantee that they understand the online learning process and that University of Silvaner is prepared for the online teaching. MBA program is offered each month as a non-credit course.

Results:

University of Silvaner expects their students after they finish their academic course to be:

Be able to know advanced leadership management of Organizations in the areas of Finance, Controlling, Human Resources and Staffing, Marketing, Communications, Technology Management and Organization Leadership.

To know the organization management principles.

Have the Knowledge management principles.

Be able to know Human-Resource management and effectiveness.

Know how to manage organization intelligence and decision-making processes, organizational communication, team building, collaboration, and marketing

Be able to Familiarize with the design principles for an organization's Internet Technology and Social networking infrastructure and management.

Be able to understand the implications of an organization's changing attitude and character both within and externally among competitors and partner organizations.

The MBA program strives to train and develop the skills of our future professionals in the field of business industry. It helps strengthen the ground in the area of entrepreneurship and helps you get an insight into the skills and acumen necessary for competent handling of business. It gives productive environment for stakeholders as well as the members of the community.

Mold professionals to be mature leaders

Be familiar with and capable of understanding the robust creation a healthy work environment. To develop their communication and interpersonal skills.

To prepare the students to be a competitive leader in the future.

To maintain and continue to participate in a professional code of ethics.

Be able to solve and enhance their analytical thinking and decision making skills.

Improve on an understanding of the technical skills to run a successful organization

Limitations

University of Silvaner educators has five days from the conclusion of the course they teach to complete and turn in graduate student grades. Full time Students are limited to taking a minimum of two courses per bi-mester in the online program and three in the traditional ground program on campus. All grad students may petition the university to exceed these maximums by demonstrating a high degree of academic performance in previous graduate study either in the ground based program or the online program.

Full time student of MBA program load of two courses per semester successfully completed will take a little over a year to complete. If the student is granted waiver to add an additional course during the semester period beyond the first four courses, it will take less than a year. It will take approximately 1.5 to 2 plus years to complete their program for part time students taking one course per semester. Students enrolled in Master's degree have up to five (5) years to complete their program degree requirements.

Course of Instruction

The nine core courses below are REQUIRED. Ethics education follows the model that includes ethics education case studies into each course being taught. An addition three courses in the specialty areas must be taken to meet the contact hour's requirements for the degree (36 Credits) and to provide the emphasis such as the Management/Leadership emphasis noted below. The list of five electives follows the Core Curriculum.

MBA REQUIRED COURSES

IMSM 500, Navigation and Understanding Online LMS/CMS

0 Credits

A two week total immersion course designed to familiarize first time online graduate learners with the differences and nuances to successfully completing online assignments and the various tools that are available to the online student. L e a r n e r s familiar with online course management and learning are exempt.

ACCT 505. Financial Accounting

3 Credits

This course is an overview to International Commerce. Highlight is on uses of information contained in financial statements utilizing projects and case studies.

COMM510. International Commerce for Control / Decision Making

3 Credits

Prerequisite: ACCT505 or a course in Principles of Accounting. This is a review of basic financial accounting and financial statements of an organization. This is a study of the use of accounting for the planning and control of a firm, application of accounting techniques for budgeting, pricing, and decision - making.

BUAD 505. Management in a Changing World

3 Credits

This course provides a summary of the important issues underlying a post-industrial society, such as the changing concepts of technology and knowledge. The impact of technological and workforce changes on society, on organizations, and on the role of the manager are explored in depth. The very nature of organizations in a changing environment is symbolic of the evolution of management thought and its relevance for modern managers. Organizational theory, structure, and design are emphasized. The relationships between individuals and organizations, the social responsibility of organizations and ethical issues for managers, workforce diversity, and the challenges of managing in today's complex organizational environment are studied.

BUAD 520. Financial Management**3 Credits**

Prerequisite: A course in Principles of Finance regarding understanding and analyzing information for decision-making. The following are discussed: financial environment, financial statement analysis, operating, cash and capital budgeting, working capital management, interest mathematics, and cost of capital.

BUAD 530. Organizational Behavior**3 Credits**

Motivation, group dynamics, leadership, decision-making, interpersonal relations, change. Designing and implementing the organizational structure: corporate divisions, departments, support groups. Organizing work: positions, specifications, performance standards and review, reward systems, program and project management.

BUAD 540. Marketing Management**3 Credits**

The, product development, marketing process, pricing, packaging, promotional strategy, development of channels of distribution integrated into a program for profit and nonprofit organizations that contains a research component.

BUAD 555. Leadership and Change**3 Credits**

The study inspects concept and leadership practices in various types of organizations. Specific emphasis is placed on the strategic role of leaders in leading organizational development and change in an age of rapidly changing markets and technologies. Studies why organizational change efforts succeed or fail, and what leaders can do to anticipate and effect needed organizational changes.

BUAD 560. Seminar in Entrepreneurship**3 Credits**

The course is a corporate lecture series devoted to successful case studies in entrepreneurship.

BUAD 570. Strategic Decision Making**3 Credits**

Prerequisite: Consent of dean or program coordinator if taken before completion of core curriculum. This is the capstone seminar in which the applied behavioral aspects and the impact of the continuous changes affecting post-industrialized society are linked to the key organizational function known as decision-making. The course incorporates previous course work. Concentration is given to effective decision strategies, ensuring decision quality, differences between group and individual decision-making, and a variety of constraints facing decision makers. Utilizing a case approach to integrate earlier course work, the course enhances decision-making skill by providing students the opportunity to analyze the effects of various decision strategies on organizational outcomes. The use of technology to improve research and decision-making skills are key components.

BAUD 590; End of Term Thesis**4 Credits**

Provided a list of topics from which to choose one to write an extensive scholarly paper are Graduate MBA learners. Learners design and apply methodology at the discretion of the instructor except for the choice of topics. Learners must pick one from the list provided by the school.

For Management/Leadership Emphasis Course Options**BEXM 505. Legal Framework of Decisions****3 Credits**

Studies the legal environment within which legislative bodies, courts, and administrative agencies act upon the operation of business and government. Contracts, judicial and legislative process, and administrative rulemaking reviewed.

BEXM 510. Organizational Development and Change**3 Credits**

The course stresses the critical management challenge of leading organizational development and change in an age of rapidly changing markets and technologies. Studies why organization change efforts succeed/fail and what managers can do to anticipate and create needed organizational changes successfully.

BURM 511 Research Methodology**3 Credits**

This is a preparatory course in graduate research methodology that explores the advantages of the various research methodologies and how they are effective in various academic environments. Exercises in Quality Research Methods, Quantitative Research Methods and Heuristic Research Methods and what method would work best in scholarly research in developing a student's thesis are included.

BEXM 525 Corporate internal Entrepreneurship**3 Credits**

Learners present concepts, tools, and techniques for managing new business creations as well as creating an environment of innovation/entrepreneurship within larger existing organizations. The range of activities to be considered is broad including new ventures launched by both corporate and division managers in established and emerging businesses.

BEXM 530 Management of Critical Resources**3 Credits**

The class studies current ideas, approaches, and management of financial and human resources in organizations. Their concentration is on distribution of scarce resources from a strategic perspective.

BEXM 585 Contemporary Issues in Management**3 Credits**

A seminar of open discussion lectures relating to current issues developing within the science of management. Topics covers key theories in leadership, motivation, and management of change, societal issues, community relations, and organizational development.

Other Graduate Courses

Upon the approval of the Academic Dean, University of Silvaner graduate students may add other courses not listed in the catalog from other schools relevant to the MBA but not a part of the University of Silvaner MBA program and have the courses appear on their University of Silvaner school record or transcript as transfer credits.

- a. The courses must be from a recognized accredited institution or an Approved BPPE California recognized university.
- b. The cumulative total of the course(s) may not exceed 15 credit hours.

University of Silvaner Course Substitutions

While University of Silvaner **BUAD 530 Organizational Behavior** is listed as a Core course, BUAD 535 Organization Theory may be replaced for it. Further, **BFIN 510 Financial Analysis** may be substituted for ACCT 505.

MSISM–INFORMATIONSYSTEMSMANAGEMENT - Online Program

***All courses offered click here**

Program Cost: \$11,200

\$ 600 per 3 hour course added for Specialization study.
(Not required for basic MS ISM).

Credits Hours Required: 36 Credit Hours

Enrollment: Open monthly for new classes for upcoming Bi-Mesters.

Class Terms: Bi-mester (8 week terms)

Program Restrictions:

It is a non-regular program intended solely for the adult students. Applicants under 25 will not be admitted to the program; no exemptions. To be qualified for admission to the program, students whose native language is not English must show at least a minimum TOEFL 6 proficiency in the English Language.

Program Duration

Minimum duration of Graduate Program – 12Months
Duration of Each Bi-Mester: 8 weeks.

Course Evaluations

Percentage of Total Grade

Mid-Term Exam grade	20%
Assignments, papers, participation	20%
Second Term Exam grade (FINAL)	40%
Final Project Demonstrating Excellence or Thesis	20%

+ Mid-term exam will conduct at mid-point of each semester

+ Final exams will be administered at end of each semester.

+ Faculty is final authority on all due dates and assignment of projects to individual student.

+ Students must maintain a B Average (3 pint average on a 4 point scale to graduate.

Grade Reports: Papers, lessons, quiz, and test results, leading up to mid-term and final are returned within seven days of submission by course instructors. Within one week of finals term grades are due from faculty and available to students in good standing. Student's school obligations must be settled.

Description

The Master of Science in Information Systems (MSISM) is an application of information systems organizational environment and it is a 36 credit hours course of study exploring the nature. Students can gain knowledge and practical skills to be a leader in the information systems field.

It is an interdisciplinary program of study inspecting and reviewing the technology, business-management practices, organizational conduct doctrines, and human dynamics that are essential to operational design and distribution of information systems.

MS ISM program is provided in an online environment in 12 week online semester program with approximately a 10 day break between semesters. University of Silvaner students enrolling in the MS ISM program are required to take a one-hour no credit course in how to work and study online if they choose to take one

course or all courses in the program online. The purpose is that the students guarantee that they understand the online learning process and that University of Silvaner learners are prepared for the online education.

Maximum of three (3) course per trimester in the online program to take for full time students.

All University of Silvaner graduate students may request the school to exceed the maximum by showing a high degree of academic performance in past graduate study either in a traditional or online graduate program. It will take a about over a year to complete the MS ISM program for full time student load of two courses per semester successfully completed. It will take approximately 3 years to complete the program for part time students taking one course per semester. The course degree requirements can be completed up to five (5) years for all Masters graduate students.

This course degree develops graduate students understanding of:

- Knowledge on management policies, guidelines and practices Human-centric information systems design

- Technological issues relevant to business intelligence, management, decision-making procedures, organizational communication, team collaboration, and marketing

- The design principles for an organization's information systems' infrastructure, including the needed hardware, software, security measures, and human resources

- Advanced management of information systems, organizational communication and systems analysis concepts

- Business-management principles

- Database design and application

- Ethical implications of business technology and information systems professionals' code of ethics

University of Silvaner MS ISM program develops present and future ISM professionals in the fundamental skills to efficiently design, achieve, preserve and evaluate information systems.

- Effective administration and supervision and work team skills Complete technical skills

- Social and communication skills

- Program management strategies and skills

- Enable information systems leaders to develop

- A personal vision of management of information systems

- A philosophy of knowledge management and organizational dynamics A professional code of ethics

- Critical decision making skills

- Capability to create a vigorous work environment for themselves and co-workers

- Promotes the progress of society by teaching professionals to discover the far reaches of human-centric technology

Program Format

MS ISM program is 36 credit hours. It consists of 9 core courses plus 3 electives with an option to take an additional 9 units to create a career emphasis. Each course is 10 weeks in duration. Two courses, usually technical and management courses are taken simultaneously. The career highlighting track is taken while finishing the capstone courses.

Instructional Procedure

Instructions are taught online through University of Silvaner Learner Management System by means of up to date information management and online principles. MS ISM program has vigorous and interactive instructional design.

Some of the courses concentration on information technology policies and applications may comprise sequenced presentation of ideas although basic design is similar to a graduate seminar approach. It can be focused in a number of areas such as business, government, health areas if the students choose to take a career track emphasis.

Fundamental MS ISM Programmatic Subjects

Organizations Thinking

Sociotechnical Structures

Administration Information Systems and Decision-making Leading a Dispersed Diverse Workers

Organizational Communication and Workplace

Networking Information Management and Organizational Education

Moral Leadership and Corporate Social Responsibility

Profession Track Highlight

Learners have an opportunity to adapt the degree to their specific professional welfare while majoring in information systems management. Students can choose 3 elective courses to complete a minor or emphasis in one of five areas of specialization.

Core Courses Categorized According to ISM Perspectives

Tech Courses

Systems Analysis, Modeling and Design. (3

units) Database Design and Application. (3 units)

Telecommunications. (3 units)

Networks and I.T. Security. (3 Units)

Information Enterprise: Organizational Theory and Communication. (3

units) Managing Knowledge, Learning & Innovation. (3 units)

Program Management and Dispersed Teams. (3 units)
Managing and Leading Organizational Change. (3 units)
Budgeting and Finances Principles. (3 units)
The Business Environment: Economics and Marketing. (3 units)
ICT Policy and Strategy. (3 units)

Human Implication Courses

Philosophy of Information Systems & the Sociology of
Electronic Networks (3 units)
Information Ethics and Social Responsibility. (3 units)

MS ISM Course Descriptions

Capstone: Leadership, Strategy and Ethics Courses

Philosophy of Information Systems & the Sociology of Networks 3 Credits

This course discovers the human dimension vital to understanding and designing information and communication technology, and its application in organizational information systems. Drawing upon insights from the social sciences and humanities, it examines the nature of information and technology, how people communicate, interact and develop relationships in virtual environments, technology's impact upon the nature of work, addresses design issues of electronic workplace information spaces and collaborative platforms.

ICT Policy and Strategy 3 Credits

This course studies the information business enterprise from the vantage point of the senior management, particularly the Chief Information Officer (CIO), while investigating the strategic relationship ISM has with all business functions, and its value in maintaining competitive advantage, and effecting change. It inspects the function of the CIO and/or Director of ISM as an essential member of senior management, including change agent leader, organizational architect, technology infrastructure visionary, team builder, and customer service manager. It discusses practical strategies on how to align the corporate vision, values, competitive strategy, core competencies, and information systems, including an organizations responsibility to their stakeholders and civic community. The Chief Information Officer is a business strategist, communication architect, and ethical decision advocate regarding the use of technology and information.

Technical Courses

Systems Analysis, Modeling & Design 3 Credits

This course discovers the key principles of systems thinking in a digital workplace and the sociotechnical nature of information systems. It discusses the fundamental proficiencies and skills of an information systems analyst, plus the critical function information technology departments play in organizational effectiveness. This exploration of the systems development life cycle (SDLC) which discusses agile and extreme programming methods, focuses on analysis and design, including planning, projects identification and selection, requirements collection structuring, process modeling, data modeling, interface design and data management, and the organizational change implications of systems implementation.

Database Design & Application 3 Credits

This course studies two (2) essential areas: the principles, issues and techniques for effectively managing the corporate design and development of large database systems, and the issues that have arisen as a result of the explosion of information due to the linking of databases via networks. The fundamental theories regarding object-oriented databases and relational database technology, including the database design

process, the notion of functional dependencies and data normalization, database system architectures are critically analyzed in depth. Database technology has revolutionized the notion of organizational intellectual capital.

Telecommunications & Networking

3 Credits

This course critically examines fundamental data communication concepts and building blocks, such as protocols, standards, the OSI model, transfer modes, security, local area networks (LAN), wide area networks (WAN), and the Internet. With the history of telecommunications (data, voice, image, and video communication). It explores ways to use information and communication technology to effectively manage organizational information flow, network a dispersed workforce, partner with other companies, and build relationships with customers.

Networks & IT Security

3 Credits

Drawing upon the technical concepts developed in prior courses, this course further analyzes the nature of information systems, digital networks and their business applications, and security methods and issues. It includes an examination of the essential concepts of information security and its implications to the organization, including risk analysis.

Business-Management Courses

Organizational and Communication Theory

3 Credits

This course analyzes how information systems professionals are communication specialists who work collaboratively with management and human resource management professionals to enable personnels to build trust, learn and take ownership of their jobs, network as teams, lead projects and work productively across large distances. It examines the strength and limitations of various organizational cultures and structures, management styles, communication methods, and dispersed team operational procedures. The modern organization is evolving information driven enterprise comprised of people and technology with information systems as a fundamental component of organizational communication and workplace relationships.

Managing Knowledge, Learning and Innovation

3 Credits

This course discusses the theory and practice of knowledge management and learning in business enterprises, concentrating on the organizational cultural values, operational procedures, relationships, information and communication technology systems, and leadership approaches that promote a workplace knowledge sharing ecology that enables ongoing learning and innovation. Trust, sharing, and learning partnerships are pivotal to knowledge creation and its application. Central to this study are the notions of mentoring, communities of practice, 'enterprise learning,' 'blended learning' processes, and the ICT infrastructure and personnel required to support them. Time is given to how to design, establish, maintain, and assess their effectiveness.

Managing & Leading Organizational Change

3 Credits

The present information enterprise is a learning organization that continuously responds to market demands. This course explores ways leaders enable employees to navigate workplace shifts, and how they foster a climate that empowers employees to think systemically, identify workplace issues, learn and provide feedback, strategize, and adapt to organizational changes while exploring the nature and causes of organizational change. It discusses the qualities of effective leaders and mentors, analyzing how they communicate the company's vision, inspire and create loyalty, foster trust, establish respectful and collaborative relationships, promote risk taking, and enable innovative decision-making.

Budgeting and Finances Principles

3 Credits

This course summarizes the financial principles needed to devise and manage a budget for an information technology department and related projects. Basic accounting principles and practices used in acquiring, allocating and managing resources are included in the topic.

The Business Environment: Economics and Marketing

3 Credits

This course explains fundamental business, economic and marketing principles fundamental to business operations and customer relationship management. It includes analysis of economic theories, globalization, e-business concepts, supply chain management practices, and Internet marketing principles. Financial concepts pertinent to understanding the costs, benefits, and processes by which information systems can be assessed are also examined.

Program Management and Dispersed Team Dynamic. 3 Credits

This course studies the nature of large scale projects, the essential attributes of effective project managers, and how to successfully oversee multiple projects simultaneously. It analyzes the issues related to cyber teams, and discusses how to manage organizational teams that are dispersed throughout the world.

Information Technology, Ethics and Social Responsibility 3 Credits

This course explores the importance of reflective and moral thinking for information systems professionals. It focuses on how information systems professionals aid in assessing the value-laden nature of a particular technology and its potential uses in society and business, in evaluating information and communication technology's contributions to globalization, plus in devising business and international standards for the just and equitable dissemination of information, the accessibility to technological resources, and the availability of technological training. It analyses the characteristics of information ethics, including ways to address issues associated with: privacy and personal identity, accessibility and security, data collection and management, knowledge management and intellectual property, information dissemination and its regulation, connectivity and the quality of life, social equity and the environment, corporate social responsibility, and artificial intelligence and human-centric computing.

Specializations

An ISM Masters learners has an opportunity in ISM to choose numerous specialty concentrations by adding more hours to the requirement for the basic MS in ISM. They include five separate tracks that pull the degree unit requirement from units to a minimum of 42 units per specialization. They include:

Track #1: IT Security & Information Assurance (two required electives to qualify for specialty)

Cryptography and Secure Information Systems 3 Credits

This course studies public and private organizations' need to protect their intellectual property, as well as their employees', customers' and clients' data. It includes developing a basic understanding and skill set in encryption methods and strategies.

Intrusion Detection Methods and Practices 3 Credits

This course continues the study of methods and strategies on how to deploy processes and technologies to provide data integrity and security for organizations. It includes an exploration of how systems are hacked, and way to protect them. Problem areas at the individual, organizational, and national levels are explored along with suggested means for control, reduction, and/or elimination.

Management Practices for Information Security Managers 3 Credits

This course explores the fundamental business and management practices, as well as leadership skills, needed by information security managers. It includes acquiring an understanding of the global nature of business operations, and developing skills in constructing organizational policies and procedures needed to adhere to governmental and legal information integrity regulations.

Track #2: Geographical Information Systems (two required electives to qualify for specialty)

Geographical Information Systems Fundamentals**3 Credits**

This course shows the fundamental elements of geographic information systems (GIS), providing an analysis of GIS concepts, including data input, database design, output design and systems implementation.

Geographical Positioning Systems**3 Credits**

This course shows how the collection, analysis, modeling and display of information are improved, and at times transformed, by global positioning satellites, remote sensing, geo-statistics and computer modeling.

Advanced GIS: Social and Business Applications**3 Credits**

This course develops and applies the theories and practices studied in the above courses, discussing practical uses of GIS in business forecasting, market analysis, logistic business operations, city, state and federal government planning, environmental initiatives, etc. It also explores the societal impacts of GIS, GPS and related technologies.

Track # 3: Knowledge Management (two required electives to qualify for specialty)**Culture, Intellectual Capital and Knowledge Ecology Development 3 Credits**

This course studies the notion of organizational memory, intellectual capital, social capital, and learning, focusing on essential organizational cultural perspectives, values and practices that foster an ever evolving knowledge sharing ecology. It addresses how to develop leadership that enables the development of a Knowledge Common Approach to organizational culture, as well as on-the-job learning and mentoring.

Knowledge Management Systems / Collaborative Platforms Design 3 Credits

This course analyzes the fundamental knowledge management principles, discussing how to effectively devise knowledge sharing strategies and processes, foster employee participation, and assess organizational impact. It explores the challenges posed by a technological workplace, and develops skills in assessing the quality and value of knowledge management tools and practices.

Creating Innovation Communities of Practice**3 Credits**

This course examines how communities of practice create vital knowledge that is the source of innovation and creative decision making. It discusses how they are formed and maintained in a dispersed organizational setting, as well as ways to address obstacles to their development.

Track #4: Project Design & Management (two required electives to qualify for specialty)

This course studies the core practices and concepts of large scale project management, discussing in depth practical issues related to and methods for initiating, planning, budgeting, executing, controlling, reporting, and closing a project. It includes an analysis of project management software tools.

Advanced Project Manager Skills & Strategies**3 Credits**

This course concentrates on the vital leadership qualities and skills needed by project managers. It includes championing a project's vision and goals, assessing project progress, revising a project's scope and development process, conducting individual members and team performance evaluations, providing feedback on to team members on productivity and performance, working with managers and other project leads, etc.

Advanced Group Dynamics and Conflict Resolution**3 Credits**

This course discusses how multiracial dispersed teams form and develop operating policies and practices that enable them to successfully achieve their articulated goals and tasks. It presents various strategies on how to deal with difficult team members, identify and resolve conflict, and create a team culture hallmarked by trust and collaboration among team members.

Track #5: Human Resource Management (two required electives to qualify for specialty)

Job Design & Leadership Development Principles

3 Credits

This course presents a fundamental understanding of human resource management in the modern information enterprise, and the core principles of personnel management. Besides surveying job analysis methods and recruitment and hiring approaches, it discusses organizational leadership development strategies and programs.

eLearning Models & Strategies

3 Credits

This course outlines the nature of organizational learning and training, exploring the way face-to-face and electronic learning methods are blended into effective training opportunities. It discusses training strategies for a dispersed organization, mentoring techniques in a virtual environment, designing and maintaining flexible organizational learning processes. It includes an assessment of eLearning tools and approaches.

HRIS: Online HR Systems

3 Credits

This course inspectss the current trends in human resource information systems (HRIS), assessing the advantages and disadvantages of these online approaches and tools. It discusses methods for enabling employees to utilize these online systems, as well as the skills needed by human resource personnel to design and maintain them.

MASTERINVIRTUALREALITY(MSVR) - Online Program

[*All courses offered click here](#)

Program Cost: \$11,200

\$ 600 per 3 hour course added for Specialization study.

(Not required for basic MS VR)

Credits Hours Required: 36 Credit Hours

Enrollment: Open monthly for new classes for upcoming Semesters.

Class Terms: Bi-mester (8 week terms)

Program Restrictions:

It is a non-regular program intended solely for the adult students. Applicants under 25 will not be admitted to the program; no exemptions. To be qualified for admission to the program, students whose native language is not English must show at least a minimum TOEFL 6 proficiency in the English Language.

Program Duration

Minimum duration of Graduate Program - 12 Months

Duration of Each Bi-mester: 8 weeks.

Grade Reports: Papers, lessons, quiz, and test results, leading up to mid-term and final are returned within seven days of submission by course instructors. Within one week of finals term grades are due from faculty and available to students in good standing. Student's school obligations must be settled.

Course Evaluations

Percentage of Total Grade

Mid-Term Exam grade	20%
Assignments, papers, participation	20%
Second Term Exam grade (FINAL)	40%
Final Project Demonstrating Excellence or Thesis	20%

- + Mid-term exam will conduct at mid-point of each semester
- + Final exams will be administered at end of each semester.
- + Faculty is final authority on all due dates and assignment of projects to individual student.
- + Students must maintain a B Average (3 point average on a 4 point scale to graduate.

Virtual Reality Course Structure

University of Silvaner offers one of limited e-learning Master's degree courses globally in the area of Virtual Reality. The entire course is taught solely online. Virtual Reality is an advance technology development. MS VR is an advance program and highly modern field which is growing rapidly.

Required Courses

SR101: Virtual Reality Foundation

3 Credits

Virtual reality generates an artificial environment or simulations using specialized computer software(s). Virtual Reality simulated environments are primarily visual experiences, displayed either on a computer

screen or through special or stereoscopic displays. Virtual Reality technology uses specialized hardware for interaction. This course will introduce students with the world of Virtual Reality

Primary Course Objectives

Learners will be able to complete the following key tasks by finishing this course:

- + Understand Virtual Reality Concept
- + Understand Virtual Reality Immersion
- + Understand using Virtual Reality Hardware

Course Structure for SR 101

SR1011: Virtual Reality Introduction
SR1012: Concepts of Virtual Reality
SR1013: Simulation / Computer Simulation
SR1014: Virtual Reality Interaction & Artificiality
SR1015: Virtual Reality Immersion
SR1016: Virtual Reality Telepresence & Full-Body Immersion
SR1017: Virtual Reality Hardware Devices
SR1018: Head Mounted Displays & Trackers
SR1019: Virtual Reality 3D Controllers
SR1020: Virtual Reality Simulators
SR1021: Virtual Reality in Entertainment Industry
SR1022: Virtual Reality Authoring Tools

SR201: Modeling for Simulation

3 Credits

3D Modeling and Animation is the focus of the second module. Students will learn CAD Modeling for engineering applications and low polygonal modeling for simulating models in game and simulation engines.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Understand Digital Engineering Drawing
- + Understand Low Polygonal modeling for Software Engines
- + Understand the concept of Digital 3D Scanning & Usage

Course Structure for 201

SR2011: Introduction to Computer Aided Design
SR2012: Modeling
SR2013: Introduction to 3D Engineering Drawings
SR2014: Digital 3D Scanning Concept
SR2015: Practical Implementation of 3D Scanning
SR2016: Introduction to 3D Modeling & Animation
SR2017: Low Polygonal Modeling for Gaming

SR301: Virtual Reality Programming

3 Credits

Virtual Reality programming is the focus of this course. Learners will be able to write virtual reality programs, will be knowledgeable of, and able to implement, features such as action functions, object tasks, user interaction, lighting, viewpoint management, graphical user interfaces, sound, paths, and motion links -- using state of the art VR programming tools at the end of this course.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Understand Programming Virtual Reality Elements
- + Understand the requirement of Virtual Reality project(s)
- + Understand using programming, authoring interface

Course Structure for 301

SR3011: Introduction to Virtual Reality Programming
SR3012: Introduction to Vizard - 4.0
SR3013: Python programming - 101
SR3014: Python programming - 201
SR3015: Programming exercises
SR3016: Project

SR401: 3D Rigging & Character Animation

3 Credits

This unit's goal is to cover Character Animation and 3D rigging for real time graphics and pre-rendering solutions. The fundamentals of character animation and rigging implementation process will be studied under this module.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Understand 3D Rigging
- + Learn Real-time Character Animation

SR4011: Introduction to Digital Rigging
SR4012: Editing a character studio biped
SR4013: Manual footstep animation
SR4014: Automatic footstep animation
SR4015: Upper body animation
SR4016: Introduction to freeform animation
SR4017: It's all about motion
SR4018: Motion editing with layers
SR4019: Introduction to motion flow
SR4020: Introduction to Motion Mixer
SR4021: Physique: Attaching body with biped
SR4022: Interacting with secondary objects
SR4023: Using bones with biped

SR501: Crowd Simulation & Rendering

3 Credits

Crowd simulation is the method of simulating the movement of a large number of entities or characters, now often appearing in 3D computer graphics for film. To replicate the collective behavior while simulating these crowds, observed human behavior interaction is taken into account. The need for crowd simulation arises when a scene calls for more characters than can be practically animated using conventional systems, such as skeletons/bones. Simulating crowds offer the advantages of being cost effective as well as allow for total control of each simulated character or agent. Animators typically create a library of motions, either for the entire character or for individual body parts. These animations are sometimes baked as morphs to simplify processing. Otherwise, the motions can be generated procedurally - i.e. choreographed automatically by software.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Understand Crowd Simulation concept: Requirement & Solutions
- + Crowd Practical Implementation

SR5021: Introduction to Crowd Simulation
SR5022: Scattering and Team
SR5023: Introduction to Crowd Behaviors
SR5024: Introduction to Motion Flow Mode
SR5025: Crowd Motion Scene

SR601: Real-Time Gaming**3 Credits**

Real-time Gaming is the subfield of Virtual Reality concentrated on producing and analyzing contents and scenarios in real time. The term is most often used in reference to interactive 3D computer graphics, normally using a GPU, with video games the most noticeable users. A Real-time video game is an electronic game that involves human interaction with a user interface to generate visual feedback on a video device. The word video in video game traditionally referred to a raster display device, but following popularization of the term "video game", it now implies any type of display device. The electronic systems used to play video games are known as platforms; examples of these are personal computers and video game consoles. These platforms range from large mainframe computers to small handheld devices. Specialized video games such as arcade games, while previously common, have gradually declined in use. Video games have gone on to become an art form and industry.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Understand how real-time 3d graphics work
- + Understand developing 3D Real Time Games

SR6011: Introduction to Real-time Gaming
SR6012: Exploring 3D Game Engine
SR6013: Scenario building with Level Editors
SR6014: Ai programing / Authoring
SR6015: Path-finding
SR6016: Real-time Lighting & Rendering
SR6017: audio for Real-time Gaming
SR6018: Project compilation

SR701: VR Training Simulation Design**3 Credits**

The Training Sims Development academic will discover Sims SDK that is packed with advanced features to create high-impact virtual reality training Sims. It works faster and easier than any other platform available. It has been designed to enable novice and first-time developers as well as advanced users to quickly turn ideas into serious reality. This section will help user to develop training Sims for virtual reality application.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Understand how Training Simulation Work
 - + Understand developing Training Simulators
- SR6011: Introduction to VR Simulation
SR6012: Scenario Development SR6013:
Content Development / Design SR6014:
Interactive Authoring
SR6015: VR Communication
SR6016: Communicating through Virtual Reality Characters
SR6017: Project Training Sim Design

SR801: Virtual Reality Artificial Life**3 Credits**

Artificial life studies the logic of living systems in artificial environments. A system is a set of interacting or interdependent components forming an integrated whole. Artificial life (AL) was named by Christopher Langton, an American computer scientist in 1986, is a field of study that explores systems related to life, its processes, and its evolution through simulations using computer models, robotics, and biochemistry.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Understand the concept of Artificial Life
- + Explore AI simulation

SR8011: Artificial Life Introduction
SR8012: AI Software Design Principles
SR8013: Artificial Life Simulation with FRAMSTICKS
SR8014: Simulation System Architecture
SR8015: Physical simulation
SR8016: Similarity of Artificial and Real Organisms
SR8017: The Framsticks model
SR8018: Taxonomy in Artificial Life
SR8019: Simulation Model
SR8020: Neural (creature's brain) simulation
SR8021: Working with Creature Brain
SR8022: Understanding Neurons
SR8023: Understanding Brain control
SR8024: Brain Building
SR8024: Genotypes

SR901: VR Parametric Aircraft Design

1 Credit

Discover a new type of parametric aircraft geometry software product. The Parametric aircraft geometry design software allows user to design 3D model of any aircraft by simply entering common technical parameters. The output model can be processed into formats suitable for engineering analysis.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Learners will study Parametric Aircraft Geometry
- Design SR9011: Introduction to Parametric Aircraft
Geometry Design SR9012: Parametric Modeling
SR9013: Component building
SR9014: Analysis Tools
SR9015: Introducing Mass Property
SR9016: Project Exercise

SR1001: Motion Synthesis

3 Credits

Motion synthesis platform is used to creating virtual stuntmen for digital products. Using Adaptive Behaviors instead of canned animations, 3D characters essentially animate themselves. Move two Football players close to each other and one will automatically tackle the other one, realistically trying to grab hold of his legs and bringing him down-Or not. Motion synthesis allows animators to direct scenes in real-time in a way they have never been able to do before. Student can change parameters or change behaviors and see the results instantly on the screen in front of him/her. When he/she is done, export animation data in one of the many formats, ready for use in Real-time simulations.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Learners will study Motion synthesis simulation
- + Understand Markless Motion Capturing

SR1001: Introduction to Motion synthesis
SR1002: Character Simulation Design 1
SR1003: Character Simulation Design 2
SR1004: Real-time Parameters to manage Real-time Action Simulation

SR1005: Universal Data Support
SR1006: Motion synthesis Project
SR1007: Markless Motion Capturing

SR1002: Visual Simulation

3 Credits

Discover visual simulation platform that allows users to create training scenarios anywhere in the virtual world, from the ocean depths to sub orbital space. The simulation furthers development of Microsoft® ESP™ while maintaining compatibility with Microsoft Flight Simulator X, allowing many thousands of add-ons to be used within platform.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Learners will study visual simulation
- + Understand theory & implementation of Training simulation in Virtual World

SR1001: Introduction to Visual Simulation Design
SR1002: Visual simulation based World Building
SR1003: Visual Scenario Development
SR1004: Modify real-time weather system.
SR1005: Explore Realistic air traffic control
SR1006: Visual Simulation Project

SR1003: Virtual World Design Foundation

3 Credits

A cyber world is an online community that takes the form of a computer-based simulated environment through which users can interact with one another and use and create objects. The term has become largely synonymous with interactive 3D virtual environments, where the users take the form of avatars visible to others. These avatars usually appear as textual, two-dimensional, or three-dimensional representations, although other forms are possible (auditory and touch sensations for example). Cyber worlds allow for multiple users in general.

The computer accesses a computer-simulated world and presents perceptual stimuli to the user, who in turn can manipulate elements of the modeled world and thus experience a degree of tele-presence. Such modeled worlds and their rules may draw from the reality or fantasy worlds. Example rules are gravity, topography, locomotion, real-time actions, and communication. Communication between users can range from text, graphical icons, visual gesture, sound, and rarely, forms using touch, voice command, and balance senses.

Course Structure

Learners will be able to complete the following key tasks by finishing this course:

- + Learners explore cyber world
- + Understand interactive communication within networked environment

SR1001: Introduction to Metaverse
SR1002: Building 3D Worlds
SR1003: Building Managing and communicating with Avatars
SR1004: How E-business work within Metaverse
SR1005: How training works within Metaverse
SR1006: How Entertainment solution work within Metaverse
SR1007: Architectural Solutions
SR1008: Metaverse Project

Final Design Project

6 Credits

The learners proven ability of all theories and presentation in a professional manner demonstrating understanding, design capability, and familiarization with state of the art delivery.

University of Silvaner Doctoral Programs

DBA - Doctor of Business Administration (Tuition fee - \$15,400)

PhD - Doctor of Philosophy (Tuition fee – \$19,600)

[*All courses offered click here](#)

DBA - DOCTOR OF BUSINESS ADMINISTRATION

Minimum to Graduate : Required credit hours for graduation is 62 credit hours beyond masters. Learners may transfer up to 30 credit hours of accomplished doctoral course work equivalent to those listed in University of Silvaner approved course/program and finish the degree program by matriculating with an additional 32 semester hours completed.

Total Cost: \$15,400 or \$400/ credit hour.

Delivery: Totally Online

Student Access and Grading System: For doctoral student grades basic minimal guidelines are based on his/her attendance online; participation in class forums discussions; accumulated quiz scores; and compliant research with other students and satisfactory grade on complete doctoral exams after the first six course (18) accumulated hours. Doctoral student with successful passing grade admits to Candidate status after a successful Comprehensive. Students in good standing Grades are required to be released within 14 days of finishing of term. Project Demonstrating Excellence reviews are at discretion of the doctoral lead professor but no more than 21 days from student submission for evaluation. Quizzes, result of exams, paper requirements leading up to mid-term and final are given back by course professors within seven days of submission.

Students who are candidate for graduation must pass a complete final test. It is mandatory to maintain a “B” average throughout their course. The grade will be either Satisfactory or Unsatisfactory. The students’ accomplishment allows them to move for the completion of their Project showing excellence and the positive and successful defense of it. They will be accepted to graduation and award of the DBA once finished and acceptable to the students’ doctoral committee.

Required 1st Year Courses

ACT 875 – FINANCIAL STATEMENT ANALYSIS 3 Credits

This course shows how accounting information can be used as a decision making tool. It presents a basic understanding of generally accepted accounting principles with a traditional assumption of the accounting model. Topics include how accounting information is used for analysis and decision-making by comparing ratios, short and long-term debt paying ability, demand analysis and forecasting, capital budgeting and profitability.

Learning Results:

Categorize the tools and techniques used in financial statement analysis.
Rank the financial position of the firm.

Defend the development of Generally Accepted Accounting Principles for preparation of financial statements.

Evaluate the value of the Balance Sheet, Income Statement, Retained Earnings Statement, and Statement of Cash-flow.

Assess the numerous analyses and uses of financial information.

Compare short-term and long-term debt paying capacity of corporations.

Compare analytical methods of particular concern to investors.

Prepare a Statement of Cash Flow, and use related ratios.

Assess the utilization of financial ratios from VIEW of various users.

Evaluate the effects of changing prices on the financial statements.

Compare the problems encountered in analyzing specialized industries.

Prepare financial reports for personal, governmental, and non-profits.

Appraise using financial statement analysis and interpret the financial health of a firm.

Integrate the course concepts through interaction with other Learners and your Mentor.

Introduce self and explain course expectations.

Evaluate information critically and competently.

Practices ethical behavior in regard to information and information technology.

Access information efficiently and effectively.

Identify and explain your rationale for a given thought or opinion.

Evaluate course learning as it relates to best business practice.

ECO 876 MANAGERIAL ECONOMICS

3 Credits

This course observes basic static decision models that are used to analyze optimal decision-making procedures in economics. Basic assumptions and decision analysis; linear programming and duality; risk aversion and risk bearing; Bayesian inference, and Markov Decision problems are the topics included in this course.

Learning Results:

Recapitulate managerial economic theory and fundamentals

Explain supply and demand problems using qualitative analysis

Analyze demand using quantitative research methodology

Interpret consumer indifference using curve design applications

Develop productivity models in order to evaluate various costs

Describe optimal designs for procuring various types of inputs

What are the differences of vertical - horizontal mergers?

Appraise monopolistic power

Illustrate elasticity of demand and supply

Identify different oligopoly structures for optimal pricing, and profits

Differentiate among various strategies for best game theory results

Implement pricing strategies for maximum profitability

Identify strategies to maximize risk, uncertainty, and diversification

Assess governmental actions to alleviate social welfare and dead loss

Recommend an economic series of optimal strategies

Explain predatory pricing, rival costs strategies, and network

systems Introduce self and explain course expectations.

Integrate the course concepts through interaction with other Learners and your Mentor

Practice of moral behavior in regard to information and information technology.

Assess information critically and competently.

Access information efficiently and effectively

Evaluate course as it relates to best business practice.

Identify rationale and explain for a given thought or opinion.

MGT 877 ORGANIZATION DEVELOPMENT & DESIGN 3 Credits

This course is regarding moving organizations forward in planning, diagnosing, implementing, and evaluating organization development interferences. It summarizes the basic processes, approaches, and strategies of organizational development that work in managing organizational change. Managing layoffs, divestitures, closings, and mergers and acquisitions are taken in this course.

Learning Results:

Define Organizational Behavior and the value of Ethical Conduct.

Analyze the most effective methods to manage diversity and prevent discrimination in organizations.

Design the organization by understanding and socializing the organization culture.

Compare various personalities within the organization to maximize effectiveness.

Appraise how values and attitudes influence job satisfaction.

Create a method to understand group social perceptions.

Compose a schema of the factors that make up the foundation of motivation.

Recommend strategies that will improve job performance.

Arrange teams within the organization that reflect the most effective group dynamics.

Assemble groups that are most effective in decision-making.

Plan how best to resolve conflicts within the organization through negotiation.

Solve communication issues by developing and utilizing effective guidelines.

Test best methods to empower group effectiveness in meeting goals.

Recommend proven strategies to recognize and develop leadership skills.

Analyze the organization for effectiveness by defining and meeting development goals.

Plan on how best to manage organizational change and reduce stress.

Introduce self and explain course expectations.

Integrate the course concepts through interaction with other Learners and your Mentor.

Access information efficiently and effectively.

Evaluate information critically and competently.

Practices ethical behavior in regard to information and information technology.

Assess course learning as it relates to best business practice.

Identify and explain your rationale for a given thought or opinion.

MGT 878 LEADERSHIP ETHICS & GOVERNANCE 3 Credits

This course discusses principles and theories of leadership. Included is a detailed presentation of the challenges of leadership, a discussion of leadership theories, and analysis of how to apply various leadership theories to challenging real-world situations with an emphasis on corporate ethics. It explains how leaders must transform values into actions, visions into realities, obstacles into innovations, separateness into solidarity, and risks into rewards. Improvement of corporate governance will also be discussed in this course.

Learning Results:

Examine the process of organizational management of groups.

Explain the process of leadership of a group.

Assess the traits that are evident in individual leaders.

Compare leadership skills needed to be a successful leader.

Evaluate different styles of leadership, including the effectiveness of each.

Create an example of situational leadership within a specific group.

Examine an example of contingency leadership within an organization.

Evaluate effective leadership as a result of achieving specific goals.

Analyze LMX Leadership and identify reasons why it is effective.

Assemble a list of leader characteristics necessary for transformational leadership.

Create a plan and example for successful implementation of team leadership.

Assess components of psychodynamic leadership and how they are useful in organization.

Examine some issues women face as leaders, including the issue of the glass ceiling.

Recommend ways that a leader could use an understanding of the culture to be most effective.

Analyze the most important reasons that a code of ethics is essential for a leader to be effective.

Plan methods to integrate leadership while following a consolidated approach.

Introduce self and explain course expectations.

Integrate the course concepts through interaction with other Learners and your Mentor.

Access information efficiently and effectively.

Evaluate information critically and competently.

Practices ethical behavior in regard to information and information technology.

Assess course learning as it relates to best business practice.

Explain and identify the rationale for a given thought or opinion.

MIS 879 MANAGERS TECHNOLOGY CONCEPTS 3 Credits

The role of information technology in operations, decision-making, and learning in organizations is studied in this course. The premise being that possessing adequate knowledge of technology is a pre-requisite for a successful manager.

The course discovers the dynamic links between technology and business strategies.

Topics studied are technology life cycles, mapping, core competence and competition assessment, as well as internal and external technology transfer.

Learning Results:

- Classify managerial challenges in a networked world
- Assess the strategies that influence IT needs within an organization -
- Analyze the organizational needs that are critical for IT intervention -
- Evaluate the effectiveness of business networks in relation to extending
- Summarize IT business strategies within new organizational models.
- Investigate the essential need for IT support in an organization
- Summarize approaches to effectively align knowledge growth within an organization

- Analyze the need for effective information security within an organization.
- Formulate effective IT controls on the access and use of proprietary knowledge.
- Measure the leadership skills required to organize and lead the IT function. -
- Integrate effective controls on the access and use of proprietary knowledge. -
- Analyze the need for successful system integration within an organization. -
- Demonstrate the need for technology investment and how it is useful for managers in a networked organization.
- Assess the effectiveness of technology used within an organization.
- Introduce self and explain course expectations.
- Integrate the course concepts through interaction with other students and their professor
- Access information efficiently and effectively
- Evaluate information critically and competently
- Practices ethical behavior in regard to information and information technology.
- Evaluate current IT needs and how they are impacted by changes in business or the economy
- Identify a major theme related to infrastructure in the current world of networking
- Assess why organizing and leading IT is different today than five years ago
- Identify a theme or concept related to IT project management that is current and useful for business.
- Assess course learning as it relates to best business practice
- Identify and explain your rationale for a given thought or opinion
- Evaluate the impact social media has on the IT enterprise

MKT 880 CONSUMER BEHAVIOR THEORY ANALYSIS 3 Credits

This is a graduate level course presenting theoretical and substantive issues useful in understanding consumer behavior. The course addresses issues from a number of different viewpoints. Priority is placed on the psychological, economic, and socio-cultural factors that affect consumer behavior and the consumer decision-making process. The concentration is on understanding current theoretical and methodological approaches to the several aspects of consumer behavior.

Learning Results:

- Describe the changing American society in relation to values
- Critique the multicultural influences on consumer behaviors
- Explain the changing demographics that influence society
- Describe the impact of changing subcultures on American society.
- Assess the different influences on consumer behavior.
- Summarize consumer behavior in relation to perception of the product.

- Demonstrate the process of product positioning in relation to consumer behavior.
- Summarize how motivation and personality influence consumer behavior
- Illustrate influencing attitudes that impact consumer
- Analyze situational influences in relationship to –affluenza||.
- Appraise the decision process in relation to consumer behavior.
- Create a plan and example for successful implementation of a marketing strategy.
- Defend the importance of price to consumer purchases.
- Recommend ways that understanding customer satisfaction can improve business success.
- Analyze the most important reasons that a marketing plan is essential for organizational effectiveness.
- Identify the most significant influences on consumer behavior.
- Introduce self and explain course expectations.
- Integrate the course concepts through interaction with other students and their professor
- Access information efficiently and effectively.
- Evaluate information critically and competently
- Practice ethical behavior in regard to information and information technology.
- Evaluate course learning as it relates to best business practice
- Identify and explain your rationale for a given thought or opinion.
- Develop consumer profiles for retirees, ethnic buyers, and females.
- Develop a marketing message for the current buyers, retirees, ethnic buyers and females in either a comprehensive marketing message or individual marketing messages.
- Describe how you would get all of the consumers to understand the value of the John Deere brand name and why they would pay a premium price for John Deere equipment showcased in the website above
- Explain how you would test your marketing ideas to measure the consumer perceptions and reactions to your new marketing message(s).

Qualifying Exam

BU S 8 9 0 - DOC TOR AL QU ALI FY ING EX A MINA TION

This exam measures basic competencies required to proceed in the DBA program and objective. The exam is taken following the completion of the first 6 courses for the DBA degree and covers the following areas: organization development, management, ethics, finance and financial statement analysis. A grade of –Satisfactory|| is required to proceed in the program. With a minimum grade of 80%, students are given three opportunities to pass the exam.

Required 2nd Year Courses

ACT 891 MANAGERIAL FINANCE & CONTROL 3 Credits

This course delivers a thorough look at how organizations manage financial resources through capital generation, asset management, and asset planning. Complex accounting rules used to analyze and create the financial information used to evaluate a firms financial standing will be studied. Topics included in this course are budgetary planning and controls, financial and risk analysis, and managerial decision-making. Students develop an understanding of external users of financial info such as investors, customers, analysts and the financial media.

Learning Results:

- Describe the nature of Management Control systems
- Analyze the most effective strategies to manage the organizational environment
- Design the management control strategies by understanding and socializing the organizational behavior
- Identify various responsibility centers within the organization to maximize effectiveness and revenue
- Appraise how profit centers function within the management control environment - Describe how transfer-pricing works as an extension of management control -Review how investment centers serve as an extension of the management control system
- Discuss why strategic planning is a necessary control function
- Describe the necessity of a realistic budget as a guideline for production and profit
- Review the need for analysis of financial data for the most effective decisions - Describe how best to use interactive controls to effect performance within the organization
- Solve compensation issues by developing and utilizing effective guidelines. - Test variations in control systems to increase organizational effectiveness in meeting goals.
- Recommend proven strategies to effectively provide quality service
- Review the necessity of control systems for the multinational organization.
- Plan on how best to manage discrete projects until completion.
- Introduce self and explain course expectations.
- Integrate the course concepts through interaction with other students and their Mentor.
- Access information efficiently and effectively
- Evaluate information critically and competently
- Practices ethical behavior in regard to information and information technology

BUS 892 ADVANCED BUSINESS STATISTICS**3 Credits**

This course probes into statistical and measurement techniques that are used to analyze, interpret, and present data, including, but not limited to, descriptive statistics, hypothesis testing, probability distributions, sampling, analysis of variance, correlation and linear regression. The course's emphasis is on selecting the optimal statistical/measurement technique and in interpreting the results.

Learning Results:

- Evaluate course concepts critically and competently through interaction with students and Faculty mentor.
- Describe types of statistics (descriptive and differential), variables, and levels of measurement.
- Identify and perform appropriate statistical tests for independent and dependent samples.
- Calculate best linear unbiased estimators for simple and multiple regression models with and without the software programs
- Compute and interpret the results of Bivariate Regression and Correlation Analysis
- Construct and test a multiple regression model using a data set
- Understand that statistics are value neutral, but can be used to support discriminatory and biased value positions

- Complete an inferential statistical analysis of a regression model in written a presentation
- Use computer technology to compute descriptive and inferential statistics
- Demonstrate your overall comprehension of the course relative to a broad based evaluation of your understanding of the concepts and constructs

BUS 893 ETHNOGRAPHY OF CORP CULTURE 3 Credits

This course observes and examines how ethnographic methods may be used to analyze information-based work practices and to design business/corporate systems to be sensitive to those who use them. Corporate culture is a highly distributed, infrastructural and rapidly changing entity that endows organizational action with its deepest significance.

Corporate cultures must be studied by ethnographic methods of –thick description. The course aims to help students develop the judgment necessary to design, test, and evaluate effective future business systems.

Learning Results:

Select best qualitative research method for situation analysis

Integrate the course concepts through interaction with other Learners and your Mentor

Assess information efficiently and effectively

Evaluate information critically and competently

Practices ethical behavior in regard to information and information technology

Evaluate course learning as it relates to best business practice.

Identify and explain your rationale for a given thought or opinion.

IB 894 GLOBAL STRATEGIC MANAGEMENT

3 Credits

This course introduces a global perspective in dealing with dynamic management issues in both foreign and diverse host environments. Multicultural management and competitive strategy are evaluated in the context of global changes—the expanding European Union (EU), the North American Free Trade

Agreement (NAFTA), and the rapidly growing economies in Asia—that require new management applications.

Real life business cases are used to present course material and provide Students with decisions that managers of multi-national corporations face each day.

Learning Results:

Study the competitive landscape and how globalization changes it.

Measure the importance of identifying internal strengths and weaknesses.

Assess the organizational structures used to implement international strategies.

Formulate the value of strategic leadership.

Explain how strategic entrepreneurship helps firms create value.

Introduce self and explain course expectations.

Integrate the course concepts through interaction with other Learners and your Mentor.

Access information efficiently and effectively.

Assess information critically and competently.

MGT 815 INFORMATION ORG & STRATEGY

3 Credits

This course will concentrate on information; the theory and practice of leveraging and sharing information to develop more effective organizations. It presents the concept of information management within the framework of organizational or corporate information systems used in decision-making processes.

Decision making and problem solving situations in information management; information needs and requirements; group decision making processes; organization and representation of information as reflected in a chosen mode of communication and the effect on decision making; and cultural dimensions of information and information management are some of the topics covered.

Learning Results:

Inspect the need for IT knowledge sharing within the organization.

Assess the process of IT integration for a group or organization.

Examine the culture change involved in IT integration.

Compare organizational values in comparison to IT values.

Discuss the need for competitive IT to achieve organizational effectiveness.

Create an example of mobile business within a specific organization.

Explain IT government, knowledge sharing and trust within an

organization.

Assess effective controls on the access and use of proprietary knowledge.

Analyze the need for successful system integration within an organization.

Discuss the growth of an enterprise using e-commerce.

Create a plan and example for successful implementation of an IT strategy.

Critique the need for technology investment and how it is useful in organization.

Propose wireless strategies within new organizational models.

Analyze the need for effective information security within an organization.

Analyze the important reasons that a code of ethics is essential for corporate growth to be effective.

Construct approaches to effectively align knowledge growth within an organization.

Integrate the course concepts through interaction with other Learners and your Mentor

Access information efficiently and effectively

Evaluate information critically and competently

Practices ethical behavior in regard to information and information technology

Introduce self and explain course expectations

MGT 900 BUSINESS RESEARCH METHODOLOGY 3 Credits

This course concentrates on the needs for business research through the process of planning, acquiring, analyzing, and disseminating relevant data, information, and insights to decision makers.

This procedure assembles the organization to take actions that maximize business performance.

Learning Results:

Evaluate the different types of research studies used in business.

Interpret what constitutes no harm for participant, researcher, and research sponsor based on the goal of no harm for all research activities.

Formulate what you need to develop a solid research hypothesis.

Categorize what is included in research design, data collection, data analysis, and reporting.

Evaluate the five types of external information for evaluating the value of a source and its content.

Hypothesize the relationship that exists between variables in research design and the steps for evaluating those relationships.

Differentiate between qualitative and quantitative method of research.

Show the contrast between monitoring non-behavioral and behavioral activities.

Plan the process for selecting the appropriate and optimal communication

approach.

Appraise the advantages and disadvantages of the experimental method.

Distinguish between measuring objects, properties, and indicants of properties.

Identify the characteristics of preferential scales

Measure what the three general classes of information contribute to the testing instrument

Construct the five questions that must be answered to develop a sampling plan.

Create an inventory of collected raw data to detect errors and omissions.

Evaluate how cross-tabulation is used to examine relationships.

Analyze the six-step hypothesis testing procedure.

Rate predictions made with regression analysis using the method of least squares.

Determine how to classify and select multivariate techniques.

Chart the contents, types, lengths, and technical specifications of research reports.

Introduce self and explain course expectations.

Integrate the course concepts through interaction with other Learners and your Mentor.

Access information efficiently and effectively.

Evaluate information critically and competently.

Practices ethical behavior in regard to information and information technology.

Required 3rd Year Courses

MGT 915 ORGANIZE & NEGOTIATE FOR VALUE 3Credits

This course is regarding value creation. It concentrates on techniques for improving the flexibility and originality of a manager's thinking and will explore approaches used by organizations to create and sustain high levels of innovation in negotiation. It strengthens the concept and research on effective negotiating strategies and provides a powerful framework to create value through the negotiation process.

Learning Results:

Assess the Competing Values Framework in detail.

Identify the role of a BOD in relation to investigation of the organization.

Discuss three different approaches to leadership values.

Summarize a BOD role in relation to actual tasks as compared to expectations.

Analyze methods to help leaders diagnose and measure value creation,

competencies, and outcomes.

Examine the value of resolutions and goals to achieve success.

Summarize some of the difficulties that exist for leaders to use their power effectively.

Critique leadership structures that can be identified within an organization.

Identify the decision making process used by a leader to develop values.

Explain barriers to task performance that exist within an organization.

Describe the essential behaviors inherent in creating value.

Critique the value of human governance for an organization,

Discuss measures of lead cultures and advice resolution within a company.

Analyze the most important reasons that a code of ethics is essential for leadership effectiveness.

Summarize value structures existing within an organization.

Integrate the course concepts through interaction with other Learners and your Mentor.

Introduce self and explain course expectations.

Access information efficiently and effectively.

Evaluate information critically and competently.

Practices ethical behavior in regard to information and information technology.

Identify the value of resolutions and goals to achieve success.

MKT 925 COORDINATE & MANAGE SUPPLY CHAINS 3 Credits

This course searches the issues and developments in operations management with an emphasis on the manager's perspective on supply chains. The concentration of this course is on managing material and information flow across organizational boundaries, and emphasizes the challenges of managing across both functional and firm boundaries. This course takes the integrative approach to product/information design, development, and delivery. It reviews the fundamentals, logistics, operational execution and incentive alignment.

Learning Results:

- Describe the various aspects that comprise Supply Chain Management
- Analyze various inventory management schemas related to forecasting
- Design SCM network systems optimizing unique company characteristic
- Compare various SCM contacts for best fit and optimal conditions
- Appraise information systems and assess value of SCM information
- Create SCM systems with best practice and creative system integration
- Compose distribution strategies that provide maximized SCM operation
- Recommend alliance strategies that accelerate best SCM performance
- Arrange procurement outsourcing tactical strategies to improve profits
- Assemble SCM logistical networks and systems to advance performance
- Plan product designs that take advantage of SCM networks and systems
- Solve customer lifetime values (CLV) implementing good SCM practice
- Test various pricing strategies to create improved SCM system designs
- Recommend improved IT to improve business SCM process and control
- Analyze SCM technology for current and future applications
- Introduce self and explain course expectations
- Integrate the course concepts through interaction with other students and Mentor to access information efficiently and effectively evaluate information critically

MGT 910 QUANTITATIVE RESEARCH METHODS

3 Credits

This course concentrates on advanced educational research methods. This includes:

1. Hypothesis testing using factorial analysis of variance,
2. Analysis of covariance; and general linear model.

Learning Results:

- Analyze the effectiveness of QA as a scientific approach and as a tool in decision-making
- Classify the nature of decision analysis for management success
- Analyze the effectiveness of statistical regression to manage data
- Design the management decision strategy of forecasting
- Evaluate various inventory control methods to maximize effectiveness for production and profit.
- Appraise the effectiveness of graphic models in management decision-making
- Evaluate how LP modeling is effective as an extension of management information analysis and control
- Discover how simplex methods are effective for management control
- Discuss why transportation modeling is an effective method
- Critique the usefulness of NLP programming as a tool for data management
- Assess the need for network analysis of financial data for the most effective decisions
- Demonstrate how best to use project management to improve performance within the organization
- Formulate the appropriate use of Queuing Theory within the organization
- Test simulation modeling to increase organizational effectiveness
- Assess how best to utilize the proven strategy of Markov Models
- Judge the effectiveness of using SQC Modes to improve organizational performance
- Introduce self and explain course expectations.
- Integrate the course concepts through interaction with other students and Mentor
- Access information efficiently and effectively
- Evaluate information critically and competently
- Ethical behavior in regard to information and information technology

Comprehensive Exam

BUS 950 COMPREHENSIVE EXAM

1 Credit

This course provides an opportunity to access the academic competencies of Students preparing for and taking the examination encourages the integration of all facets of a doctoral education. Student must successfully complete a comprehensive essay exam at the end of his/her coursework and prior to beginning his/her dissertation. Successful completion of this exam demonstrates that the Doctor of Business Administration candidate has the knowledge and skills inherent to the degree of Doctor of Business Administration. In order to continue in the program, students are given three opportunities to pass the examination satisfactorily.

Doctoral Project

MGT 990 DOCTORAL PROJECT I

6 Credits

This course prepares the doctoral student for the development of a field-based project. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. The main concentration of this course of study is placed on the delineation of a problem in business and a plan for conducting substantive research leading to its resolution or recommendations. The course will include an emphasis on the statement of the problem, the purpose, the scope of the study. Either Satisfactory or Unsatisfactory is the grade for the course.

Learning Results:

- Recognize a specific problem or a potential problem or an area for analysis
- Formulate research questions.
- Assess the literature in addressing your research question
- Create a collection of qualitative data in the literature review of a topic
- Analyze current research.
- Synthesize the concepts underlying the appropriate use of descriptive statistics
- Create a written project of scholarly research findings.
- Develop an Effective Project or Research Proposal.
- Contribute significantly to your own learning process
- Acquire skills and motivation for lifelong higher-level learning and achievements
- Evaluate attainment of all defined goals for the Doctoral Project Course.
- Integrate the course concepts through interaction with other students and Mentor
- Introduce self and explain course expectations -
- Evaluate information critically and competently. -
- Access information efficiently and effectively.
- Practices ethical behavior in regard to information and information technology.

MGT 991 DOCTORAL PROJECT II

6 Credits

This course is a continuation of MGT 7997. The concentration of study is on the literature review and the appropriate methodology to be used both are discussed in respect to the statement of the problem and scope of the study. Pass/Fail grade.

Learning Results:

Recognize a specific problem or a potential problem or an area for analysis.

Formulate research questions.

Evaluate the literature in addressing your research question.

Create a collection of qualitative data in the literature review of a topic.

Analyze current research.

Synthesize the concepts underlying the appropriate use of descriptive statistics.

Create a written project of scholarly research findings.

Improve an Effective Project or Research Proposal.

Contribute significantly to your own learning process.

Acquire skills and motivation for life long higher-level learning and

achievements.

Evaluate attainment of all defined goals for the Doctoral Project Course.

Present a Doctoral Level Project or Dissertation to meet degree requirements.

Integrate the course concepts through interaction with other Learners and your Mentor.

Introduce self and explain course expectations.

Evaluate information critically and competently.

Access information efficiently and effectively.

Practices ethical behavior in regard to information and information technology.

MGT 999 DOCTORAL PROJECT III

2 Credits

This is the ultimate doctoral project course in which the field based project manuscript is completed or ready for final rewrite. It consists of a statement of the problem, introduction, and methods of analysis, findings, conclusions and suggestions for future research. The student presents his/her research methods, findings and solutions to the problem in a written document and does an oral defense of the project to their Project Chair and Committee at the completion of the field -based project. It also provides the learner with time to do a final rewrite while the focus of this course is on the formal oral presentation.

Either Satisfactory or Unsatisfactory is the grade for the course.

Learning Results:

Recognize a specific issue or a potential problem or an area for analysis.

Formulate research questions.

Evaluate the literature in addressing your research question.

Create a collection of qualitative data in the literature review of a topic.

Analyze current research.

Synthesize the concepts underlying the appropriate use of descriptive statistics.

Create a written project of scholarly research findings.

Develop an Effective Project or Research Proposal.

Contribute significantly to your own learning process.

Acquire skills and motivation for lifelong higher-level learning and achievements.

Assess attainment of all defined goals for the Doctoral Project Course.

Present a Doctoral Level Project or Dissertation to meet degree requirements.

Successfully Complete an Oral Defense of Your Project/Dissertation.

Integrate the course concepts through interaction with other Learners and your Mentor.

Introduce self and explain course expectations.

Assess information critically and competently.

Access information effectively and efficiently

Practices ethical behavior in regard to information and information

Technology

PhD - DOCTOR OF PHILOSOPHY (a research degree):

Interdisciplinary Studies

[*All courses offered click here](#)

Total Cost: \$19,600 for 3 year matriculation.

Delivery: Online and In Class

Term: New Classes formed each term. Length of class and duration are indicated in the course descriptions. Program is continuous.

Minimum Credit Hours to Graduate: - 75 Credit hours beyond the Master's

Student Access and Grading: Upon completion by the student, Doctoral Board evaluates for accomplished student work must be presented within 21 days.

Colloquium	6Credits
Internship	10Credits
Doctoral student designed courses (7)	21 Credits
Seminars - 5	10Credits
Peer Days -10	10Credits
Research Methodology	3Credits
Literature Review	6Credits
Dissertation and Defense	12 Credits

Colloquium 6 Credits

A seven day on campus seminar of new doctoral learners to determine the design and methodology of their individual degree programs. Successful completion of the Colloquium earns the student 10 hours of doctoral credit and acceptance by the university as a doctoral candidate. The colloquium is an intensive eight hour per day scholarly pursuit to prepare the learner for doctoral research, rigor, and study.

Forming the Doctoral Committee 0 Credits

The learner will form their doctoral committee consisting of at least one learner from their colloquium, two experts in their proposed field of study and research, a doctoral chair selected by the school, and a doctoral reader selected by the Chair of the doctoral committee upon completion the residence Colloquium held at the university's Delaware campus. The school selected Chair of the committee will review with the candidate the proposed course of study including but limited to the methodology the student will undertake to complete all of the requirements as well as receive approval or denial of courses the learner has designed for furthering their research at the first meeting of the committee.

Candidate Courses and Research Development 21 Credits

Minimum seven 3 hour courses for Courses Designed by Candidate. Candidate writes course curriculum and informs course with appropriate literature and research to create and develop doctoral course plan. The Doctoral student will present their course of scholarship and research to their Doctoral Committee for approval once accepted as a candidate. They will be asked to formulate their doctoral coursework to sustain their field of selection that may come from an area of interdisciplinary studies selected by the student and approved by the Committee. At a minimum this will include 7 three hour doctoral

level credit courses specifically designed for their chosen field of study either directly and point specific or indirectly through supportive disciplines that will inform the Candidates chosen field of o study and research.`

Doctoral Level Research Methodology 3 Credits

Examines, tests, and applies Quantitative, Qualitative and Heuristic research in depth and to determine the proper methodology to be applied to the Candidates Research question.

Internship: 10 Credits

Learners select an Internship compatible with their doctoral research that is acceptable to their Committee to put developing expertise to work 600 hours.

Seminars and Peer Days 10 Credits

The learner will be required to take and engage in at least five seminars worthy of 2 credit hours each and based on at least 60 hours of seminar contact. The seminars are at the learner's own expense regarding housing and personal expenses but will be provided discount hotel opportunities through the university. The student will also engage in collective peer days with at least two other doctoral students enrolled in the University of Silvaner PhD program in order to study interdisciplinary areas that may be of interest to the student participants beyond the Master's degree.

Literature Review 6 Credits

A review of all relevant documents and scholarly works that inform and support the conclusions of the Candidates research.

Dissertation 12 Credits

A scholarly work worthy of recognition by a candidate's peers and experts as determined by the Candidates Committee.

Transfer Credit

Up to 20 hours of acceptable doctoral credit completed previously may transfer by the student and within 10 years of application but only after the student has finished the University of Silvaner Conference and successful advance to University of Silvaner doctoral candidate status. All credits must come from accredited universities and support the student's current doctoral pursuits.

Length of study – Minimum: 2 years and six months

Length of study – Maximum: 10 years

Grading:

The students who completed their work in their PhD doctoral coursework and the review of seminar critiques and learning outcomes as well as 10 peer days and approved internship will be assessed and determined acceptable by the Committee Chair and the Committee. The student will meet at least three times with the entire committee to guarantee satisfactory development. The first meeting will approve the basic minimal guiding principles for doctoral student assessment and also approve the course of study set out to the committee by the student Candidate. Professionals selected for the committee by the student must be from the field of study that will advise the student's research and developing skill. Lessons, papers, quiz, and exam results, leading up to committee review are given prior to the committee meeting to review and approve or disapprove the doctoral students progress including review of external quiz, lesson, and test results leading to final review of the doctoral defense

and acceptance of the dissertation or project showing merit and distinction. The committee's conclusion to accept applicants work and research is final.

The student must enter a successful defense of their dissertation at the end of coursework and completion of all evaluations of it. The Doctor of Philosophy Program at University of Silvaner is a research based degree that necessitate students a devotion to learning and scholarship, significant research that customarily is enclosed within the pages of a research dissertation defended by the student and before the doctoral committee. The school will place in the Doctoral library all Thesis that are bound and published.

UNIVERSITY OF SILVANER CERTIFICATE PROGRAMS AND/OR EQUIVALENT DIPLOMA

The Certificate in Applied Ethics – Ten Weeks
The Certificate in Entrepreneurship – Ten Weeks
The Certificate in 3D Animation – Ten Weeks

[*All courses offered click here](#)

University of Silvaner offers several certificate programs as part of its continuing education program. They include a Certificate in Applied Ethics, Certificate in Entrepreneurship, and a Certificate in 3D Animation. All certificate programs 10/12 weeks for completion. The programs are staged over a ten month period permitting individual training to improve the skills and professionalism through each of the programs in the respective fields in which they can be applied.

Program Costs: \$1425 / each individual certificate program

Includes all courses for each individual program for certification selected for study

Program Restrictions:

It is a non-regular program intended solely for the adult students. Applicants under 25 will not be admitted to the program; no exemptions. To be qualified for admission to the program, students whose native language is not English must show at least a minimum TOEFL 6 proficiency in the English Language.

Program Duration

Program minimum duration for all Certificate Programs is 10 Months.

Program Term

This program may be initiated any time of the month. Enrollments by the 1st of the month permit the beginning of the training in the second week and continuously for ten weeks.

Program Evaluations

Percentage of Total

Grade – Pass or Fail

Instructor Trainer Evaluation

100%

+ Faculty is final authority on all due dates and assignment of projects to individual trainees.

+ Students must maintain a Passing Average on all courses to remain in any of the programs they are registered. Students may repeat a course one time if earning a non-passing grade the first time.

Grade Reports: Papers, lessons, quiz, and test results, leading up to mid-term and final are returned within seven days of submission by course instructors. Within one week of finals term grades are due from faculty and available to students in good standing. Student's school obligations must be settled.

University of Silvaner Certificate programs are NOT license programs and DO NOT require a license to practice or undertake a personal professional track in business or otherwise.

CERTIFICATE IN APPLIED ETHICS

[*All courses offered click here](#)

This Program is for those who want to be trained and specialized in their work setting and searches to be accepted for their job in Applied Ethics and seeking to become specialists in their profession. A person should be able to show through certifiable experience a recent skill in training in applied ethics applications in order to be best prepared.

Four Progressive Levels in Applied Ethics Certificate Program

1. **FIRST TWO MONTHS** - The Initial level: Grounding in institutional contemporary ethics beliefs and practices.
2. **SECOND TWO MONTHS** - Intermediate level: Applications, inventions, and being know the difference and application of character and ethics programs, what works, what doesn't, nuances, struggles, implementation including the prospective progress of new or the renewing of old courses that no longer work.
3. **NEXT FOUR MONTHS** - Experimental level: familiarizing with researching new procedures, exploring new ideas, and forecasting and preparing for the future.
4. **LAST TWO MONTHS** - On-the-Job Training: Students who opt to take the Applied Ethics Certificate program do so with the awareness that the course is intense and requires the student to be devoted to his/her study to finish the program. The student has the opportunity to take the course anywhere globally provided internet access possible. The course is designed to be demanding and guarantee excellent and unique ethics training for students.

Recognition as a certified applied ethicist is reserved for those who have successfully completed the certification program. Completion demonstrates to the world an individual is certified to teach and to engage in the professional development of applied ethics training and organization ethics and character development programs.

Requirements for Admission to Training

- Must possess some college credits
- Must have a high school education
- Can demonstrate an online training ability
- An adult, at least 25 years old
- Desires to become more ethical
- You are in a position of leadership
- Must have at least 5 years work experience
 - Must possess a valid Passport and/or License
 - Must have a strong desire to teach ethics
- Must feel motivated to do "good" in the world

All Training certificate training requires a set number of courses Plus electives.

Program Duration: Ten Months entirely online.

Training Courses

Note the *for Required Courses – Others are Electives

The Applied Ethics certification program includes 12 module areas of study plus one on-the-job training. To satisfy requirements for a certificate, candidates must complete the six required courses

plus one elective and the internship program. Learners are free to interrupt their study during the program for personal reasons and pick up the program again starting from the point they had earlier withdrawn. There are sufficient break points in content to allow this. However, learners must complete the entire program within two years of beginning in order to validate their learning and to be certified.

Program begins with a Capstone module followed in succession until that program is complete.

The Study Plan

The order in which the individual modules are commenced and finished allowing the start of each subsequent module determines the numbers of each training session. Titles with an asterisk (*) indicate programs that are mandatory for certification.

1. Entrepreneurship and Ethics *

A capstone module familiarizes the students to the historical economic philosophy as well as the cultural ethic of societies and the economic method that comes from it in search of a state's value organization and the society.

2. Character Development and Ethics *

This module stresses the significance of personality, education and logical case study.

3. Modern Social Dilemmas *

Offers the student with contemporary social problems which supply study opportunities that concentrates on the fundamentals of how moral applications may better direct human conducts and behaves in their social-cultural surroundings.

4. Technology & Information Ethics

Studies the consequences of the use of technology within contemporary communities. Ethics are applied to numerous aspects of policy judgements.

5. Ethics in Education

Discovers the suitable use of moral principles within the concept and practice of education from K through 12 and beyond.

6. Ethics & Cultural Values *

Queries of moral/social interest are studied with concrete applications in local backgrounds studied for the incorporation of private and academic perceptions.

7. The Ethics of Terrorism

A view on Ethics of terrorism from a criminal justice standpoint and its morals defense by terrorists.

8. Ethics in Health-care

A learning of the practice of medical ethics in everyday treatment of illness and the development of preventive medicine models that might raise wellness in the global community.

9. Ethics in Organization*

A study of related society problems resulting from express technological growth in administrations, both in the profit and non-profit areas.

10. Ethics in Leadership *

This leadership program has been specifically intended to foster the examination and application of persuading moral leadership doctrines within a context of inspiring enigmas where the principles officer is charged to move the leadership along the road of advanced ethical progress.

11. Logical Professional Ethics

Familiarizes private and professional queries that challenge workers and leaders in difficult situations.

12. Moral Training Development*

This course discovers the numerous and diverse elements for conducting moral training among staffs and the distinctive application mandatory to train personnel who run solely as teams and accepted groups of reputable or increasing organizational cultures.

13. The Practicum/Internship

It's a student On-the-Job that is compulsory use of gathered program learning to be applied in actual situations. It provides prospective development and artistic interference.

Grading: University of Silvaner learners are assessed by the instructor within seven days as to whether or not the performance was satisfactory permitting the learner to move forward or complete the program or unsatisfactory upon the completion of each training module in the program. Papers, lessons, quiz, and test results, leading up to the final evaluation are returned within seven days of submission by course professor. If the instructor gives unsatisfactory report, the learner is required to repeat the training for that particular module in order to move forward and satisfactorily finishes the previously unsatisfactory module.

CERTIFICATE IN ENTREPRENEURSHIP

[*All courses offered click here](#)

Training in Entrepreneurship covers ten weeks of focused e-learning. This program comprises eight modules that includes a Capstone course commencement and On-the-job training at the end. Each training session is approximately one week. It is a concentrated study periods but considered to allow each student to attain a month's worth of training in a shorter period by procedure that has been used to educate individuals to acquire a lesson in a short amount of time.

Entrepreneurship Certificate – Courses Required

This program consists of 7 module areas of study plus one On-the-job training. To complete and fulfill the requirements for a certificate, students must complete the six compulsory courses plus one elective and the internship program. Learners are free to interrupt their study during the course for personal reasons and continue the course again starting from the point of the course of study they left. They must finish the entire course within two years of commencing in order to certify their study for a certificate of completion. This course commence with module 1 and continues successively through each module. Every module is offered in succession until that specific course phase is finished.

The Study Plan

The order in which the individual modules are commenced and finished allowing the start of each subsequent module determines the numbers of each training session. Titles with an **asterisk (*)** indicate programs that are mandatory for certification.

1. Module 1 – Are You an Entrepreneur

This module studies historic entrepreneurship, contributions and influences to nation building and how the American dream was and maintains entrepreneurial, not only in America but globally applicable to individuals.

2. Module 2 – Learning to deal with both Success and Failure

Failure is seldom communicated in class but it is vital for the entrepreneur to identify and know how to deal with it. Success can be achieved by perseverance, dedication to what you do and desire to be successful. Study how to survive from failure and be successful in your chosen field.

3. Module 3 – Reality vs. Perception

Learn how to know the difference between Reality and Perception.

4. Module 4 – Ethics in Entrepreneurship

Module 4 will demonstrate how to make moral organization that persistently observes proper conduct, credibility in transactions and communications. An Entrepreneur must be aware of group norms and must learn how to protect those principals no matter what the result and to exhibit the level of their opinion.

5. Module 5 – Entrepreneurial Organizing Theory

Learn how to establish and organize your concept and philosophy and how to ensure everyone in your group that you will succeed in your business.

6. Module 6 – Entrepreneurial Money Sources

This module demonstrates and will teach you how to nurture and be successful. You must be determined and believe that you can. Your positive attitude towards work will make you achieve your goal in your business or organization.

7. Module 7 – Rarely Learned Tools of the Trade

The global network provides the entrepreneur great opportunities. It is essential that you know how to use this means and stay connected with business globally. Through this module you will do great in your undertaking as an entrepreneur.

Grading: University of Silvaner learners are assessed by the instructor within seven days as to whether or not the performance was satisfactory permitting the learner to move forward or complete the program or unsatisfactory upon the completion of each training module in the program. Papers, lessons, quiz, and test results, leading up to the final evaluation are returned within seven days of submission by course instructors. If the instructor gives unsatisfactory report, the learner is required to repeat the training for that particular module in order to move forward and satisfactorily finishes the previously unsatisfactory module.

CERTIFICATE IN 3D ANIMATION

[*All courses offered click here](#)

University of Silvaner Three-D Animation course offers e- learning training in animation software's to fully comprehend the fundamentals of digital animation. This is a groundwork course in Three-D Animation. This course is highly recommended for students interested in investing and advancing into animation industry. Below are the program syllabus:

Credit One: Digital Animation Foundation

Credit Two: Digital Modeling Foundation

Credit Three: Character Rigging Foundation

Credit Four: Rendering Foundation

Credit Five: Video Editing Foundation

Grading: University of Silvaner learners are assessed by the instructor within seven days as to whether or not the performance was satisfactory permitting the learner to move forward or complete the program or unsatisfactory upon the completion of each training module in the program. Papers, lessons, quiz, and test results, leading up to the final evaluation are returned within seven days of submission by course instructors. If the instructor gives unsatisfactory report, the learner is required to repeat the training for that particular module in order to move forward and satisfactorily finishes the previously unsatisfactory module.

Accreditation & Approvals:

National Education Association of Online Universities

(NEAOU) Council of Adult & Experiential Learning (CAEL)

National Association of Independent Colleges and Online Universities (NAICOU)

California University FCE (CUFCE)

The Academic Board of California University FCE finds the curricula of University of Silvaner equivalent to the curricula of regionally and nationally accredited colleges and universities in the United States of America.

California University FCE is a member of The American Evaluation Association recommended by the United States Department of Education as evaluators for Educational Grant Programs and validators of degrees earned by students earned at universities from State Approved agencies such as the BPPE of California.

California University FCE is recognized by the Department of Education and CHEA; NAFSA –Association of International Educator, EAIE –European

Association for International Education, and ICAE –The International Center for Academic Evaluation.

Memberships

University of Silvaner selected the following membership organizations in the USA and internationally to provide University of Silvaner learners with access to organizations that may be of benefit to them in the continuance of their individual career path.



California University FCE

<http://californiauniversity.edu.cufce.org/>

The Academic Board of California University finds the curricula of

International University USA equivalent to the curricula of regionally and nationally accredited colleges and universities in the United States of America.

California University FCE is a member of The American Evaluation Association recommended by the United States Department of Education as evaluators for Educational Grant Programs and validators of degrees earned by students earned at universities from State Approved agencies such as the BPPE of California. California University FCE is recognized by the Department of Education and CHEA; NAFSA – Association of International Educators, EAIE – European Association for International Education, and ICAE – The International Center for Academic Evaluation.

The US Distributive Learning Association (USDLA) is an agency found by US Federal Government organizations to bring together, distributive (online and distance agency educators) to further the development and promotion of highly effective online and distance education learning methodology.

Domestic Articulation

University of Silvaner has no articulation agreements with any College or University in the USA.

UNIVERSITY OF SILVANER STUDENT SERVICES

Transfer Credits

University of Silvaner will accept up to 90 Credit Hours of acceptable and satisfactory college credits from accredited and recognized universities to complete a Bachelor's degree, up to a third of credits earned at the masters level for a specific Master's degree and up to a third of doctoral level credits required at University of Silvaner to transfer to University of Silvaner from an accredited and/or California Approved university to complete their degree programs at University of Silvaner.

Prior Learning Assessment Policy

University of Silvaner currently does not accept at either the undergraduate or graduate level prior learning experience portfolios for college credit at University of Silvaner. If it has been fully vetted and accepted by a nationally or regionally accredited university in North America, such credit however is acceptable for transfer to University of Silvaner. No prior learning credits regardless of source will be accepted at University of Silvaner graduate level for course substitution.

Professional Licensing

Either at the undergraduate or the graduate levels for current college credit programs offered by University of Silvaner are not designed to lead to positions in a professional occupation, trade or career field requiring licensure at this time. Learners desiring licensing in the USA will be referred to those organizations that specialize in post graduate licensing programs.

Student State and Federal Funding

University of Silvaner currently does not participate in state and federal financial aid programs. The learner will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund if a student obtains a loan to pay for an educational program. The learner is entitled to a refund of the money not paid from federal student financial aid program funds if the learner has received federal student financial aid funds.

Student Placement Services

University of Silvaner currently does not nor does it intend in the future to provide placement services for graduating student from University of Silvaner programs. The university has no description of such placement services from University of Silvaner or any other surrounding university or other school of higher education.

Student Housing

University of Silvaner does not have dormitory facilities under its control nor does it have the availabilities of housing located reasonably near the institution's facility. The available cost of housing located near the facility estimates is \$600 to \$1500 per month. Furthermore, University of Silvaner has no obligation to find or assist a student in finding housing.

Online Distance Learning

University of Silvaner offers premium online learner and course management systems for a registered learner's easy access to knowledge, courses, research facilities, and libraries worldwide.

The school provides its own proprietary system developed through open source software provided by MOODLE plus a Virtual Reality learner management systems platform. Both programs are constructed and managed by University of Silvaner to be accessible exclusively to University of Silvaner students, faculty and administrators.

University of Silvaner students take responsibility for access online to their own learning, achievement, and advancement.

The University of Silvaner faculty are well qualified online distance education lecturers and skilled professionals in both online learning environment and the traditional classroom presentation.

Online resources are offered exclusively in English at University of Silvaner and internationally. University of Silvaner Online programs are available on all screen-based technology.

Research Facilities and Instruction

The University maintains a computer lab for the use of the students, faculty and administrators at the headquarters of the university in Dover City, DE. All instruction on campus and online is always in English.

University of Silvaner research facilities are limited to currently registered learners who conduct faculty requested and sponsored research projects. The Delaware campus maintains technology for the exclusive use of students and faculty who are encouraged to avail

themselves of the opportunities to conduct original academic research. Learners must possess a computer and access to the internet from a high speed Internet connection such as Wi-Fi as a requirement of admission. Each learner is

provided a programmable technology password tool as part of their 1st time registration to allow them to attend class, use the library resources provided online and coordinate class assignments and materials from fellow students and professors.

University Library

The University of Silvaner Library means for research and learning are among the most wide-ranging in both the online and traditional offering enrolled students' exclusive access to over 40,000 books, papers, and print media that University of Silvaner administration believes matches or exceeds ground based library resources of most universities in the United States and other nations throughout the world. The Open Library is provided by <https://openlibrary.org> — an international provider of online academic libraries and book access to institutions and individuals internationally as well as in the USA.

University of Silvaner is a subscriber to the online academic Library provided by openlibrary.org and to numerous internationally recognized university libraries providing access to their own extensive collections by students and researchers from University of Silvaner. Enrolled students, regardless of location, are provided online access to University of Silvaner online library of 40,000 plus academic reference books, papers, periodicals, etc., all with unrestricted access for H I U USA students. Access is provided upon enrollment and restricted to students, faculty and administration.

University of Silvaner students have unparalleled opportunities to research online and as enrolling learners' access other school library collections online as well as libraries at universities all over the world. Furthermore, University of Silvaner offers students 24/7 access to MIT's exhaustive virtual course library of over 2000 courses and several hundred others classes online offered by medallion universities such as Harvard, Stanford, Penn, Columbia, Cornell, and dozens of other major and world renowned state research universities in USA and the Middle East.

Library connections are constantly being added for University of Silvaner students to connect and use throughout their course of study at the university.

Where Classes Are Held

Classes are held exclusively online over the Internet for all undergraduate, graduate, doctoral and certificate training. No classes are currently scheduled for traditional classroom setting at the university in Dover City, DE although University of Silvaner reserves the right to do as should the necessity or desire to provide mixed classes (both classroom and online). These classes would be held at the headquarters of the University in Dover City, Delaware or at a remote site convenient to students and faculty either in the continental US or internationally. Classes are conducted through the University of Silvaner Course Management Systems exclusively only with administration, and registration located on the main campus at:

UNIVERSITY OF SILVANER
Lookerman, Dover City, Delaware 19901, U.S.A.

OTHER MISCELLANEOUS INFORMATION

University of Silvaner Does Not Have a Petition in Bankruptcy

University of Silvaner does not have a pending petition in bankruptcy, has not filed a petition within the past five years, is not operating as a debtor in possession, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

ADMISSION POLICY

Academically eligible candidates from anywhere in the world are welcome to University of Silvaner. Admission is based on moral character, academic qualifications, and University of Silvaner ideals that help define the whole learner. University of Silvaner is an open university. Any learner who has graduated from a recognized high school, home school, or college may apply for University of Silvaner undergraduate and graduate degree programs respectively. In order to apply learners must have as a minimum the following:

Admission to Undergraduate requires proof of High School graduation. All applicants must be at least 21 years of age, SAT and ACT scores from High School are not required but encouraged if they are available. Mature adults have a different advantage over younger candidates as they generally are more focused and determined to achieve an academic goal to enhance their job opportunities and their career motivations. University of Silvaner looks and considers the whole student, i.e. Who you are, what you are doing; where you want to go, how you want to get there and what do you hope to accomplish by advancing your education other than perhaps to make more income.

Graduate Admission does require proof of an undergraduate degree from an accredited college or university.

Learners whose primary language is other than English must be able to read, write and speak English at the minimum 5.0 TOEFL Scale for undergraduate study and 6.0 TOEFL at the graduate admission level.

Home school learners must demonstrate appropriate state or agency credentials approved by their local government

NOTE: University of Silvaner does not provide VISA services.

Application Information Required:

A learner applying to University of Silvaner must deliver the following for consideration as a learner.

- A. A completed enrollment application form (See separate Enrollment Management Section)
- B. The Application fee to accompany the Enrollment form.
- C. Certified birth certificate or evidence of nationality via passport or driver's license.
- D. Two official letters of recommendation from former educators, professionals or supervisors.
- E. Official high school and college transcripts submitted by the institutions directly to University of Silvaner.
- F. A personal resume demonstrating employment, education, and volunteer activities.
- G. Two personal essays from a list of topics provided by University of Silvaner .
- H. Personal proof of health insurance if student will attend a future resident program on the Delaware Campus.
- I. Complete Enrollment Agreement and submit with Enrollment Fee.

NOTE: You are encouraged to review this catalog thoroughly before applying for admission and prior to signing the Enrollment Agreement as a prospective student.

Credits Transferability

At University of Silvaner, a maximum of 75% of transfer credits (units) may be applied to your requirement for a Bachelor's degree and may be resulting from a combination of any or both of the following:

- (1) Credits/units earned at schools approved by the Bureau; public or private institutions of higher learning accredited by an accrediting agency recognized by the US Department of Education; foreign institutions approved by their Ministry of Education and recognized by UNESCO: credits (units) earned offer degree programs equivalent to degree programs approved by the bureau or accredited by an accrediting association recognized by the US Department of Education (Prior Learning Assessment).
- (2) Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.
- (3) Transfer credits earned through portfolio assessments for work accomplished in an area or profession that mirrors one of the courses offered by University of Silvaner either at the undergraduate or graduate levels. This includes assessment of multiple open online courses offered free by accredited institutions because the course are free will not offer credit for the work. Demonstrating proficiency in the course(s) and reviewed by and accepted by University of Silvaner faculty who possess a degree higher than what the course work is applied to, then MOOC credits may be considered for transfer credit as well on a case by case

basis.

University of Silvaner will provide guidance on how to access
these MOOC 83

courses for eventual consideration and credit.

Graduate Transfer Credits (Units)

An institution may accept transfer credits only from the institutions of higher learning described above in subsection (A). No more than 20% of graduate semester credits (units) or the equivalent in other credits (units awarded by another institution may be transferred for credit toward a University of Silvaner Master's degree).

No more than 30 graduate semester credits (units) or equivalent awarded by another institution may be credited toward a doctoral degree at University of Silvaner. This doctoral transfer ability does not apply to graduate programs that lead to a profession or an occupation requiring state licensure where the licensing agency has a regulation allowing a different standard. University of Silvaner currently has no professional licensure programs that would be affected by this requirement.

Program Withdrawal and Cancellation - Student Right to Cancel

These procedures are required by a learner to cancel their enrollment agreement with University of Silvaner or withdraw from the school and obtain a refund.

The learner has the right to cancel the enrollment agreement and get a refund of charges paid through attendance at the first class session, or the seventh day after the enrollment, whichever is later.

Learners who withdraw from UNIVERSITY OF SILVANER are subject to the following:

- a. A program cancellation request must be in writing via email to the Registrar.
- b. The date of the email receipt must be within attendance at the first class session or the seventh day after the enrollment, whichever is later.
- c. Application Fee is nonrefundable.
- d. A full refund of all obligation paid to date minus the application fee will be returned within 30 days.

After attendance at the first class session, or the seventh day after the enrollment, whichever is later:

- A. Requests to withdraw from University of Silvaner and cancel a program must be by written notification to the Registrar.
- B. The date of the email receipt is the effective date of withdrawal non-refundable.
- C. University of Silvaner will notify a student if an account balance is due. Payment for account balances is due in full immediately.
- D. Students with unpaid account balance are sent a reminder notice of the School's collection policy after 15 days.
- E. Unpaid account balances due will be turned over to collections after 31 days.
- F. Refunds will be paid within 30 days of the withdrawal date.

Refund Policy and Procedure

The refund policy will apply when a student requests a program cancellation, to withdraw from University of Silvaner, or to drop a course. Course fee refunds are issued when a student prepays a portion or all of the course fee for the course program and a credit is due per the schedule below. Please see a more complete explanation under **STUDENT POLICY ON WITHDRAWAL** on the student policy information pages.

University of Silvaner Refund Policy Schedule					
	Undergraduate	Graduate	CAS/ Masters	Doctoral	
Course Length	6 weeks	8 weeks	10 weeks	12 weeks	Internship
100% Refund	class session or the enrollment whichever is later.	class session or the enrollment whichever is later.	attendance at the first class session or the seventh day after enrollment whichever is later.		
90% Refund	Days 1-3	Days 1 – 5	Days 1 – 7		
50% Refund	Days 4-6	Days 6 – 11	Days 8 – 14		
25% Refund	On or after Day 7	On or after Day 12	On or after Day 15		

University of Silvaner Dismissal and Probation Policy

Learners who violate the Student Honor Code – I will not lie, steal, or cheat – will be dismissed without the right of appeal.

Dismissal and Probation

Student will automatically be placed on probation for the following semester if a student fails to maintain a cumulative grade point average of 2.0 as an undergraduate on a 4.0 scale or a 3.0 grade average as a graduate student. Failure to bring the grade point average up to meet the minimal acceptable grade averages for that semester, the student will be dismissed from further registration. Students who achieve the passing grade point average but fail to have an overall grade point average necessary for graduation will have one remaining semester to bring up their average. Graduate students are required to carry a 3.0 or B average at all times. Failure to do so for two consecutive semesters will subject the student failing performance to meet the graduate standard and will be subject to immediate dismissal.

Students may appeal dismissal to the University Academic Vice President and Provost for consideration of mitigating circumstance in order to determine if the student has the ability to progress satisfactorily.

Any student arrested or involved in behavior unbecoming a University of Silvaner Scholar for any reason in the eyes of the administration will be immediately placed on academic probation pending the outcome of the offense and the decision of the Vice President for Academic Affairs.

Leave Policy and Student Attendance

Learners are required to attend all classes whether conducted online or in a classroom setting. Learners are allowed up to three unexcused absences. An Absence from an enrolled class more than three times in any one semester, with the exception of family crisis or serious illness will be placed on probation. The learner will be dismissed without appeal from the class with a failing grade should the learner obtain three or more unexcused absences during the probation period in the class for which the probation applies.

Leave of Absence

Learner may request a leave of absence to attend to a family or personal crisis. Learners may be readmitted into the class if the number of class absences does not exceed six in any one semester. It is up to the learner to maintain contact both with the class professor and admissions detailing any issues in sustaining the time constraints in order to continue registration as an enrolled if the learner chooses to stay enrolled. Otherwise it is recommended that a learner requiring a leave of absence with no possibility of sustaining the policy of the school regarding a leave of absence should withdraw and re-enroll in the class in a following semester.

The learner will not have to repeat the class on return at no extra cost but be allowed to be mentored on line until the class requirements and outcomes are completely met if a learner's leave of absence is approved during the class year and significant progress has been made by the learner to the satisfaction of the faculty and the administration. It is not the School's intention to put any additional hardship on the student for circumstances beyond their control.

Online Class Attendance Policy

Virtual or online classes are subject to the attendance policies of each class regarding how long and when learners are required to be online for class work. It is important to clarify that learners are required to do the same amount of work within the same time frames as those learners who attend traditional classes. Attendance is required in all classes learners are enrolled, online or on-ground and must meet, if online, a certain number of contact hours with the professor including meeting the standards set out for all online delivered classes except as noted above in Probation and Dismissal.

Faculty has a great deal of discretion in determining an excused absence and what is not. Once the standard of no more than three unexcused absences is breached by a student online i.e. failure to check in, failure to complete assignments, failure to view lectures, faculty has the discretion to either place the student on probation or dismiss the student immediately from their class without probation.

TUITION & FEES - All tuition and fees are quoted in U.S. currency.

Application Fees - The Application Fee for North American candidates for a degree program is \$50.00 for both graduate and undergraduate school. The Application for Middle East applicants is waived when transfers or continued study is conducted under the guidance and auspices of University of Silvaner on the campus of a Host University.

Application Fee information:

1. Application Fees are nonrefundable.
3. Payment of Application Fee is due within 30 days of submitting an application and can be paid online through a secure server or through PayPal. Payments by check are accepted only from correspondent banks of USA banks located Internationally or may be mailed directly to University of Silvaner , Lookerman, Dover City, Delaware 19901, U.S.A.
4. If the Application Fee is not received within 30 days after the date the Application is submitted, the Enrollment Application will be cancelled.

The following includes the total tuition, charges and fees for enrolling in the various degree programs offered by UNIVERSITY OF SILVANER.

Per Credit (Unit) Course Fees

PLEASE REVIEW THE FOLLOWING
NOTE THE REFUND AND WITHDRAWAL POLICIES

UNIVERSITY OF SILVANER Charges By Term Structure	6/8 Week Term	8 / 10 / 12 W e e k T e r m		
	Undergraduate CLASSES	All Masters CLASSES	CERT. CLASSES	DBA CLASSES
Tuition	\$250.00	\$300.00	\$135.00	\$400.00
Cost*	Per Credit	Per Credit	Per Credit	Per Credit

* Internship	N/A	N/A	N/A	N/A
PDE (Project Determining Excellence)	N/A	N/A	N/A	\$2200
Course Drop Fee	\$50.00	\$50.00	\$50.00	\$50.00
Registration Fee	\$25.00	\$25.00	\$25.00	\$25.00
Application Fee	\$50.00	\$50.00	\$50.00	\$50.00

* Tuition and Course Fees

Please Note: Non Degree Students will pay \$100.00 per credit hour for undergraduate courses and \$150.00 per credit hour for all graduate courses.

- All applicable tuition and fees are charged and due at the time the student requests a course.
- UNIVERSITY OF SILVANER reserves the right to change tuition rates, as it deems necessary.
- The student is charged all applicable fees as indicated above.
- A per Course Drop Fee is charged when a student drops a course.

Course Registration Fees:

When a student enrolls in a course, fees are charged. The registration fee will not be refunded should the student withdraw from any course. The course start date will be changed at no additional fee if the student changes the course start date prior to the originally enrolled start date. Payment of this fee is due at the time the student requests a course.

Description of Miscellaneous Fees	Fee Amounts
Annual Technology Fee Undergraduate, Graduate, and CAGS Learners	\$100.00
Per Course Technology Fee Non-degree Learners	\$35.00
Program Transfer Fee	\$50.00
Official Transcript Fee	\$10.00

ID Replacement Fee	\$5.00
Returned Check Fee (PayPal)	\$25.00
Credit Card Declined Fee	\$25.00
Return Processing Fee	\$25.00
Lost/Damaged Interlibrary Loan Book Processing Fee* (USA only)	\$10.00*
Student Tuition Recovery Fund	.50 per \$1,000 of Institutional Charges

***The student is responsible for the full cost of the replacement book or materials as well as the processing fee.**

Program Fee Information

Per Course Technology Fee

Applies to non-degree students, and is due at time of each course request

Program Transfer Fee

Charged when a student chooses to change from one degree program to another

Official Transcript Fee

Charged for each official transcript requested

UNIVERSITY OF SILVANER ID Replacement Fee

Charged if a new ID card is issued to the student

Returned Check Fee

Charged for returned checks

Credit Card Declined Fee

Charged if a charge to a credit card account is declined

Return Processing Fee

Charged to returns of credit balances or prepayments

Lost/Damaged Interlibrary Loan Book Processing/ Fee

Charged for all lost or damaged Interlibrary Loan books and materials

Students Tuition Recovery Fund Fee: .50 per \$1,000 of Institutional Charges

NOTE: All fees are non-refundable except as noted under Student Withdrawal Policy regarding withdrawal and tuition refund.

Estimated Cost of Attendance

The cost of attendance (by Program Length) varies depending on how many credit hours are transferred into the program at University of Silvaner and other factors that may apply such as leveling courses, repeated courses, etc. The information listed below provides an estimated total cost of attendance. University of Silvaner uses the total program tuition cost and the dissertation fee(s) (for doctoral students only) in its estimated cost of attendance calculation. Non-institutional grants and scholarships, University of Silvaner affiliation scholarships, or any other forms of tuition reduction will affect the estimated cost of enrollment calculation. The calculations do not include costs of textbooks, technology fees, miscellaneous program fees, or personal expenses in the estimated cost of attendance. All degree programs require a payment of \$100 GRADUATION FEE for degree completion and award of the University of Silvaner degree.

Undergraduate Program - Total Estimated Cost of Attendance*

Total Number of Credit Units Required to Complete Program	120
Less Maximum Allowed Applicable Transfer Credit Units	-90
Total Credit Units Remaining for Graduation	30
Tuition Rate Per Credit Units \$250 X Credit Hours Remaining for Graduation including application fee and course enrollment fees	\$7,900.00
Total Estimated Cost of Attendance	\$7,900.00

The undergraduate c o s t of attendance is the same for all undergraduate programs either currently in existence or to be offered at a later date. Masters programs may differ in course fee depending on the discipline.

Masters Programs Estimated Cost of Attendance

Total Number of Credit Units Required to Complete Program	36
Less Total Applicable Transfer Credit Units	-6
Total Credit Units Remaining for Graduation	30
Tuition Rate Per Credit Units \$300 X Credit Hours Remaining for Graduation including application fee and course enrollment fees	\$11,200.00
Total Estimated Cost of Attendance	\$11,200.00
Masters Extended Individual Course Specialty at \$1500.00 per Unit	

The graduate cost of attendance is the same for all graduate masters programs

either currently in existence or to be offered at a later date. Masters programs may differ in course fee only if additional specialization is desired. Note the special graduate add on courses for specialization in each separate degree program and the additional cost per credit units depending on the specialization.

DBA – Doctor of Business Administration Estimated Cost of Attendance

Total Number of Credit Units Required to Complete Program	62
Less Total Applicable Transfer Credit Units	-30
Total Credit Units Remaining for Graduation	32
Tuition Rate Per Credit Units \$400 X Credit Hours Remaining for Graduation including application fee and course enrollment fees and PDE	\$15,400.00
Total Estimated Cost of Attendance	\$15,400.00
PDE – Project Determining Excellence	0

PhD – Doctor of Philosophy Estimated Cost of Attendance

Total Number of Credit Units Required to Complete Program	75
Less Total Applicable Transfer Credit Units	-20
Total Credit Units Remaining for Graduation	55
Tuition Rate Per Credit Units \$400 X Credit Hours Remaining for Graduation including application fee and course enrollment fees and PDE	\$19,600.00
Total Estimated Cost of Attendance	\$19,600.00
PDE – Project Determining Excellence	0

Graduation Fee Information:

A nonrefundable Graduation (Administrative Process) Fee is due within 30 days of submitting a Request to graduate.

If the Graduation Fee is not received within the stated 30-day grace period, a Request to graduate is disallowed

A replacement fee is charged for Alumni needing a replacement copy of their UNIVERSITY OF SILVANER S.A.C Diploma or Certificate

Transferring Earned Credits / Credentials

NOTICE CONCERNING TRASFERABILITY OF CREDITS AND CREDENTIALS EARNED AT UNIVERSITY OF SILVANER

The Transferability of credits students obtain at University of Silvaner is at the full discretion of an institution to which student may want to transfer. It is also at the full discretion of the university to which student may seek to transfer concerning acceptance of the degree student earns in the educational program. Student may be obliged to repeat some or all of his/her coursework at that institution if the credits or degree, diploma or certificate that he/she earns at this institution are not accepted at the institution to which he/she seek to transfer. Student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which student may seek to transfer after attending University of Silvaner to determine if his/her credits or degree, diploma or certificate will transfer.

- ☐ Certificate and/or equivalent Diploma
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree
- ☐ Doctoral Philosophy
- ☐ Others _____

MAINTENANCE OF RECORDS

University of Silvaner will keep and preserve all records required by the Act and this chapter. The records will be maintained in the University. University of Silvaner will maintain for a period of 5 years the pertinent student records from the learner's date of completion or withdrawal.

A record is considered current for five years following a student's completion or withdrawal. It may be kept or stored on microfiche, computer disk, microfilm, or any other means of record storage.

The record may be kept without loss of information or legibility for the period within which the record is obliged to be maintained by the Act. University of Silvaner maintains functioning devices that can instantly duplicate exact, legible printed copies of stored records for a record that is current. The devices shall be kept in reasonably close vicinity to the stored records at University of Silvaner primary administrative location. University of Silvaner shall be able to replicate exact, legible printed copies within two (2) business days for a record that is no longer current.

University of Silvaner has staffs appointed to be present at all times during normal business hours who know how to run the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

Any person authorized by the Act or this chapter to examine and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, refund University of Silvaner for the reasonable cost of using University of Silvaner 's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

University of Silvaner maintains a second set of all financial and academic records required by the Act at a different site unless the original records including records stored pursuant to subdivision (b) of this section of the Act are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets. All records that University of Silvaner is required to maintain by the Act or this chapter shall be made immediately available by University of Silvaner for checking and copying during normal business hours by the authority and any entity authorized to conduct investigations of those records.

APPLICATION FOR ADMISSION – (2016-2017)

Submit via email to: admissions@silvaner.edu.pe
OR FAX

or mail to:

U.S.A UNIVERSITY OF SILVANER INC.

S.A.C:

Director of admission and Co-
owner, DR. CARLOS MARIO
NEYRE ABAD

PHONE NUMBER : (51) 966767923

For Questions Call Admissions at:

or Fax:

Family name: _____

Given name(s) _____

Date of birth _____

Town and Country of birth _____

Nationality: _____

Address: _____

Mobile phone: _____ Fax _____

E-mail Address: _____

Check PROGRAM of Interest

☐ DBA – Doctor of Business Administration

☐ PhD – Interdisciplinary Studies

☐ MBA – Master of Business Administration

☐ BSBA – Business Administration

☐ Certificate Programs – Ethics

☐ Certificate Programs – Entrepreneurship

☐ Certificate Programs – 3D Animation



- MS – Information Systems Management
- MBA - Master of Business Administration
- MS - Virtual Reality
- Others _____

PROVIDE ALL NECESSARY DOCUMENTATION AS REQUIRED BELOW

☐ EMPLOYMENT HISTORY

Please include complete details of your employment history, professional experience.

☐ CERTIFIED COPIES OF ACADEMICS DIPLOMAS, TRANSCRIPTS

Please provide complete details about your education (secondary and post-secondary) including professional qualifications and training courses

☐ PERSONAL STATEMENT

Please explain why you are applying for this program, what you expect to achieve from it, and how it relates to your academic and career development.

☐ TEST RESULTS AVAILABLE for Graduate School Entrance _____ GMAT _____ GRE _____

☐ TOEFL:

If your first or main language is NOT English, the University of Silvaner requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification in English (e.g. TOEFL or IELTS), you must acquire one before you can be admitted to a course at University of Silvaner. Please tell us about any English language qualifications which you hold and enclose copies of certificates with your application form.

TOEFL score: _____ Date of Test _____ Certificate # _____

Personal assessment of English Fluency - Check one:
_____ Excellent Good Fair Poor _____

☐ FINANCING YOUR SCHOOLING

The current tuition fee for self-financing and company-sponsored participants is: BSBA: \$7900 (30 credit hours to complete study with 90 transferable credits) MBA, or MS: \$11,200. Participants are expected to take full responsibility for financing their year at University of Silvaner and to manage their own financial affairs. You should establish your financial plan according to the following expected payment dates:

deposit to be paid by the date specified on your letter of admission
(30%) one month before program commences (70%)

I confirm that the information on this form is complete and accurate and that no information requested or other material information has been omitted. I give my consent to the processing of my data by UNIVERSITY OF SILVANER.

Applicant's Name

Applicant's Signature

Date (YY/MM/DD)

Learners and Their Rights

Learners have the right to review their own academic records.

Due process and an impartial hearing in any disciplinary matter

Information privacy

Fair and effective teaching and grading at the advertised grade level

Learners have a right to file a grievance for arbitrary or unreasonable, impermissible, discriminatory practices.

GRIEVANCE PROCEDURE

FOR STUDENT

Introduction

University of Silvaner in accordance with applicable state and federal law and School policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, sex, religion, age, disability, medical condition (cancer-related), marital status, ancestry, sexual orientation, citizenship, or special disabled veteran.

I. Scope and Purpose

1. The procedure's purpose is to provide University of Silvaner students an opportunity to resolve complaints alleging discrimination based upon any of the above listed grounds. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of University of Silvaner resulting in injury to the student, except as noted in IB below. It is the intent of this procedure that student complaints should be resolved, if at all possible, in the department or unit where they arise.

2. This procedure does not apply to complaints coming under the following campus complaint procedures:

a. Graduate Appeals Procedure - This procedure is to be used by graduate learners with complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

b.. University of Silvaner Policy for Accommodating the Academic Needs of Students with Disabilities - This procedure should be used for complaints about the provision of appropriate academic accommodation in classes or research in which the disabled student is currently participating.

c. University of Silvaner Policy Governing Disclosure of Information from Student Records - This procedure is to be used for complaints regarding access to student records and for complaints alleging that learner records are inaccurate, misleading, inappropriate or otherwise maintained in violation of student rights to privacy.

d. Grade Appeals - This procedure is to be used for complaints that grades in courses of instruction are based on the application of non-academic criteria.

e. University of Silvaner Code of Student Conduct - This procedure is to be used for complaints against students or student organizations that have allegedly violated campus student conduct rules.

3. The procedure for Student Grievance may be used for complaints of sexual harassment.

II. Definitions

1. **A Complaint Resolution Officer (CRO)** appointed by the President of the School is the person designated to receive, investigate, mediate, and resolve complaints brought under this procedure.

2. **Learner/Student:** An individual who (a) is enrolled in or registered with an academic program of the University; (b) has completed the immediately preceding term and is qualified for reenrollment, including

the recess periods between academic terms; or (c) is on approved educational leave or other approved leave status, or is on filing-fee status.

3. Respondent: The person selected to answer or respond to the complaint. Generally the respondent would be the head of the unit or department in which the violation allegedly occurred.

4. Notification: Notification takes place two days after the date of posting of any document in the United States mail, properly addressed. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the last address given since the filing of the complaint.

5. Time: All time periods referred to in this procedure refer to calendar days, excluding summer term and inter-semester recesses. The time period will be extended to the following working day if the designated time period ends on a Saturday, Sunday or campus holiday. The time periods designated in this procedure may be extended only where there is good cause and notice of the extension is provided to all parties.

III. Department or Unit Level Resolution Procedures

1. Informal Process

A learner should attempt to resolve the matter informally with the person alleged to have committed the violation, or with the head of the department or unit in which the alleged violation occurred, or both of them before filing a grievance under this Policy. Attempts to resolve the matter informally should be completed within sixty (60) days from the time at which the learner knew or could reasonably be expected to have known of the action being grieved. Learner must do so within the sixty (60) day limit, regardless of the progress of the informal process if he/she wishes to file a formal grievance.

The learner may elect to attempt resolution pursuant to University of Silvaner Policy on Sexual Harassment and Complaint Resolution Procedures if the grievance contains allegations of sexual harassment. The learner may file a formal student grievance within fifteen (15) days of notice of the outcome of the sexual harassment complaint process if the learner is not satisfied with the outcome of the sexual harassment complaint resolution process.

2. Formal Unit Procedures

Learners should first attempt to resolve the matter through those procedures where the department or unit where the violation allegedly occurred has written procedures for learner's grievances. An attempt to resolve a complaint under unit or department level grievance procedures must be initiated within sixty (60) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved. The learner may file a formal learner grievance within ten (10) days thereafter if the department or unit fails to provide notice of resolution to the learner within sixty (60) days of receiving the complaint.

IV. Formal Resolution Procedures

1. Filing

The student may file a formal student grievance within ten (10) days of notice of the outcome of the departmental level process if the student is not satisfied with the outcome of the departmental level resolution. Learner may file a formal student grievance within sixty (60) days from the time at which the student knew or could reasonably be expected to have known of the action being aggrieved where there is no unit or departmental grievance procedure. Graduate and professional school students should file with the office of the Dean of the Graduate Division and undergraduate students should file with the Office of the Vice President for Academic Affairs.

Learner's grievances must be in writing and signed by the learner or the learner's designated representative, if any. Grievances must contain the learner's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, the specific law, policy, or rule alleged to have been violated (if known), a description of the evidence supporting the grievance, whether informal procedures were available and completed, and the remedy or relief requested.

The learner must submit the name of the designated advisor, and indicate whether the advisor is a lawyer if the learner is to be assisted by an advisor. The learner also must submit a signed statement authorizing the advisor to receive copies of relevant learner records and correspondence regarding the grievance and to accompany the student to any meetings.

2. Initial Review

The Vice President for Academic Affairs or Dean of the Graduate Division upon receipt of a formal student grievance shall timely designate a Complaint Resolution Officer (CRO). It shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts which, if true, would constitute a violation of law or University policy by the CRO. Within twenty (20) days of the receipt of the complaint in the office of the Vice President for Academic Affairs or the Dean of the Graduate Division, the CRO shall complete preliminary review of the grievance and advise the complainant of the determination in writing.

The student will have ten (10) days from the date of the written notice to make the grievance complete if the CRO determines that the grievance is incomplete. The grievance will be dismissed if the student fails to make the grievance complete. Outside the jurisdiction, or factually insufficient, the grievance will be dismissed if the CRO determines that the grievance is untimely. If the grievance raises multiple issues, the CRO will make a determination described above with regard to each issue. The CRO may investigate some issues and dismiss others pursuant to this review process.

The CRO will provide the student with a written explanation of the basis for the dismissal if a complaint is dismissed. The student will have ten (10) days from the date of the written notice to request an appeal of the dismissal from the Vice President for Academic Affairs or the Dean of the Graduate Division, as appropriate. The request for appeal must be a signed, written document articulating why the decision by the CRO to dismiss the case was in error. The Vice President for Academic Affairs or Dean of the Graduate Division will respond in writing within twenty (20) days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision to dismiss is overturned on appeal, the case shall be sent back to the CRO for investigation in accordance with the procedures outlined below.

3. Investigation

The CRO will commence the investigation by sending a copy of the written grievance and any supporting documentation to the head of the department or unit (respondent) in which the violation allegedly occurred and asking for a written response. The respondent shall (1) confirm or deny each fact alleged in the grievance; (2) indicate the extent to which the grievance has merit; and (3) indicate acceptance or rejection of any remedy requested by the grievant or outline an alternative proposal for remedy. The CRO will provide the grievant with a copy of the department or unit's response.

The CRO may seek to mediate a resolution or negotiate an administrative settlement of the grievance at any time during the course of the investigation. If a resolution satisfactory to both the grievant and the respondent is reached, the CRO will notify both parties of the voluntary resolution in writing and the grievance will be dismissed.

The CRO shall complete the investigation and produce a report within seventy-five (75) days of the initial receipt of the grievance in the office of the Vice President for Academic Affairs or Dean of the Graduate Division, as appropriate. The report should contain a summary of the issues presented by the grievance, a statement of the applicable law or policy, a summary of the factual findings reached in the investigation and a conclusion regarding the recommended outcome of the grievance, including proposed corrective actions, if any.

If the grievance is brought by an undergraduate student, the report shall be made to the Vice President for Academic Affairs and that individual shall be responsible for making a determination on the outcome of the grievance and taking corrective action. If the grievance is brought by a graduate or professional

student, the report shall be made to the Dean of the Graduate Division and that individual shall be responsible for making a determination on the outcome of the grievance and taking corrective action. Written notice of the determination, including a description of the basis for the decision, by the Vice President for Academic Affairs or the Dean of the Graduate Division, as appropriate, will be sent to the grievant and the respondent within fifteen (15) days of receipt of the report.

If the outcome of the grievance involves a recommendation for disciplinary action to be taken against any University employee or student, the matter shall be referred to the appropriate University disciplinary procedure.

4. Request for Reconsideration

The student may seek reconsideration of an adverse determination by filing a written request for review with the office of the Vice President for Academic Affairs or Dean of the Graduate Division, as appropriate, within ten (10) days of receiving their written notice of the determination. This request must be based on at least one or more of the following grounds:

- A. There is evidence that the Grievance Procedures for Student were not followed, and the failure to follow procedures resulted in a decision adverse to the student.
- B. There is evidence that the Complaint Resolution Officer made an obvious error in interpreting the evidence or applying law and policy, and the error was material to the outcome of the grievance.

The request for reconsideration and provide a written response will be reviewed by The Vice President for Academic Affairs or Dean of the Graduate Division within 30 days. The determination of the Vice President for Academic Affairs or Dean of the Graduate Division is final.

V. Disciplinary Procedures

The Grievance Procedure for Student's purpose is to remedy the damage done to the grievant and not to inflict disciplinary sanctions on students or University staffs. Though in some cases, the proposed corrective action may include a recommendation for disciplinary action to be taken against a School student or employee. In such cases, the issue of discipline shall be referred to the proper School disciplinary procedure for action pursuant to those procedures. Any disciplinary actions arising from the subject matter of such complaints shall be in accordance with established policies of the School including, but not limited to:

- A. University of Silvaner guidelines on student conduct and student disciplinary procedures is covered in The Code of Student Conduct;
- B. University policy on Faculty Conduct and the Administration of Discipline, including the Faculty Code of Conduct is indicated in Academic Personnel Manual;
- C. Personnel Policies for Staff Members and Collective Bargaining Agreements documents contain conduct guidelines and disciplinary procedures for University employees in these programs;

APPENDIX

Other resources that are available before or after a student grievance has been filed with the School includes the following:

The student may elect to bring complaints alleging violations of federal civil rights laws with the U.S. Department of Education, Office for Civil Rights.

There are civil law remedies, including restraining or other court orders, injunctions, and monetary damages also may be available to complainants as provided in state law.

Grievance Procedure Form For Student

Instructions: Please read the Grievance Procedure for Student before completing this form. Be sure to observe the time limits specified in the procedure. If the action being aggrieved occurred in a department, school, or graduate group, you should complete the informal or formal grievance process at the unit level before requesting consideration under this procedure. It is not compulsory that you use this form but please include all the information below in your complaint. Submit formal grievances for undergraduate and graduate grievance to the *ATTN: Vice President for Academic Affairs*.

GRADUATE/UNDERGRADUATE STUDENT GRIEVANCE FORM

Name: _____
First Name Middle Initial Last Name Academic Department:

Mailing Address: _____

_____ Phone: _____

The action being grieved was: _____
Discrimination on the basis of _____

_____ Unfair application of University policy or procedures.

The date(s) of most recent occurrence(s) leading to this complaint: _____

What was the result of the unit level grievance procedure: _____

The date you received the result of the unit level procedure: _____

-

Provide a short description of the action(s) being grieved under this procedure:

State the resulting injury or harm because of this action:

State the policy, specific law, or rule alleged to have been violated, if known (optional):

Provide a description of the evidence supporting the grievance (may be attached):

State the remedy you are requesting:

Please indicate the individual's name, title, phone number and address if you will be assisted in the grievance process by an advisor:

Is

the advisor a lawyer? _____ YES _____ NO

Please submit any additional background information that will be beneficial in resolving your grievance.

Signature: _____ Date: _____

Please note: Your signature below authorizes the named individual to receive copies of relevant student records and correspondence regarding the grievance and to accompany you to any meetings. If you indicate you will be assisted by an advisor.

Signature: _____ Date: _____

UNIVERSITY OF SILVANER Recognized USA National Holidays

January 1	New Year's Day
January	Martin Luther King, Jr. Birthday
February	Washington's Birthday
May	Memorial Day
July 4	Independence Day
Monday	Labor Day
October	Columbus Day
November	Veterans Day
Thursday	Thanksgiving Day
December 25	Christmas Day

UNIVERSITY OF SILVANER
School Performance Fact Sheet
2016 & 2017 Calendar Years

Accomplishment Rates (consist of data for the two calendar years prior to reporting) BSBA – Bachelor of Science Business Administration

(Program Length – 30 Semester Hours)

Calendar Year	Number of Students Who Commenced Program'	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length —150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Commenced Program'	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101 -150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials: _____

UNIVERSITY OF SILVANA
School Performance Fact Sheet
2016 & 2017 Calendar Years

Accomplishment Rates (consist of data for the two calendar years prior to reporting) DBA – Doctor of Business Administration
 (Program Length – 62 Credit Hours)

Calendar Year	Number of Students Who Commenced	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length —150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Commenced Program'	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101 -150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials:

**School Performance Fact
e Sheet**

Accomplishment Rates (consist of data for the two calendar years prior to reporting) PhD – Doctor of Philosophy

Program Length – 75 Credit Hours)

Calendar Year	Number of Students Who Commenced	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length — 150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Who Commenced	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101 -150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials: _____

**School Performance Fact
e Sheet**

Accomplishment Rates (consist of data for the two calendar years prior to reporting) MS MBA – Master of Business Administration

Program Length – 36 Credit Hours

Calendar Year	Number of Students Who Commenced	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length — 150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Who Commenced	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101 -150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials: _____

School Performance Fact Sheet

Accomplishment Rates (consist of data for the two calendar years prior to reporting) MS IS M – Master of Science Information Management

Program Length – 36 Credit Hours

Calendar Year	Number of Students Who Commenced Program'	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length — 150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Commenced	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101 -150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials: _____

**School Performance Fact
e Sheet**

Accomplishment Rates (consist of data for the two calendar years prior to reporting) MS VR –Master of Virtual Reality

Program Length –36 Credit Hours

Calendar Year	Who Commenced	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Student s Completing After Published Program Length —150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Who Commenced	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101 -150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials: _____

**School Performance Fact
e Sheet**

Accomplishment Rates (consist of data for the two calendar years prior to reporting) Certificate in Applied Ethics

Program Length – 10 Weeks

Calendar Year	Who Commenced	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length — 150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Who Commenced	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101 -150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials:

UNIVERSITY OF SILVANER
School Performance Fact Sheet
2016 & 2017 Calendar Years

Accomplishment Rates (consist of data for the two calendar years prior to reporting) Certificate in Entrepreneurship

Program Length – 10 Weeks

Calendar Year	Number of Students Who Commenced	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length — 150%

Completion Rate Name of Educational Program (Program Length)

Calendar Year	Number of Students Who Commenced	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

¹"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials:

UNIVERSITY OF SILVANER
School Performance Fact Sheet
2016 & 2017 Calendar Years

Accomplishment Rates (consist of data for the two calendar years prior to reporting) Certificate in 3D Animation Program Length – 10 Weeks)

Calendar Year	Who Commenced	Students Available for ²	Graduates ³	Completion Rate ⁴
2016	Program too New			
2017	Program too New			

Students Completing After Published Program Length — 150% Completion Rate Name of Educational Program (Program Length)

Calendar Year	Who Commenced	Students Available for ²	150% Graduates ⁵	150% Completion Rate ⁶
2016	Program too New			
2017	Program too New			

"Number of Students Who Commenced Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials:
