



Not All Classrooms Have Four Walls

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# Windsor University

## MBA PROGRAM CATALOG

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Academic Year: **2022-2023**

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**[www.WindsorUniversity.US](https://www.WindsorUniversity.US)**

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## **Windsor University is operating under the Higher Education Licensure Commission [HELC]**

Windsor University received the post-secondary provisional institutional license from the Higher Education Licensure Commission in August 2021. In October 2022, Windsor University received the renewed institution license. Windsor University promises to maintain HELC's operation standards by following the commission's rules & regulations.

### **Windsor Licensing Page**



### **Licensed By HELC**



## **HELC Full Information**

Service Contact: Higher Education Licensure Commission [HELC]

Contact Phone: +1 (202)-727-6436

Contact TTY: 711

Office of the State Superintendent of Education (OSSE) – Higher Education Licensure Commission (HELC)

Address: 1050 1<sup>st</sup> Street NE, Washington DC, District of Columbia, 20002

Website: <https://helc.osse.dc.gov/>

E-mail: [OSSE.Elcmail@dc.gov](mailto:OSSE.Elcmail@dc.gov)

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Jerry N. Lulejian .....65  
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Rebecca Ways .....66  
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## Types of Instruction

Students will receive their instruction **online**; **synchronously**, students should attend at least 50% of the sessions; however, **all sessions** will be recorded for students to be available **asynchronously**.

**Notice:** Windsor University reserves the right to modify the academic program, modes of delivery, or courses provided as it deems necessary.

## Purpose of the Academic Program

Windsor University facilitates a quality learning experience to all social and intellectual levels worldwide by utilizing the latest technology; hence instructions are effectively and efficiently received. As a result, students worldwide will have access to convenient, affordable, and outstanding Master's Degree in Business Administration.

## Windsor University



### Public Holidays

Holiday Name	Date
Martin Luther King Jr. Day	<b>Tue, January 17, 2023</b>
Washington's Birthday	<b>Tue, February 21, 2023</b>
Emancipation Day	<b>Sat, April 15, 2023</b>
Memorial Day	<b>Tue, May 30, 2023</b>
Independence Day	<b>Tue, July 4, 2023</b>
Labor Day	<b>Tue, September 5, 2023</b>
Veterans Day	<b>Sat, November 11, 2023</b>
Thanksgiving	<b>Fri, November 24, 2023</b>
Christmas Day	<b>Tue, December 26, 2023</b>

### Academic Calendar

Semester No.	Semester Starts	Semester Ends
1	24-Sep-22	31-Dec-22
2	14-Jan-23	30-Apr-23
3	13-May-23	31-Aug-23
4	16-Sep-23	31-Dec-23
5	13-Jan-24	30-Apr-24
6	13-May-24	31-Aug-24

**Notice: Between each semester is a two weeks' vacation period. The ending dates for each semester vary but usually end on the 30<sup>th</sup> day of the month.**

## Windsor University



## Admission

### Admission Requirements

#### Master's in Business Administration

The following are the admission requirements for this academic program:

- Identification Document (Passport or National ID)
- Latest Degree (at least Bachelor Degree or equivalent)
- Letter of Recommendation (the academic background and/or working experience)
- Resume
- Proof of English Proficiency or refer to the [English Proficiency Exemption Policy](#) for more information

### Identification Document

Applicants should submit a copy of their passport or national identification document. In addition, Windsor University may request the applicant to attend a short online interview with a university representative via Zoom or other similar software to verify the applicant's submitted identification documents.

### Degree

Applicants should have obtained at least Bachelor's Degree or equivalent. Windsor University may request applicants to notarize their Degree from a relevant entity and/or contact the entity from which the applicant graduated.

### Letter of Recommendation

This Letter should be written by an individual or entity knowledgeable of the applicant's academic background and/or work experience. Windsor University may contact the writer of the recommendation letter to verify the submitted documents.

### Resume

Applicants should submit their resumes

## Windsor University



## Proof of English Proficiency

Applicants should either:

- Be native English speakers
- Have obtained at least a Bachelor degree or its equivalent, which was taught in English
- Have got a minimum score in any of the following English Proficiency exams (no more than two years):

English Proficiency Qualification	Minimum Score Required for Graduate Students
Test of English as a Foreign Language (TOEFL) Paper-based Test (PBT)	530
TOEFL Internet-based Test (IBT)	71
International English Language Testing System (IELTS) General or Academic Test	6.0
Pearson Test of English (PTE) Academic Test	50
Eiken English Proficiency Exam	Pre-1
ACT COMPASS	Level 3
Exams identified within the Common European Framework of Reference (CEFR)	B-2
EF SET – 50-minutes exam	50

Windsor University may request the applicant notarize the supporting documents and/or contact the entity from which the applicant received the proof.

## English Proficiency Exemption Policy

Windsor University may provide the academic program in languages other than English, depending on the enrolled students' demand. However, each course's tuition fee will increase by 25% up to 50% since the University will need to provide instructors who can communicate with the preferred language. This

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policy is valid for all courses and extends to one year after the mentioned students' graduation.

Upon submitting proof of English Proficiency, Students will be subjected to regular tuition fees. Also, students must submit proof of English Proficiency before the expiry of this policy to receive their graduation certificate. Students failing to submit such evidence will only obtain a certificate of attendance for the academic program.

### Admission Process

#### Application

Applicants should:

- ❖ complete the online application
- ❖ upload the supporting documents
- ❖ pay the non-refundable application fees of \$50 via the University's website using this link <https://Admission.WindsorUniversity.US/>

This process's deadline is the starting date of the academic program (Sep 15, 2022).

#### Verification & Review

Windsor University will verify the submitted documents. Then, the University will process the verified documents and reply to the applicants within 21 days. If the applicant has fulfilled all the admission requirements, the Institute will e-mail them with the Enrollment Agreement. This form should be filled in and sent back within 21 days.

Applicants having difficulties and/or complaints should e-mail the Student Affairs Department at [Student.Affairs@WindsorUniversity.US](mailto:Student.Affairs@WindsorUniversity.US).

#### Enrollment

Windsor University has 3 intakes per year (January, May, and September). Students should enroll for three preparation courses in semester 1, three core courses in semester 2, three core courses in semester 3, three elective

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courses in semester 4, three elective courses in semester 5, and one capstone course in semester 6.

Upon enrollment, students will receive their unique username and password, which they can use to access the University's LMS platform, digital Library, and other online facilities provided by the Institute. Students are responsible for the privacy of their academic login information. Students facing difficulties logging into any university's online services should inform the technical support staff at [Technology@WindsorUniversity.US](mailto:Technology@WindsorUniversity.US).

### Transfer of Credit

Currently, Windsor University will review Credit Transfer requests case by case. Therefore, students transferring from Windsor University should request the necessary official documents from the Institute by e-mailing the Student Affairs Department and paying the assigned fees. This fee depends on the nature of the requested records, the requesting student's academic status, and the University the student is transferring to.

On the other hand, students transferring to Windsor University should inquire about the necessary documents, transfer of credit fees, and the process and procedure. These depend on the transferring student's academic status and the nature university the student is transferring from.

### Attendance

Upon meeting the attendance requirement for a course/program, students may preview and download the certificate of attendance for the said course/program.

### Completion

Upon meeting the passing grade for a course/program, students may preview and download the course/program completion certificate.

### Graduation

Upon graduation, students should pay the non-refundable certificate of completion/attendance fee of \$400 (excluding shipping fees) to receive their

## Windsor University



notarized Graduation Certificate. They need to have met the [graduation requirements stated below](#). Additionally, they should have no pending issues, i.e., they paid their due fees and submitted proof of English Proficiency if applicable. Suppose students request a notarized Official Transcript. In that case, they should pay the non-refundable Official Transcript fees of \$100 (excluding shipping and notarization fees). Then, they should confirm their payment by e-mailing the Student Affairs Department ([Student.Affairs@WindsorUniversity.US](mailto:Student.Affairs@WindsorUniversity.US)) the online receipt and their request.

### Withdrawal

Students withdrawing from the program can still print their certificate of attendance and completion for their respective courses.



## Windsor University's Grading System

### Norm-Referenced Grading System

Assessment in each course will be graded using the Norm-Referenced Grading System. This system ensures that students are graded based on their performance in a specific evaluation compared to the entire group. Therefore, students are not at risk of achieving low grades due to the assessment's difficulty.

### Weight Scale & Grading Scale

After assessing and evaluating quizzes, assignments, and final exams, instructors will incorporate them into their respective course's percentage grades based on their weights. For instance, a student studying the **Organizational Leadership** course obtained 83% in the quizzes held throughout the course, 87% in Assignment 1, 95% in Assignment 2, and 64% in the final proctored exam. Then, the instructor will combine the grades according to the weight of each assessment, as shown in the table below:

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

For Example:  $\frac{83}{3} + \frac{87}{6} + \frac{95}{6} + \frac{64}{3} = 79.33 \rightarrow 80 \rightarrow B-$

Students' final grade of each course is always rounded up to the nearest whole number. Next, the grade for each course is converted using the grade scale system to its corresponding GPA score on a GPA scale of 4 based on the table below:

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Percent Grade	Letter Mark	4.0 Scale
93-100	<b>A</b>	<b>4.00</b>
90-92	<b>A-</b>	<b>3.67</b>
87-89	<b>B+</b>	<b>3.33</b>
83-86	<b>B</b>	<b>3.00</b>
80-82	<b>B-</b>	<b>2.67</b>
77-79	<b>C+</b>	<b>2.33</b>
73-76	<b>C</b>	<b>2.00</b>
70-72	<b>C-</b>	<b>1.67</b>
Below 70	<b>F</b>	<b>0</b>

Lastly, each course's GPA score is multiplied by its corresponding credit hours divided by the academic program's total credit hours (48 credit hours). The result is rounded to the next Letter Mark. For example, a student who has a calculated GPA score for the program is 3.1. Based on the table above, this score is rounded up to the next Letter Mark ceiling, resulting in the student obtaining a Letter Mark B+.

## Windsor University



## Minimum Requirements for Each Course

Students must meet the minimum requirements for all courses respectively while fulfilling the program's graduation conditions. Students who failed a course or cannot graduate due to their lack of grades should retake and pass the courses with the lowest required grade to achieve the graduation requirements. Below are the minimum requirements for each course type and the academic program as a whole:

Minimum Requirements for each Course Type		
Course Type	Minimum Attendance Rate	Minimum Grade
<b>PREPARATION</b>	<b>50%</b>	<b>C-, 70%, 1.67</b>
<b>CORE</b>	<b>50%</b>	<b>C, 73%, 2.00</b>
<b>ELECTIVE</b>	<b>50%</b>	<b>C+, 77%, 2.33</b>
<b>Thesis</b>	<b>50%</b>	<b>B-, 80%, 2.67</b>
<b>MBA</b>	<b>50%</b>	<b>2.5 CGPA</b>

## Preparation, Core, & Elective Course

Students' attendance throughout the courses will be monitored and moderated. Windsor University obligates all Instructors to carefully record students' attendance during the courses' webinars as they should meet each course's attendance requirements as follows:

- Preparation Courses: 50%
- Core Courses: 50%
- Elective Courses: 50%

## Windsor University



## Capstone Course

Students should follow up with their supervisors and instructors during the allocated online review sessions. Attendance will be measured based on how many sessions did the students attend. The minimum attendance rate for the capstone course is 50%.

## Academic Program

Students' attendance throughout the academic program will be monitored and recorded. Therefore, they should have an overall minimum attendance rate of 50%.

## Attendance and Contact & Credit Hours

### Definition

Three credit hours equals three contact hours per week for fifteen weeks for 45 contact hours.

### Capstone Course

A thirty-minutes online meeting will be held every week between the student and their corresponding advisor throughout the fourth, fifth, and sixth semesters (90 weeks). This adds up to 45 contact hours.

### Preparation, Core, & Elective Courses

Each course will be taught weekly in a 3-hour webinar throughout the semester (15 weeks). This adds up to 45 contact hours for each course.

## Evaluation Due Date

All assignments, quizzes, course works, or any other assessment of similar nature will be evaluated within 21 days.

## Transcript Request

After the end of each semester, the student can request an official transcript from the University's website online. A student requesting a signed official

## Windsor University



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transcript from the university should pay \$100 official transcript fees, excluding the shipping fees. Additionally, a student requesting a notarized, official transcript should pay the \$200 notarization fees.

Fees Type	Fees
Application Fees	\$50
Thesis Fees	\$300
Graduation Certificate Fees	\$400
Official Transcript Fees	\$100
Non-Refundable	

### Tuition & Fees

The following tables summarize the prepaid tuition plan students should follow

Refundable Based on Refund Policy	Semester No.	Semester Starts	Semester Ends	Duration (months)	Number of Courses	Course Type	Duration (weeks)	Fees per Course	Fees per Semester	Payment Deadline
Refundable Based on Refund Policy	1	15-Sep-22	30-Dec-22	3.5	3	Preparation	15	\$200	\$600	15-Sep-22
						Preparation	15	\$200		
						Preparation	15	\$200		
	2	15-Jan-23	30-Apr-23	3.5	3	Core	15	\$200	\$600	15-Jan-23
						Core	15	\$200		
						Core	15	\$200		
	3	15-May-23	30-Aug-23	3.5	3	Core	15	\$200	\$600	15-May-23
						Core	15	\$200		
						Core	15	\$200		
	4	15-Sep-23	30-Dec-23	3.5	2	Elective	15	\$250	\$500	15-Sep-23
						Elective	15	\$250		
	5	15-Jan-24	30-Apr-24	3.5	2	Elective	15	\$250	\$500	15-Jan-24
						Elective	15	\$250		
	6	15-May-24	30-Aug-24	3.5	2	Elective	15	\$250	\$500	15-May-24
						Elective	15	\$250		
	4, 5, & 6	15-Sep-23	30-Aug-24	3.5	1	Thesis	52	\$300	-	-
	Total	15-Sep-22	30-Aug-24	24	16	16	89	\$3600	-	-

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### Regular Tuition Policy

Students are expected to apply and pay the application fees before Sep 15, 2022. This non-refundable fee of \$50 includes the application fees and the admission fees if accepted into the University. Each semester's tuition fee varies depending on the type and number of courses included.

The tuition fee for semester 1 is \$600 since it consists of three preparation courses, each costing \$200. The payment deadline for this semester is Sep 15, 2022. In semesters 2 and 3, the tuition fees are \$600 each since each semester consists of 3 core courses, each costing \$200. The payment deadline for semesters 2 and 3 is January 15, 2023, and May 15, 2023, respectively.

The tuition fee for semesters 4, 5, and 6 is \$600 since they consist of 2 elective courses—each costing \$250 and one-third of the tuition fees for the capstone course. The payment deadline for semesters 4, 5, and 6 is Sep 15, 2023, and January 15, 2024, and May 15, 2024, respectively.

Students should pay the non-refundable certificate fee, which is \$400, to receive their graduation certificate.

Tuition Fees can be paid using the University's payment portal:

<https://Tuition.WindsorUniversity.US/>

### Refund Policy

- Students are required to fill up and submit the refund request form online upon withdrawal from the program.
- All refunds are expected to be received by the withdrawn student within 30 calendar days to the same payment card the student has registered with in the admission form.
- In case of termination, the student cannot apply for any refund.
- **Three-Day Cancellation:** Students can apply for a full refund of their tuition fees within three days of paying it if the program has not started.
- Withdrawing students will receive a partial refund based on the table below:

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Withdrawal Week	Tuition Refund %
1 <sup>st</sup> week	<b>90%</b>
2 <sup>nd</sup> week – 3 <sup>rd</sup> week	<b>75%</b>
4 <sup>th</sup> week – 7 <sup>th</sup> week	<b>50%</b>
After the 7 <sup>th</sup> week	<b>0%</b>

### Scholarship Policy

Windsor University has several scholarships/discounts that depend on students' merits (grades), country of occupation, register queue, and payment time.

### Early Register Discount

Windsor University will be conducting several marketing campaigns (virtual or physical). The first 5% of registers will receive a **25%** discount on their tuition fees, while the following 5% will receive a **10%** discount on their tuition fees.

### Discount for Groups

Groups willing to enroll in the University will receive additional discounts, depending on the number of students in that group. This discount will be decided on a case-by-case basis and is highly advised for **Government Sector Employees** and **Veterans**.

### Early Bird Discount

Students who will pay the tuition fees for the entire academic program before the deadline of semester one will receive a **25%** discount on the total tuition fees. On the other hand, students willing to pay the tuition fees for either semesters 1, 2, and 3 or 4, 5, and 6 will receive a **10%** discount on those semesters' total tuition fees. Students withdrawing after doing so will still receive a refund according to the Institute's refund policy.

## Windsor University



### Merits Scholarship

#### Admission Scholarship

Applicants who obtained Outstanding Grades in their latest Degree will receive a **25%** scholarship to their first semester's tuition fees only. Additionally, applicants who got Great Grades in their latest Degree will receive a **10%** discount on their first semester's tuition fees only. Below is a table describing how Windsor University identifies Outstanding and Great Grades:

	Outstanding	Great
GPA score	3.7/4.0	3.0/4.0
	3.67/4.00	3.00/4.00
	3.67/4.33	3.00/4.00
	4.7/5.0	4.0/5.0
Class	First Class (First)	Second Upper (Two: One)
Rating	Excellent	Very Good

#### Dean's List

In one semester, the top 5% scorers in an intake in the program receive a **25%** scholarship to their tuition fees for the following semester. Additionally, the next top 5% will receive a **10%** scholarship to their tuition fees for the following semester. Therefore, students wishing to preserve their scholarship status should sustain their rank amongst their classmates.

#### Privilege Scholarship

Applicants will receive a scholarship based on their latest country of occupation. This policy is valid as long as the applicant's occupation country did not change outside these categories.

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## Low – Income Economies

Applicants whose country of latest occupation is any of the following 29 countries will receive a **25%** scholarship of their academic program's tuition fees:

<b>Afghanistan</b>	<b>Guinea-Bissau</b>	<b>Sierra Leone</b>
<b>Burkina Faso</b>	<b>Haiti</b>	<b>Somalia</b>
<b>Burundi</b>	<b>Korea, Dem. People's Rep.</b>	<b>South Sudan</b>
<b>Central African Republic</b>	<b>Liberia</b>	<b>Sudan</b>
<b>Chad</b>	<b>Madagascar</b>	<b>Syrian Arab Republic</b>
<b>Congo, Dem. Rep</b>	<b>Malawi</b>	<b>Tajikistan</b>
<b>Eritrea</b>	<b>Mali</b>	<b>Togo</b>
<b>Ethiopia</b>	<b>Mozambique</b>	<b>Uganda</b>
<b>Gambia, The</b>	<b>Niger</b>	<b>Yemen, Rep.</b>
<b>Guinea</b>	<b>Rwanda</b>	

## Lower Middle – Income Economies

Applicants whose country of latest occupation is any of the following 50 countries will receive a **10%** scholarship of their academic program's tuition fees:

<b>Angola</b>	<b>Honduras</b>	<b>Papua New Guinea</b>
<b>Algeria</b>	<b>India</b>	<b>Philippines</b>
<b>Bangladesh</b>	<b>Kenya</b>	<b>São Tomé and Principe</b>

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<b>Benin</b>	Kiribati	Senegal
<b>Bhutan</b>	Kyrgyz Republic	Solomon Islands
<b>Bolivia</b>	Lao PDR	Sri Lanka
<b>Cabo Verde</b>	Lesotho	Tanzania
<b>Cambodia</b>	Mauritania	Timor-Leste
<b>Cameroon</b>	Micronesia, Fed. Sts.	Tunisia
<b>Comoros</b>	Moldova	Ukraine
<b>Congo, Rep.</b>	Mongolia	Uzbekistan
<b>Côte d'Ivoire</b>	Morocco	Vanuatu
<b>Djibouti</b>	Myanmar	Vietnam
<b>Egypt, Arab Rep.</b>	Nepal	West Bank and Gaza
<b>El Salvador</b>	Nicaragua	Zambia
<b>Eswatini</b>	Nigeria	Zimbabwe
<b>Ghana</b>	Pakistan	

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## Master in Business Administration Curriculum

The academic program will consist of five semesters. The duration of each semester will be three and a half months (15 weeks). There will be two weeks break between each semester. During each semester, students will take three courses. Supposedly:

### Semester 1

This semester will begin on Sep 15, 2022, and students will attend these courses in parallel.

- Project Management Professional (PMP) Study Guide
- Professional in Human Resources – International (PHRI) Exam Preparation & Study Guide
- California Real Estate Broker Exam Study Guide

### Semester 2

This semester will begin on Jan 15, 2023, and students will attend these courses parallel to one another.

- Accounting & Finance
- Business/Managerial Economics
- Organizational Behavior Studies

### Semester 3

This semester will begin on May 15, 2023, and students will attend these courses parallel to one another.

- Credit Management
- Marketing Management
- Business Law & Ethics

### Semester 4, 5, & 6

Semester 4 will start on Sep 15, 2023, Semester 5 will begin on January 15, 2024, and Semester 6 will start on May 15, 2024. Students will write their theses during these semesters. Midway through semester 3, students will be

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asked to fill in and submit the add/drop form. This form is used to collect feedback from students regarding which elective courses they want to take and during which semester. The Faculty will choose the top two most frequent courses for each semester and inform them. Below is a list of elective courses:

- Telecommunications Management
- Logistics, Materials, & Supply Chain Management
- Research & Development Management
- Auditing
- Entrepreneurship/Entrepreneurial Studies
- Franchising & Franchise Operations
- Small Business Administration
- Selling Skills & Sales Operations
- Construction Management
- Organizational Leadership



## Preparation Courses

### Project Management (PM) Study Guide

#### The Objective of the Course

Prepare the student for the PMP certification exam.

#### Learning Outcomes

Upon completion of the PMP Exam Study Guide - Project Management Professional course, the student will be able to:

- Identify the components and steps of the project initiation, planning, execution, control, monitoring, and closure phases.
- Analyze project feasibility, costs, benefits, and risks to align expectations and support key stakeholders.
- Develop a project charter and create a plan to manage stakeholder engagement and communication.
- Construct plans to effectively manage project scope, costs, schedules, and delegate tasks.
- Identify strategies to effectively manage procurement, quality, and schedules during the project execution stage.
- Select tools and metrics to efficiently control and monitor project scope, processes, and risk.
- Propose strategies for responding to schedule and process changes, risk exposure, and alterations to scope.
- Facilitate project closure by transferring ownership of deliverables, obtaining feedback from stakeholders, and reviewing



## About the Exam

The PMP® Exam is a 4-hour test administered by the Project Management Institute (PMI) ®. It consists of 200 multiple-choice questions. The Exam is computer-based and divided into five sections:

- Initiating – 26 questions (13%)
- Planning – 48 questions (24%)
- Executing – 62 questions (31%)
- Monitoring & Controlling – 50 questions (25%)
- Closing – 14 questions (7%)

## Evaluation & Percentage

By the end of the course, students will attend a final proctored exam similar to the PMP certification exam. Students can guess their expected grades and apply the necessary revision before the PMP certificate exam by analyzing this mock Exam. The Faculty may change the mock Exam's structure depending on the format of the PMP certification exam.

Assignments = 60%

Final exam = 40%

## Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	3

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## Professional in Human Resources - International (PHRI): Exam Prep & Study Guide

### The Objective of the Course

Prepares students for the PHRI certificate exam

### Learning Outcome

Students will learn how to use integrated coaching, organizational development, career planning, and counseling skills to design, manage, and evaluate plans that improve an individual's productivity, employability, and job satisfaction, as well as organizational effectiveness, employment, management development, customer service, and quality management.

This course includes psychology, structure behavior, adult education principles, activity counseling, ability testing and evaluation, program design, consulting practice, structure development, and applications to issues. After finishing, students will be able to answer questions such as:

- Role of the human resources department
- Time and change management
- Policies and procedures
- Recruitment and selection
- Employee relations and communication
- Compensation and benefits for employees
- Staff training and development
- Health, security, and safety in the workplace



## About the Exam

The PHRI Exam includes six sections that are weighted accordingly:

- H.R. Administration (22%)
- Recruitment & Selection (22%)
- Employee Relations & Communication (20%)
- Training & development (15%)
- Compensation & Benefits (14%)
- Health, Safety, & Security (7%)

## Evaluation & Percentage

Students will attend a mock exam consisting of 50 questions divided similarly to the PHRI certificate exam. Upon assessment, students will receive a detailed report of their performance, detailed answers, and explanations for each question. This will allow them to perform their utmost in the official certification exam. The Faculty may change the mock Exam's structure depending on the format of the PHRI certificate exam

Final exam = 40%

Additionally, students will take several assignments throughout the course's duration, weighing 60% of the course's total grade.

Assignments = 60%

## Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	Three

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## California Real Estate Broker Exam

### The Objective of the Course

Prepare students for the California Real Estate Broker exam

### Learning Outcome

Students will go over numerous subjects within the field, including real estate financing, the transfer of real property, property ownership forms, and more. In addition, upon completing the course, students will acquire knowledge in the following:

- Handling encumbrances in real estate
- Describing and surveying land
- Laws and regulations of land use
- Real estate agencies
- Appraising property
- Fair Housing and consumer protection laws
- Forms of leases and property management
- Investing in real estate
- Property condition disclosure
- Principles and responsibilities of practicing real estate brokers
- Contracts and closing procedures
- Procedures specific to the California Bureau of Real Estate

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## About the Exam

The California Real Estate Broker Exam is a multiple-choice question exam composing of seven subjects:

- Property Ownership & Land Use Controls and Regulations (15%)
- Laws of Agency & Fiduciary Duties (17%)
- Property Valuation & Financial Analysis (14%)
- Financing (9%)
- Transfer of Property (8%)
- The Practice of Real Estate & Disclosures (25%)
- Contracts (12%)

## Evaluation & Percentage

Students will attend a mock exam of 50 questions, similar to the California Real Estate Broker Exam. Upon assessment, students will receive a detailed report of their performance and precise answers and explanations for each question. This evaluation will allow them to perform their utmost in the official certification exam. The Faculty may change the mock Exam's structure depending on the California Real Estate Broker Exam structure.

Final exam = 40%

Additionally, students will take several assignments throughout the course's duration, weighing 60% of the course's total grade.

Assignments = 60%

## Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	3

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### Core Courses

#### Accounting and Finance

##### Course Description

This course prepares students to function as accountants, financial managers, or analysts using an integration/combination of accounting and financial fundamentals.

##### Accounting

Managerial Accounting is the study of accounting that generates management data for economic decision-making. It studies cost-benefit criteria and behavioral implications of actions and methods for setting long and short-range goals. It explores the method of manufacturing monetary in operation data for structure workers and managers. Students will learn to use an information system that collects operational and financial data, processes, stores, and reports the data to users for feedback on their performances. Management accounting produces information for managers in a corporation. It sets apart approach, measuring, accumulating, analyzing, preparing, interpreting, and communicating information that helps managers achieve organizational objectives.

##### Finance

This course introduces students to the concepts and theories of corporate finance that underlie the techniques offered as aids for understanding, evaluating, and resolving financial problems. This course highlights the building blocks of economic management that are of primary concern to managers and all the considerations needed to make financial decisions inside and outside firms. Financial management focuses on ratios, equities, and debts. In addition, it helps portfolio management, distribution of dividends, capital raising, and searching and hedging fluctuations in foreign currency and product cycles.

Financial managers are the folks that can do analysis, support the study, decide what sort of capital is needed to fund the Institute's assets, and increase its worth for all the stakeholders. It also refers to the economic and effective management

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of cash (funds) in such a fashion to accomplish the organization's objectives. Finally, it is the specialized perform directly related to the highest power. The performance's significance is not seen within the line and the 'Staff' capability in a corporation's overall. It has been outlined otherwise by totally different specialists within the field. The term usually applies to an institute or institute's monetary strategy. At the same time, personal finance or financial life management refers to an individual's management strategy. It includes the way to raise the capital and allot capital, i.e., capital budgeting. Not only for long-term budgeting but also for allocating the short term have had resources like current liabilities. It also deals with the dividend policies of the shareholders

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	3

## Windsor University



## Business/Managerial Economics

### Course Description

Students will learn about applying economic principles to analyzing business enterprises' organization and operation in this course. By the end of this course, students should have acquired knowledge in financial theory, banking and money systems, the speculation of competition, valuation theory, wage and salary/incentive theory, analysis of markets, and applications of economics and quantitative ways to the study of explicit businesses and business issues.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	Three

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## Organizational Behavior Studies

### Course Description

This course concentrates on the scientific study of people's behavior and motivations in organized teams and their implementation in business and industrial settings. Contains instruction in organization theory, industrial and structure scientific correction, psychology, the social science of organizations, build up and incentive theory, worker relations methods, structure power and influence, organization accordance and hierarchy, leadership designs, and applications of research and alternative methodologies to structure analysis.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	3

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## Credit Management

### Course Description

This course will prepare students to perform and manage personal and corporate credit, collateral, loan processing, and related financial agency communications. This course generally contains finance and banking principles, insurance, property, taxation, business law and rules, quantitative ways, money pc systems applications and implementation, direction, communications skills, business and workplace management, and professional standards and ethics.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	3

## Windsor University



## Marketing/Marketing Management, General

### Course Description

This course will prepare students to undertake and manage shopper audiences' methods and move products from producers to shoppers. Includes instruction in purchaser behavior and dynamics, the principle of selling analysis, demand analysis, cost-volume, and profit relationships, valuation theory, promoting the campaign and strategic designing, market segments, advertising ways, sales operations, and management, shopper relations, retailing, and applications to specific product and markets.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	3

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## Business Law & Ethics

### Course Description

#### Business Ethics

This course stresses the spatial relation of moral values like honesty, trust, respect, and fairness within individual and structure effectiveness. The course explores the concepts of developing ethical reasoning and, therefore, the interaction of ethical judgment victimization 3 Models of Management Ethics. The intent is to demonstrate the breadth of responsibility of the individual manager, organization, and corporation in creating "ethical" selections. The methodology focuses on analyzing case studies, role-playing, and experiential exercises to present the learner differently.

Such topics embrace personal and structured ethics, moral problems within the world arena, business' influence on government and politics, clients and consumer stakeholders, the connection between the natural environment and business, and therefore the relationship between business and workers—including the New Social Contract and changes within the geographic point associated with employee rights.

Additionally, students are inspired to challenge their perceptions of moral values mentioned in the course and examine their actions related to the models' conferred.





### Business law

This course will provide the student with foundational info regarding the U.S. system, dispute resolution, and their business impact. The most crucial content areas can embrace general principles of law, the connection of business and, therefore, the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, belongings, and business law within the world context. The purpose of this course is to:

- Outline elementary legal language concerning contracts, torts, property, and wills
- Differentiate between business ethics and legal issues
- Determine and make a case for needed components of torts, needs of contracts, sales contracts, firms, partnerships, agency, creditors' rights, bankruptcy, and industrial paper
- Examine numerous client laws as applied to business and people.

Upon completing the course, students should be able to:

- Describe the U.S. system and, therefore, the legal surroundings of business.
- Describe the connection between ethics and law in business.
- Outline relevant legal terms in business.
- Make a case for basic principles of law that apply to business and business transactions.
- Describe business law within the world context.
- Describe current law, rules, and rules associated with subsiding business disputes.



## Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

## Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 200	3

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## Elective Courses

### Telecommunications Management

#### Course Description

This course prepares students to use business skills to vogue, implement, and manage organizations' voice, video, and data networking systems. This course includes instruction in telecommunication ideas and technologies, network operations and management, wireless communications and mobile computing, cybersecurity, regulation, public policy, business practices, management, and written and oral communications.

#### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

#### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Logistics, Materials, and Supply Chain Management

### Course Description

This course prepares students to manage the associated coordination of all logistic functions in an enterprise, from gaining and handling through the inner distribution of resources to process units to the treatment and delivery of output. Includes instruction in procurement and buying, internal control, storage and handling, just-in-time producing, supplying coming up with shipping and delivery management, transportation, internal control, budgeting, and resource estimation and allocation.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Research and Development Management

### Course Description

This course prepares students to manage approaches, programs, and organizations involving basic and applied analysis or specialized technology applications within the public or private sectors. Also, it contains instruction in all sides of business management applied to the leadership and management of scientific, clinical, engineering, and social scientific enterprises; the management of coupled operational, security, and logistical issues; and technical competence in one or more research disciplines.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Auditing

### Course Description

This course prepares students to perform internal and external evaluations to judge structure financial and operational activities, guarantee compliance with laws and policies, safeguard assets, and promote effective coming up with and resource allocation. It contains instruction in advanced accounting, audit techniques, tools, risk, sampling, and management. Audit springs up with management, rules, law, environmental auditing, data technology applications, professional standards, ethics, and specific business and repair sector issues.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

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## Entrepreneurship/Entrepreneurial Studies

### Course Description

This course prepares students to perform development, selling, and management functions related to owning and operating a business. It will also offer students a start in learning concerning what they will own and operate an undefeated business. Students can explore making a company arrange, funding a business, and valuation product and services.

Entrepreneurship is an interdisciplinary course designed to teach students how to think and act entrepreneurially. Students find out how to start up and operate a business, hence turning their learning into earning. The course will rely on cross-curricular tutorial skills by integrating inquiry-based learning and business tools to enable students to analyze, create, develop, and pilot small businesses in a safe campus environment.

Those who manage and operate small businesses can bring their product on to the buyer via the native marketplace or gift venture to potential investors for funding. A strong emphasis on hands-on experiences reinforces concepts and skills. The course includes applications to society, people, and the uses of technology. The condition of this course is in coupling with the connection for Teaching Entrepreneurship.



## Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

## Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3





## Franchising and Franchise Operations

### Course Description

This course prepares students to manage and operate franchises. It also includes instruction in legal necessities, set-up prices and capitalization necessities, financing, and applications to specific franchise opportunities.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Small Business Administration/Management

### Course Description

This course prepares students to develop and manage small businesses. It also includes instruction in business administration, enterprise planning, entrepreneurship, start-up, small business operations, problems, personnel supervision, capitalization and investment, taxation, business law and regulations, e-commerce, home business operations, application-specific sectors, products, etc. services.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Selling Skills & Sales Operations

### Course Description

This program prepares students to possess the skills to directly upgrade products and services to potential customers and perform freelance sales delegates and managers. This course includes instruction in client science, image projection, speaking, social communications, sales organization and operations, client relations, professional standards, applicable and ethics, and technical skills.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Construction Management

### Course Description

This course prepares students to manage, coordinate, and supervise the development method from idea development through project completion on a timely and economic basis. Includes instruction in business, residential, mechanical, highway/heavy civil, electrical, environmental, industrial, and specialty construction; facilities management; project planning; budgeting and value control; supply and materials management; personnel management and labor relations; website safety; construction contracting; construction processes and techniques; organization and scheduling; and applicable codes and rules.

### Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Organizational Leadership

### Course Description

This course focuses on leadership skills applicable to a business, government, non-profit, or academic setting. This course includes instruction in structure designing, leadership dynamics, finance, team building, conflict resolution and mediation, communication, and alternative management skills.

### Evaluation & Percentage

This course consists of 300 points. Therefore, students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 250	3

## Windsor University



## Capstone Course

### Thesis

#### Definition

The MBA thesis is written proof that the student understood the program well enough to write about it on a significant academic level. In this course, students will receive guidance on how to write a proper research paper.

#### Description

##### Structure

In coordination with their respective instructors and supervisors, students are expected to plan their theses since they will be graded separately in each thesis segment. Therefore, the thesis may be divided and weighed as such:

- Abstract – 10%
- Introduction – 10%
- Method – 20%
- Literature Review – 20%
- Results & Discussion – 20%
- Conclusion, Reference, & Appendix – 20%

The advisor will assign each student the submission date for each section of their respective thesis.

#### Abstract

In the abstract, students should state:

- What are they investigating?
- What is the importance of such an investigation?
- What are they expected to find?

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### Introduction

In the introduction, students should state:

- What are they researching?
- Why are they conducting this research?
- Where are they researching (in what field/area)?
- Which questions are they expecting to answer?
- How are they going to find these answers?

### Literature Review

This section includes a summary of other researchers' approaches & discoveries that the student was used as a reference when doing their research.

### Methodology

In this section, students should state:

- How they gathered the data?
- Why was this a reliable and valid way to gather the data required?
- How this approach suited the questions asked?
- Why did they choose a particular method over another? (For example, quantitative essay rather than qualitative case study)
- How do they intend to analyze the data?
- Which tests or procedures are they going to use?
- What are the limitations to their method, and how did they attempt to overcome them?

### Results & Discussion

Students will reconstruct the outcomes they received from processing the collected data using the mentioned methods, whether the results were anticipated, and answer their questions. Also, they should discuss surprising results.

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### Conclusion

In this segment, students should state what they concluded from their theses, the limitations they faced, recommendations for other researchers, and areas that require further research.

### Reference

Students should state the source of all statistics, studies, researches, and other informative scripts they incorporated into their theses.

### Appendix

The appendix should include an organized collection of the raw data the researcher used during their investigation.

### Format

The MBA thesis is the last challenge for students towards a desired Master's Degree in business administration. Students should demonstrate a high level of research and writing skills and effectively apply their subject knowledge. When preparing their MBA research project, students should follow the requirements listed below:

1. The thesis should incorporate 15,000 to 20,000 words. This word count does not cover appendices, glossary, and references. Do not embrace symbols and technical terms during this limit similarly.
2. Students should number the pages sequentially, putting the primary range on the page if there are no alternative necessities.
3. Numbers should be at the bottom right corner of the page.
4. Number the figures and tables sequentially within each chapter.
5. Equations ought to even be numbered consecutive, with the numbers put in parentheses.
6. Each table and figure should have a title and should be explained and referred to in the document.
7. Cite the sources consistently throughout the text. Whether it is a quotation or a table taken from the other scholar's original research, make sure to mention the MBA paper source.

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8. Students should follow the citation format recommended by their advisors.
9. Students should format the cover and title pages to include the following details:
  - a) Title of their paper
  - b) Name of program
  - c) Student's name
  - d) Advisor's name
  - e) Date
10. Students should follow the structure and the page numbers of their paper in the table of contents. For example, the Master's degree thesis table of contents typically consists of 3 hierarchical levels.
11. The student should place the summary section in the introductory part of the MBA paper. It usually follows the table of contents and, in brief, informs of the objectives, methods, and conclusions of the work (not more than 300 words).
12. If the paper has many tables and figures, the students should tabulate them accordingly.
13. Students should structure the primary parts of their paper correctly. For example, it ought to incorporate the introduction, the thesis chapters, and the conclusion.
14. Students should cover the critical aspects of the MBA paper in their chapters.
15. Literature review and methodology should necessarily be included in the main chapters of their work.
16. The references ought to be organized in alphabetical order and given in compliance with the suggested format vogue.

## Evaluation & Percentage

Instructors will assign the weight of each portion of the thesis and evaluate it accordingly.



### Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	\$ 300	3

### Occupational skills students will learn

- Effective communication skills.
- Expert problem-solving skills.
- Network know-how.
- Deal with pressure.
- Strategic research and analysis.

MBA programs help students develop the abilities needed to stand out as business executives, like the power to quickly and accurately analyze massive amounts of data and, therefore, develop intelligent solutions to business problems.

MBA programs conjointly teach students a way to inspire and encourage individuals and command respect. This ability is significant for people who wish to tackle bold business comes that needs cooperation.

### Type of Employment for Which Graduates Will Be Qualified

A Master's Degree prepares people for several styles of careers. In keeping with the Graduate Management Admissions Council survey, sixty-fourth of 2012, Master's degree graduates used their Master's Degree to varied careers. Typical jobs associate with a Master's Degree include:

Healthcare Administrator Manager	Business Operations Manager
Information Systems Manager	Management Analyst
Operations Research Analyst	Market Research Analyst
Finance Manager	Project Manager
Operations Manager	Information Technology Director
Securities Analyst	Budget Analyst

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Health info Manager	Purchasing Manager
Health Policy Analyst	Revenue Manager
Logistics Manager	Sports Management
Marketing Manager	H.R. Manager
I.T. Director	Top government
Marketing Manager	Product Manager

## Examination Expectation for each course

### Preparation Courses

#### Assignments

Assignments will be held throughout the course and weigh 60% of the course's grade.

#### Proctored Final Exam

The final Exam will weigh 40% of the course's grade. It will be structured similarly to the official certification exam for each corresponding course. The Faculty will change the mock Exam's structure depending on that of the actual Exam.

### Core & Elective Courses

#### Quizzes

Quizzes will be held throughout the course and weigh one-third of the course's grade.

#### Assignments

Two assignments will be held during the course and weigh one-sixth of the course's grade each.

#### Proctored Final Exam

The final Exam will weigh one-third of the course's grade each.

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# Not All Classrooms Have Four Walls

## Capstone Course

Instructors will assign the weight of each portion of the thesis and evaluate it accordingly.

## Contact & Credit Hours

Course Name	Course Type	Semester Number	Duration (wks.)	Cost	Contact Hrs./Wk.	Total Contact Hours	Credit Hours	CIP Code
Project Management Professional Study Guide	Preparation	1	15	\$200	3	45	3	Study.com
PHRI Exam Preparation & Study Guide	Preparation	1	15	\$200	3	45	3	Study.com
California Real Estate Broker Exam	Preparation	1	15	\$200	3	45	3	Study.com
Accounting & Finance	Core	2	15	\$200	3	45	3	52.0304
Business/Managerial Economics	Core	2	15	\$200	3	45	3	52.0601
Organizational Behavior Studies	Core	2	15	\$200	3	45	3	52.1003
Credit Management	Core	3	15	\$200	3	45	3	52.0809
Marketing Management	Core	3	15	\$200	3	45	3	52.1401
Business Law & Ethics	Core	3	15	\$200	3	45	3	38.0103
Telecommunications Management	Elective	4 or 5	15	\$250	3	45	3	52.2101
Logistics, Materials, & Supply Chain Management	Elective	4 or 5	15	\$250	3	45	3	52.0203
Research & Development Management	Elective	4 or 5	15	\$250	3	45	3	52.0210
Auditing	Elective	4 or 5	15	\$250	3	45	3	52.0303
Entrepreneurship/Entrepreneurial Studies	Elective	4 or 5	15	\$250	3	45	3	52.0701
Franchising & Franchise Operations	Elective	4 or 5	15	\$250	3	45	3	52.0702
Small Business Administration	Elective	4 or 5	15	\$250	3	45	3	52.0703
Selling Skills & Sales Operations	Elective	4 or 5	15	\$250	3	45	3	52.1804
Construction Management	Elective	4 or 5	15	\$250	3	45	3	52.2001
Organizational Leadership	Elective	4 or 5	15	\$250	3	45	3	52.0213
Dissertation/Thesis/Final Year Project	Dissertation	6	15	\$300	3	50	3	Capstone
Program Total	16 Courses	6 Semesters	80	\$3,600	9.0	720	48	

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**MAES – University of Waterloo – Canada**

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**Secretary of the Board**

**Mohamed Helmy**

Bachelor in Science – University of North Carolina – USA

**Initiatives Strategist**

**Hanan Awaad**

MAES – University of Waterloo – Canada



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Chief Financial Officer

**Abdel-Salam El Masry**

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Chief Administrative Officer

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Student Affairs Officer

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Technology Officer

**Mohamed Hassan**

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**DBA in Finance & Investment – Cairo University – Egypt**

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