



2016–2017 Academic Year
REGIONAL CAMPUSES

College of Business & Public Management



Bachelor's and Master's
Degree Programs

BACHELOR'S

Accounting
Business Administration
Organizational Management
Public Administration
Health Administration

MASTER'S

Master of Business Administration (MBA)
Master of Science,
Leadership and Management (MSLM)

Natalee Garrett

Special Projects Manager
Kern Legacy Health Plan
Owner, NG Consulting
BS '14
MSLM '16

GENERATIONS OF TRANSFORMING LIVES

A portrait of Natalee Garrett, a woman with long dark hair, smiling. She is wearing a white lace top. The background is a soft-focus outdoor setting.

“In many different and multi-faceted ways, the College of Business and Public Management has definitely shaped me into the successful business professional I am today.”



Natalee Garrett

Special Projects Manager
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BS '14
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Why Students Choose the **University of La Verne**

Applied Learning

- Programs focus on developing professionals who can put their newly obtained knowledge to immediate use.

Learning Environment

- Our experienced faculty, with a unique blend of business and classroom expertise, is determined to help you succeed.
- Our small classes ensure personal attention, networking, and a high level of interaction among students and faculty.

Student Support Services

- A professional academic advisor is assigned to every student.
- One-on-one academic advising at your class site.

Career Development for Life

- Our student support services guide you through the academic journey and the career beyond. Our Career Services department is available to practice interview skills, resumé building, and much more.
- These services are available to La Verne alumni for life.

Library For Life

- Through La Verne’s Virtual Library, you have access to electronic library databases with over four million full-text articles online. Tutorial and research help is available in person, by phone, and online. There is even an “app” for your cell phone.
- La Verne alumni have access to many of the library’s services for life.

Flexibility

- Students can attend either full- or part-time.
- Evening classes take place one night per week for 10 weeks. Weekend class schedules are available at some regional campuses.
- Classes are offered at ten campus locations throughout Southern California and more than 30 satellite class locations (see current class schedule for locations).

On Campus, Online, Hybrid

Many of the courses offered at the regional campuses are hybrid, blending face-to-face classroom instruction with online learning, combining the best of “High Touch” with “High Tech.” In addition, you can choose from a variety of online courses through La Verne Online.

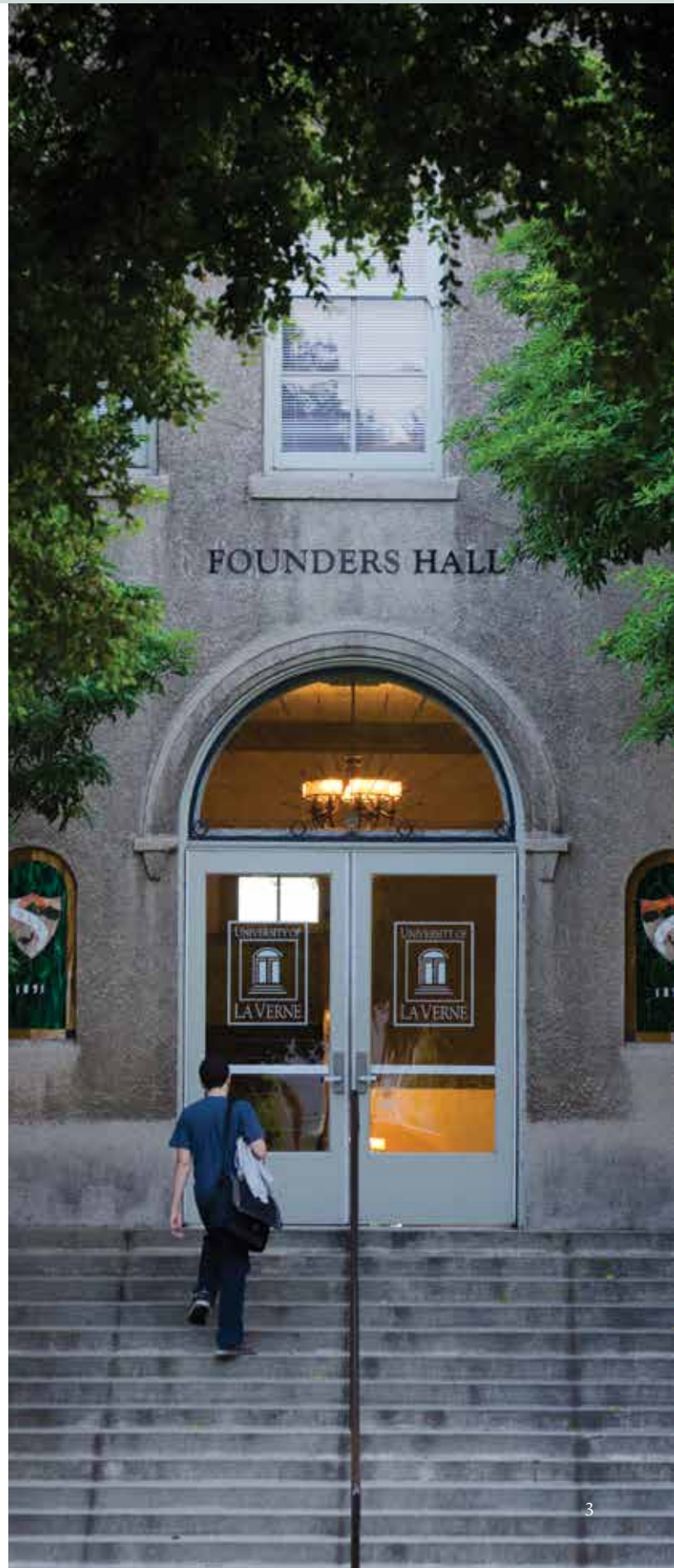
➔ univ.lv/online

Financial Aid

- Cost should not prevent you from getting your education. Let the La Verne financial aid staff help you secure the best financial aid package.

Accreditation

- The University of La Verne is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).



College of Business & Public Management

Graduate Programs

Master of Business Administration

(La Verne campus, regional campuses, online)

M.S. in Leadership & Management

(La Verne campus, regional campuses, online)

Master of Health Administration

(La Verne campus and regional campuses on cohort basis)*

M.S. Gerontology

(La Verne campus)*

Master of Public Administration

(La Verne campus)*

Doctor of Public Administration

(La Verne campus)*

Undergraduate Programs

B.S. Accounting

(La Verne campus and select regional campuses)*

B.A. Business Administration

(La Verne campus, regional campuses, online)

B.S. Organizational Management

(La Verne campus, regional campuses, online)

B.S. Public Administration

(La Verne campus, regional campuses, online)

B.S. Health Administration

(Selected regional campuses on cohort basis)*

* For more information, call 877-GO-TO-ULV

Dean's Message



In my role as Dean of the College of Business & Public Management, I am extremely proud of the academic quality of the University of La Verne management programs and their ability to address the needs of today's employers.

Employers are looking for graduates who have a strategic understanding of the operations of an organization, who can lead and institute change, and utilize technology to promote organizational objectives. Employers seek individuals who have the ability to effectively solve problems and be innovative, possess good communication skills, demonstrate ethics, and embrace diversity. That is what our programs address.

Each of the programs offered by the University is designed to provide our students with a broad-based management education that emphasizes the application of theory to management practice, building conceptual skills and core values needed to become effective leaders and managers in today's rapidly changing global environment. In fact, that is our college mission.

Our programs are designed to meet the needs of the working professional as well as those who have limited work experience, and our class schedule is flexible enough to accommodate

students with different needs and responsibilities. Students can take courses online, on campus, or as a hybrid of both. They can take classes on Saturdays or on weekday evenings or at any of our campus locations throughout Southern California.

La Verne's legacy of close relationships and personalized education is the foundation on which we continue to build. Such personalization — between faculty and students, and among the students themselves — encapsulates the difference between us and other learning institutions. When you enroll in the College of Business & Public Management, you are embraced by an academic environment made up of a diverse community of scholars and learners. The academic quality of our programs, the convenience of our schedules, and most importantly, the commitment of our faculty and staff make our programs the most popular in Southern California.

I hope you seriously consider the opportunity to earn your degree from the University of La Verne. It is an investment that will reward you for a lifetime.

Abe Helou, Ph.D.

Dean

College of Business & Public Management

Choice of Professionals

“La Verne is a fantastic university; I felt right at home the moment I stepped onto the campus.”



Dara Diamond

Clothing Designer, Co-Owner
Cemented Clothing LLC
BA, Business Administration '13



Solid Value and Ranking

- For 2015, La Verne is the No. 2 ranked California private school in Washington Monthly’s “Best Bang for the Buck” National Universities category.
- For the sixth consecutive year, *U.S. News & World Report* ranked La Verne a top-tier selection in the 2016 America’s Best Colleges, National Universities rankings.
- Forbes Magazine once again listed La Verne as one of America’s Top Colleges, which annually recognizes the top 20 percent of the nation’s universities.
- The Los Angeles Business Journal ranked the affordable La Verne MBA program No. 4 in Los Angeles County, based on degrees awarded, just behind USC, UCLA, and Pepperdine.

Network of Professionals

With over 2,800 students, La Verne’s College of Business & Public Management delivers the largest MBA Program by a nonprofit university in the Inland Empire.

- Many top-level administrators at numerous Southern California city, county, and other government agencies have earned their advanced degrees from La Verne. Additionally, many healthcare professionals are graduates from our healthcare programs.

Over 100 major corporations, government agencies, healthcare organizations, and utilities have chosen La Verne to deliver onsite programs for their employees.

The MBA for Experienced Professionals

The University of La Verne Master of Business Administration for Experienced Professionals is a broad-based management program designed primarily for adult professionals with an undergraduate degree in any major and at least three years of professional work experience. The MBA curriculum has been designed to offer the type of graduate business education that employers want. The program is designed around the following core competencies:

- Problem Solving & Decision Making Skills
- Cross Functional Management Perspective
- Teamwork
- Technology
- Globalization
- Communications
- Strategic Perspective
- Ethics & Corporate Responsibility
- Diversity
- Leadership
- Change Management

The core courses address these competencies and develop an increased understanding of the role of professional managers and their responsibilities within the firm and society in our global economy.

The program is structured to assist students in the transition from theory to practice, so students can capitalize on their investment immediately as well as throughout their careers. In addition to the core courses, the program's professional focus area allows students to choose four elective courses of interest or to complete a focused concentration that is most relevant to their career needs.

To provide maximum convenience and flexibility for the busy adult professional, the MBA degree is available at convenient locations throughout Southern and Central California. In addition to evening and weekend courses, you also have the option of taking your courses online: visit La Verne Online.

➔ univ.lv/online

"I came to La Verne expecting to walk away with a degree and am finding myself walking away with so much more."



Blake Henn

Project Coordinator

EDRO Engineering

BA, Organizational Management '13



MBA Curriculum

MBA Degree: 33 – 48 units

All courses are 3 semester units.

Foundation Courses: 0-5 Courses

Foundation courses provide students with the general knowledge and tools necessary for understanding the context of business decision making. They should be among the first courses completed in the program. Foundation courses can be waived *if equivalent undergraduate courses were completed at an accredited college or university within the past seven years with a grade of “C” or better*. Foundation courses can also be waived by successfully passing a competency exam. There is a fee for this assessment.

BUS 500A	Accounting Fundamentals (or equivalent undergraduate courses: Financial Accounting & Managerial Accounting)
BUS 500B	Economics for Decision-Making (or equivalent undergraduate courses: Microeconomics & Macroeconomics)
BUS 500C	Quantitative and Statistical Analysis (or equivalent undergraduate course: Business Statistics)
BUS 500D	Business Finance (or equivalent undergraduate course: Business Finance)
BUS 500F	Business Marketing (or equivalent undergraduate course: Principles of Marketing)

Required Core Courses: 6 Courses

BUS 615	Managing Technology
BUS 635	Managing Financial Resources (rereq: BUS 500A, 500C, 500D)
BUS 655	Designing Effective Organizations
BUS 665	Strategic Marketing Management (prereq: BUS 500A, 500C, 500F)
BUS 675	Management of Business Operations (prereq: BUS 500C)
BUS 685	Global Business Management (prereq: BUS 655)

Professional Focus Area: 4 Courses

Students can select a set of courses or a concentration that addresses their individual career needs. Courses can be selected from any of the scheduled 500-level BUS courses (other than foundation courses).

Culminating Activity: 1 Course

BUS 695	Strategic Management (prereq: Advanced Standing, completion of required foundation courses & core courses)
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Concentrations

Students may complete a concentration that allows them to focus their studies in a specific business discipline. The requirements for each concentration are listed on the following pages. Courses completed for a concentration can be used to fulfill the four required elective courses (12 semester hours) in the student's Professional Focus Area. Courses in the concentration may include required core courses in the same discipline. However, the units do not double count in the core and concentration. At the time of graduation, the completion of a concentration will be noted on the student's transcript and on his/her diploma. Multiple concentrations are possible. In addition to these concentrations, MBA students may pursue any of the concentrations listed under the MSLM Program on page 10.

Students should notify their academic advisor of their interest in completing a concentration as early as possible in their degree program. This will allow their advisor to assist them in course planning. All concentrations must be declared when a student applies for Advanced Standing (i.e. graduation), if not before.

Adding a Concentration after Graduating

The University recognizes that job requirements and career plans change over time. These changes may require the need for additional education. Students who complete an MBA through La Verne may return at a later date to add a new or a second concentration to their transcript. Your academic advisor can explain this process and any time limits that may apply.

Note: Financial aid funds are not available to students pursuing a concentration after a degree has been posted.

MBA Concentrations

Accounting*

Learn to effectively use internal accounting data to plan operations, control activities and make sound business decisions.

BUS 501 **Corporate Accounting and Reporting I**
BUS 502 **Corporate Accounting and Reporting II**

Two courses from the following:

BUS 503 **Accounting Information for Decision-Making**
BUS 505 **Accounting for Specialized Accounting Entities**
BUS 506 **Auditing Standards and Practices**
BUS 507 **Government and Non-profit Accounting**
BUS 508 **Federal Taxation Concepts and Practices**

Finance*

Issues include information analysis, strategic analysis of cash flow, consequences of debt and equity financing, design of acquisition programs, assessment of acquisition value, leveraged buy-outs and ethical issues of investment policy and strategy.

BUS 635 **Managing Financial Resources**
(completed in core)

Three courses from the following:

BUS 531 **Investment and Portfolio Analysis**
BUS 532 **Management of Financial Institutions**
BUS 533 **Investment Banking**
BUS 534 **Entrepreneurial Finance**
BUS 536 **International Financial Management**
BUS 538 **Financial Strategy and Policy**

Health Services Management*

Enhancing the quantitative skills learned in the MBA Program by learning the impact of the healthcare delivery system. Topics include legislative initiatives, financial reimbursement systems, technological advances, and other pressures that continue to change and refocus the healthcare delivery system.

Required Courses

HSM 501 **Current Trends and Issues in Health Services**

Two courses from the following:

HSM 520 **Strategic Planning and Management in HSOs**
HSM 533 **Mergers and Acquisitions**
HSM 540 **Legal Issues in Health Services Organizations**
HSM 555 **Ethical Issues in Health Services**

HSM 571 **Management of Clinical and Financial Information**
HSM 583 **Marketing and Business Development**
HSM 598 **Field Work/Internship**

Information Technology*

Advanced study of the management of information systems/ information technology (IS/IT) in organizations is presented so that you can use both theory and practice to solve business problems, increase productivity, and capitalize on competitive advantage opportunities.

BUS 615 **Managing Technology**
(completed in core)

Three courses from the following:

BUS 511 **Management Support Systems**
BUS 512 **Integrated Data Management**
BUS 513 **Information Networks**
BUS 515 **Systems Planning and Implementation**
BUS 516 **E-Business**
BUS 517 **Cyber Law**

International Business*

This concentration leads to an understanding of strategic factors that managers face in multinational firms, including: level of national and international competition, host government policies, competitive position and strategic intent, level of technology, resource allocations, cultural diversity, and ethical aspects.

BUS 685 **Global Business Management**
(completed in core)

Three courses from the following:

BUS 516 **E-Business**
BUS 528 **Contemporary Issues in International Trade**
BUS 536 **International Financial Management**
BUS 566 **International Marketing Management**

**Concentrations vary by location and some are also available online. MBA students are also eligible to pursue concentrations listed under the MSLM Program. Please refer to page 10. Check with a La Verne representative for current locations.*



"I loved my Bachelor's experience so much that I am still here — I started my MBA this January!"



Kelly-marie Jones

Account Executive

Cumulus

BA '15

MBA '17

Management and Leadership

After bottom-line numbers are projected and reviewed, managers must step up and implement programs that are designed to achieve the goals of the company or organization. Simply stating objectives to employees doesn't inspire greatness and goal achievement. This concentration helps you broaden your understanding of what it means to be a manager and leader within your company or organization.

- BUS 586 **Leadership for the Future**
- BUS 655 **Designing Effective Organizations**
(completed in core)
- BUS 685 **Global Business Management**
(completed in core)
- MGMT 522 **Human Resources Management**

Marketing*

How do you create a successful marketing plan in the 21st century? What is the best way to reach consumers? Branding, image, and internal corporate marketing will be explored to help you define innovative marketing strategies that succeed in our global environment.

- BUS 665 **Strategic Marketing Management**
(completed in core)

Three courses from the following:

- BUS 561 **Seminar in Consumer Behavior**
- BUS 562 **New Product Development**
- BUS 563 **Marketing Channels/Distribution**
- BUS 564 **Marketing Intelligence**
- BUS 565 **Internet Marketing**
- BUS 566 **International Marketing Management**
- BUS 567 **Management and Marketing of Services**
- BUS 568 **Marketing Communications**

Supply Chain Management*

Competitively driven global businesses are swiftly capitalizing on the value of forging strong corporate alliances with suppliers and customers to synchronize their supply chains. The result is a synergetic, mutually competitive advantage for all aligned participants. These strategic alliances are based on the application of information technology and operational analysis - tools used to improve operational efficiencies, such as the reduction of inventory and distribution costs implementing improvements in forecasting, procurement, process efficiency and quality. This concentration allows you to capture supply chain issues from both strategic and operational perspectives.

- BUS 576 **Supply Chain Management and Strategy**
- BUS 577 **Compliance Issues in Supply Chains**
- BUS 675 **Management of Business Operations**
(completed in core)

One course from the following:

- BUS 516 **E-Business**
- BUS 558 **Project Management**
- BUS 563 **Marketing Channels/Distribution**

**Concentrations vary by location and some are also available online. MBA students are also eligible to pursue concentrations listed under the MSLM Program. Please refer to page 10. Check with a La Verne representative for current locations.*

Master of Science in Leadership & Management

The Master of Science in Leadership & Management (MSLM) Program emphasizes the human dimensions of management. It is applicable in a variety of organizational settings where skills in change management, leadership, and group dynamics are required for effectiveness.

Innovative leadership practices are critical to business managers as they plan, organize, direct, and coordinate the operations of the organization. Because professional opportunities are increasingly linked to formal education, many managers discover the importance, even the necessity, of obtaining a graduate degree.

High performance organizations succeed through the implementation of effective leadership and communicative management. It is precisely the MSLM that provides the knowledge necessary to prepare professional leaders and managers to successfully address the challenges and complexity of today's organizational life. The MSLM can be applied in virtually every area of for-profit and not-for-profit organizations.

Current students in the MSLM Program work across the economy in a variety of settings where integrity-based leadership contributes to enhanced organizational and individual success. The core classes develop an essential managerial knowledge base; students then customize the balance of the coursework with either electives from one focused concentration or a more generalized program of study, selecting electives from any of the two concentrations.

MSLM Degree: 33 – 36 semester units

Foundation Course (0-3 units)

Prerequisite knowledge of management is required. MGMT 500 may be waived for students who have completed within the past seven years an undergraduate degree in a management-related field such as business administration, management, organizational management, public administration, or health administration. If needed, MGMT 500 should be completed within the student's first two terms.

MGMT 500 **Management: Theory and Practice**

Core Courses: 5 Courses

MGMT 520 **Leadership: Theory and Practice**
MGMT 521 **Ethics and Decision-Making**
MGMT 522 **Human Resource Management**
MGMT 523 **Organizational Theory and Design**
MGMT 569 **Conflict Management and Organizational Change**

Research and Culminating Activity: 2 Courses

MGMT 586 **Organizational Research I**
MGMT 596 **Graduate Seminar**

Electives or Concentrations: 4 Courses

Each student can select a set of courses that addresses his or her career needs. Courses can be selected from any 500-level MGMT courses (other than foundation courses), or specific concentrations can be pursued. Concentrations require a minimum of four courses (12 semester units), that may include required core courses in the same discipline. However, the units do not double count in the Core and Concentration.

Human Resource Management Concentration

MGMT 522 **Human Resource Management**
(completed in core)

A minimum of three of the following:

MGMT 525 **Management of Diversity**
MGMT 526 **Training and Development**
MGMT 529 **Seminar in Human Resource Management**
MGMT 554 **Negotiations and Collective Bargaining**

Organizational Development Concentration

MGMT 523 **Organizational Theory and Design**
(completed in core)

A minimum of three of the following:

MGMT 525 **Management of Diversity**
MGMT 556 **Building Partnerships; Creating Coalitions**
MGMT 559 **Seminar in Organizational Development**
MGMT 582 **Managing Groups and Teams**

Note: Concentration availability varies by location. Check with a La Verne representative for current locations.



La Verne Online offers adult learners the opportunity to earn a degree in a convenient and flexible environment. Although the content is the same as the face-to-face MBA or MSLM programs, there are no regular class meetings. All coursework is conducted according to a schedule, but lectures, coursework and discussion board postings take place at the students' convenience from home, work, or anywhere with Internet access.

The majority of faculty for the online MBA or MSLM programs are the same full-time faculty that support the La Verne campus program. Students receive the same high-quality instruction and course content that the University of La Verne has been providing to adult students for more than 40 years, but without the day-to-day obstacles that prevent many from pursuing educational goals. Admission requirements for the online program are the same as those described for the MBA for Experienced Professionals or the Master of Science in Leadership and Management programs.

A modern personal computer, high-speed Internet access, a working knowledge of Internet navigation, e-mail usage, discussion postings and chat room participation are necessary for success in the online learning environment. Technical/instructional assistance is available for further clarification in these areas.



Bachelor of Arts in Accounting

The Accounting Program develops an understanding of the enterprise's primary information system. It builds on the conceptual, analytical and communication skills necessary to succeed in the business world. It prepares students for careers in all areas of accounting.

(Available at the Irvine Campus and the College of the Canyons in Santa Clarita)

Prerequisites:

ACCT 201	Fundamentals of Accounting I
ACCT 202	Fundamentals of Accounting II
BUS 270	Business Statistics
BUS 274	Applied Quantitative Analysis
ECON 228	Economic Theories and Issues

Core Business Requirements:

BUS 330	Business Finance
BUS 347	The Legal Environment of Business
BUS 360	Principles of Marketing
BUS 496	Business Seminar
MGMT 300	Principles of Management

Core Accounting Requirements:

ACCT 301	Intermediate Accounting I
ACCT 302	Intermediate Accounting II
ACCT 307	Cost Accounting
ACCT 308	Federal Taxation I
ACCT 401	Auditing
ACCT 402	Advanced Accounting
ACCT 414	Accounting Information Systems



Bachelor of Arts in Business Administration

La Verne's Bachelor of Arts in Business Administration Program prepares students to become value-added contributors in any business or industry setting. Today's challenging business environment demands competent individuals with a sound foundation in business principles and current technologies; individuals who can operate responsively and responsibly in these times of dynamic domestic and global change.

The program is designed to enhance skills in decision making, managing change, using technology to a competitive advantage, written and verbal communication, analytical thinking, ethics, managing diversity, and working effectively in teams.

Prerequisites: 3 Courses

BUS 270	Business Statistics (prereq: BUS 274)
BUS 274	Applied Quantitative Analysis
ECON 228	Economic Theories and Issues

Core Business Requirements: 8 Courses

ACCT 203	Financial and Managerial Accounting
BUS 330	Business Finance
BUS 347	Legal Environment of Business
BUS 360	Principles of Marketing
BUS 410	Management Information Systems
BUS 496	Business Seminar
MGMT 300	Principles of Management
MGMT 355	Leadership in Organizations

Elective Courses: 2 Courses

Two courses from the following:

BUS 343	Foundations of Business Ethics
BUS 346	Written Business Communication
MGMT 354	Oral Communication in Organizations
MGMT 358	Culture and Gender Issues in Management
MGMT 455	Managing Human Resources

Courses in this major are also offered through La Verne Online.

➔ Visit: univ.lv/online

"My education with the University of La Verne is something that I am very proud of."



Emmalee Zepeda

Call Center Supervisor

Verizon

BA '10

MBA '11



Bachelor of Science in Organizational Management

The mission of the Bachelor of Science in Organizational Management Program is to improve management, organizational and interpersonal skills while earning a bachelor's degree. The program is constructed in two parts: the core requirements stress general management, organizational and interpersonal skills critical in a constantly changing environment, with a focus on immediate application in the work setting. The second part of the program allows students the option of selecting a pair of elective courses or the Human Resources concentration.

Core Requirements: 8 courses

BUS 343	Foundations of Business Ethics
MGMT 300	Principles of Management
MGMT 355	Leadership in Organizations
MGMT 358	Culture and Gender Issues in Management
MGMT 360	Financial Management & Budgeting
MGMT 388	Statistics
MGMT 459	Organizational Behavior: Theory and Application
MGMT 496	Seminar in Management

Electives

2 courses from the following:

BUS 346	Written Business Communication
BUS 347	Legal Environment of Business
BUS 410	Management Information Systems
MGMT 354	Oral Communication in Organizations
MGMT 356	Introduction to Organizational Theory
MGMT 359	Management of Change & Conflict
MGMT 451	International Management
MGMT 455	Managing Human Resources
MGMT 458	Stress Management

Human Resources Concentration

MGMT 455	Managing Human Resources
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Two of the following:

BUS 347	Legal Environment of Business
MGMT 359	Management of Change & Conflict
MGMT 457	Mediation
MGMT 458	Stress Management
SPCM 332	Interviewing Principles & Practices

Courses in this major are also offered through La Verne Online.

➔ Visit: univ.lv/online



"My La Verne degrees have helped me to be a better businessman and stronger communicator."



Devon Libran

**Creative Director/Actor/Writer
Just Press Rec.**

*BA, Public Administration '11
MSLM '14*

Bachelor of Science in Public Administration

The University of La Verne's Bachelor of Science in Public Administration degree will assist current and aspiring managers and administrators in gaining insight, skills, a wide range of human relations, and technical abilities for dealing with organizational productivity, performance, and generating sound decision making. Our faculty will guide students through the exploration of classic and contemporary theories and demonstrate how to apply these new ideas and strategies for addressing current public issues.

The bachelor's degree in Public Administration is an academic and professional degree program offering basic coursework in the theory, application, and practice of public sector management. Experience in applying these skills will be gained through class participation and special projects. This degree will prepare you for careers in local, state and federal agencies.

Core Requirements: 7 Courses

BUS 343	Foundations of Business Ethics
PADM 313	Urban Environments
PADM 332	Public Administration
PADM 388	Statistics
PADM 469	Management of Change & Conflict
PADM 470	Administrative Processes
PADM 499	Senior Project

Electives: 3 Courses

Students may take any combination of three additional courses from either of the elective areas below to meet their 40 semester hours in the major.

Area 1: The Policy and Institutional Context of Public Administration

PADM 314	Local Public Administration and Government
PLSC 301	American Government and Politics
PADM 436	Policy-Making Process

Area 2: The Organizational and Management Context of Public Sector Administration

BUS 346	Written Business Communication
BUS 410	Management Information Systems
MGMT 354	Oral Communication in Organizations
MGMT 358	Culture and Gender Issues in Management
PADM 330	Labor/Management Negotiations in the Public Sector
PADM 459	Organizational Behavior: Theory and Application

Courses in this major are also offered through La Verne Online.

➔ Visit: univ.lv/online

Note: Program availability varies by location. Check with a La Verne representative for current locations.

"My experience with the faculty has been outstanding."



Jeff Severns

Division Vice President

West Schwans Consumer Brands

BA '06

MBA '16



Bachelor of Science in Health Administration

The healthcare industry is one of the largest sectors of the U.S. economy and the focus of massive industry-wide change. La Verne's Bachelor of Science in Health Administration Program is designed to provide healthcare professionals with the non-clinical skills needed to successfully manage financial challenges, technological advances, increased consumerism, and other emerging trends within health service organizations.

Knowledge will be obtained in the following areas:

- **Leadership and Management:** Develop a critical awareness of theories relating to effective change management, the development of strategic plans and goals, including ethical and legal considerations.
- **Financial and Resource Management:** Learn accounting and economic forecasting, resource allocation, project and program management, and how to understand and evaluate financial reports in the health service organization.

The health administration program is designed to prepare healthcare professionals for positions of increased responsibility in health and health-related organizations. Students will learn to (1) analyze problems with a greater critical awareness, (2) apply sound methods of statistical and financial control, and (3) utilize management techniques and manage contracts.

Prerequisites: 2 Courses

HSM 201	Statistics
HSM 203	Accounting in Health Service Organizations

Core Requirements: 9 Courses

HSM 401	Leadership and Management in Health Services
HSM 405	Ethical and Legal Issues in Health Services Management
HSM 407	Human Resources Management in HSOs
HSM 409	Communication in Health Services Organizations
HSM 411	Information Management in HSOs
HSM 413	Quantitative and Qualitative Decision Making in Health Service Organizations
HSM 415	Budgeting & Financial Management in Health Service Organizations
HSM 417	Economic, Social and Political Issues in Healthcare
HSM 496	Senior Seminar: Culminating Program Summary

Electives: 1 Course

One Course from the following:

HSM 301	Strategic Planning & Management of Health Services Organizations
HSM 303	Management of Change and Conflict in HSOs
HSM 305	Management of Diversity in HSOs
HSM 309	Introduction to Gerontology
HSM 381	Introduction to Managed Care

Note: Program availability varies by location. Check with a La Verne representative for current locations.



Graduate Admission Requirements

Graduate Admission Requirements

Graduate business programs at La Verne are designed for individuals with a proven academic background and work experience, along with high probability of success in graduate study and in subsequent teaching, research, or professional careers. All applicants are reviewed carefully, based on the following criteria:

- 1) A bachelor's degree from a regionally-accredited college or university. Students whose degrees were completed at foreign universities must submit notarized translations into English where appropriate. Such students may be required to have their degrees evaluated by an approved service to determine equivalency to a bachelor's degree from the United States. There is a fee for this service. Applicants will be notified if their degrees need to be evaluated.
- 2) A preferred GPA of 3.0 or above for the last 60 semester hours or the last 90 quarter hours of the Baccalaureate degree and a GPA of 3.0 for any graduate work. Students with GPAs between 2.5 and 3.0 should contact an Academic Advisor before enrolling at La Verne.
- 3) Two letters of recommendation attesting to academic/professional competency
- 4) Statement of Purpose outlining goals for graduate study (approximately 250 words)
- 5) Current resumé
- 6) The submission of standardized test scores is NOT required for applicants who meet the criteria previously mentioned.

Note: Students must complete the admission process before or during their first term of enrollment. Students are eligible to enroll in no more than 6 semester units prior to completing the admission process.



Master of Business Administration for Experienced Professionals

In addition to the general graduate admission requirements, the MBA for Experienced Professionals requires three years of full-time professional experience at the time of admission.

Graduate Transfer Units

Graduate students may transfer up to 6 semester units from other regionally accredited colleges or universities into the MBA and MSLM degree programs, and up to 12 semester hours into the MHA degree programs. The credits must have been earned within the last five years with a grade of "B" or better. Credits must be appropriate to the degree and acceptable as graduate credit at the institution where they were earned.



Undergraduate and Graduate Program Expectations:

- 1) All students are expected to be proficient in word processing, spreadsheets, electronic communications, and information retrieval on the Internet.
- 2) Possess a working knowledge of business math, defined as the ability to apply algebra and other mathematical skills for solving economic and business problems.
- 3) Possess good oral and written communication skills.
- 4) Students without a degree from an English-speaking institution where English is the primary language of instruction and of the geographical area must establish minimal proficiency in English through the TOEFL Exam. This must be done prior to any course registration.

Undergraduate Admission Requirements

Undergraduate Admission Requirements

La Verne's goal is to challenge students to develop their abilities to think creatively, to master their chosen discipline, to communicate effectively, and to approach both their personal and professional lives with a sense of concern for others as well as an appreciation for the environment we share. We invite you to join La Verne in its ongoing tradition of excellence and service in higher education.

Through its Regional Campuses, La Verne provides educational opportunities for adults with varied educational backgrounds to pursue a bachelor's degree. Applicants will be considered for admission based on the following criteria: applicant's age (students under 23 are considered for admission if they possess substantial work experience); number of college-level semester hours completed; cumulative college GPA; and work experience.

La Verne seeks students who are creative, motivated, self-disciplined, and committed to learning. Consideration is given to formal educational experience as well as to the potential to succeed in a challenging academic program.

Undergraduate students are eligible to enroll in no more than 8 semester hours prior to completing the admission process. Students who have not already completed the equivalent to WRT 110, College Writing A, must complete this course within the first two terms of enrollment at La Verne.

Graduation Requirements—Bachelor's Degree

To receive a bachelor's degree from La Verne, a student must complete the following:

- 1) A declared major – as described in this brochure
- 2) The University's general education requirements. General Education reflects a university's identity. Consequently, La Verne's general education requirements aim at fulfilling two primary objectives:
 - a) to communicate the guiding principles of the University as expressed in its Mission Statement (values orientation, community and diversity, lifelong learning, and community service), and
 - b) to expose students to the traditional liberal arts fields of study.
- 3) General Electives
- 4) Meet the following unit requirements:
 - a) a minimum of 128 semester units is required to graduate with a bachelor's degree
 - b) a minimum of 44 semester hours must be completed at La Verne to fulfill the residency requirement
 - c) a minimum of 44 semester hours at the upper-division level, including a minimum of 24 in the major, and 5 in general education. At least 16 semester hours at the upper division level in the major and 5 in general education must be taken at La Verne.

There are a variety of ways to complete the requirements, including community college courses, CLEP and DANTES exams. University of La Verne Academic Advisors will assist you in identifying the specific major, general education, and elective units required for your degree.



Undergraduate General Education

General Education at the University of La Verne has two primary objectives: 1) to communicate the central values of the University as expressed in its Mission Statement, and 2) to expose students to the traditional liberal arts fields of study. It provides students with the knowledge, skills, and attitudes crucial to student success in the 21st century world and workplace. The University of La Verne's General education Requirements consist of two components: Breadth Requirements (Critical Skills and Areas of Knowledge) and the La Verne Experience.

General Education

I. Breadth Requirements

1. Critical Skills – one course from each area:

- a) Written Communication A
- b) Written Communication B
- c) Oral Communication
- d) Quantitative Reasoning
- e) Lifelong Wellness

2. Areas of Knowledge (A course is defined as a minimum of two semester hours) one course from each area:

- a) Humanities – two courses from the following examples
 - Art History/Appreciation
 - Communications
 - English/Literature
 - General Studies
 - History
 - Humanities
 - Modern Language – second semester college level
 - Music History/Appreciation
 - Philosophy/Religion
 - Theater History/Appreciation
- b) Social Sciences – two courses from the following examples
 - Anthropology
 - Economics
 - Geography
 - Political Science
 - Psychology
 - Sociology
- c) The Natural World – one course from each area two different sub-areas:
 - Life Science
 - Physical Science

- d) Creative Expression – one course from the following examples
 - Art
 - Communications (Video)
 - Creative Writing
 - Music
 - Photography
 - Theatre
- e) Elective – one course
The elective can be any course from above or a course from the College of Business and Public Management or the College of Education and Organizational Leadership majors, however the elective excludes prerequisite and supplemental courses to the student's major and all courses for the student's declared major; remedial courses; first semester foreign language; and exams such as DANTES, CLEP and AP.

II. The La Verne Experience

The La Verne Experience is centered on integrating the curriculum through learning communities, connecting classroom theory to real-world practices, and infusing Community Engagement throughout the educational experience. Regional and Online Campus students matriculated to the 2016-2017 academic year satisfy this requirement by taking: Community Engagement – 20 hours of approved community service. This requirement may be met through an Alternative Assessment process.

University of La Verne's Academic Advisors will assist you in identifying the specific major, general education, and elective units required for your degree.



A Variety of Ways to Earn Academic Units

The University of La Verne acknowledges that there are many ways in which a student can earn undergraduate degree credit. The following describes the many different transfer credit options that are acceptable at La Verne toward fulfilling undergraduate degree requirements.

Students may transfer a maximum of 88 semester hours of transfer credit toward the bachelor's degree.

Transfer Credit

Credit may be transferred from regionally accredited community colleges, four-year colleges and universities. Credit is granted according to the policies listed in the La Verne Catalog. For some majors, a transfer course may not substitute for a course in the major, unless it has been completed within a specified time limit.

DANTES

The DANTES Program is a nationally recognized testing program in which students are granted credit for satisfactory performance on standardized tests offered in many subject areas. Please contact your academic advisor to discuss which exams are most appropriate for you. For additional information on DANTES, please visit their website at GetCollegeCredit.com. La Verne is a DANTES test site center and offers the tests once a month at the La Verne campus and several times a year at the Orange County Campus in Irvine, Ventura County Campus in Oxnard, Central Coast Campus in San Luis Obispo, Pt. Mugu Naval Base Campus, and Vandenberg Air Force Base Campus.

College Level Examination Program (CLEP)

This is a nationwide program in which students are granted credit for satisfactory performance on standardized tests offered in many subject areas. Please contact your academic advisor to discuss which exams are most appropriate for you.

Advanced Placement (AP) Exams

The office of the Registrar articulates a maximum of 44 semester hours of credit in subject matter examinations offered by the College Board's Advanced Placement Program. This credit will only be awarded upon receipt of an official score report provided by the College Board.

Military Service

Additional credit may be awarded for many courses taken in military service as well as basic training, following the guidelines established by the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services, and according to La Verne policy.

Company or Government Training Classes

Credit for company or government training may be awarded if the class is accredited by the American Council on Education.

Course Challenge

Students with exceptional competence in the subject matter contained in a course may "Challenge" the course by examination. Courses that cannot be challenged are marked NCh in the Courses section of the La Verne catalog. If the student demonstrates the competencies required for successful completion of the course, the number and title of the course will be placed on the transcript with a CRD grade. If the student does not demonstrate the competencies, nothing is recorded on the transcript. A maximum of 8 semester hours of course challenge may be counted toward fulfilling the undergraduate residency requirement. A challenge fee will be assessed.



Online Degree Programs

La Verne Online offers adult students the opportunity to earn a degree in a convenient and flexible environment. Although the content is the same as face-to-face courses, there are no regular class meetings. All coursework is conducted according to a schedule, but lectures, coursework and discussion board postings take place at the students' convenience, from home, work, or anywhere with Internet access.

Students receive the same high-quality instruction and course content that the University of La Verne has been providing adult students for more than 40 years, but without the day-to-day obstacles that prevent so many from pursuing educational goals.

About Distance Learning and Online Degrees

Courses offered for degree credit by **La Verne Online** are regular university courses normally offered in the classroom that have been adapted to take full advantage of the unique educational opportunities of the Internet.

Courses cover the same material, demand the same prerequisites, and fulfill the same requirements as the classroom courses, but they can be taken, for the most part, from the student's home or office at times convenient to the student.

Time Commitment

Online courses require the same time and effort as spent on traditional class work. Student efforts include:

- Reading textbooks and online content
- Reviewing online lectures
- Participating in online discussion forums and chat
- Participating in virtual group projects
- Completing and uploading assignments, quizzes and surveys
- Library research
- Field trips, laboratories and computer simulations

A modern personal computer, high speed Internet access, a working knowledge of Internet navigation, e-mail usage, discussion postings, chat room participation, and good time management skills are necessary for success in the online learning environment.

Technical/instructional assistance is available for further clarification in these areas.



Admissions

La Verne Online bachelor degree program applicants may be considered for admission if they have completed a minimum of 28 semester hours of transferable college credit from a regionally accredited college or university. The 28 semester hours should include the equivalent to WRT 110, College Writing A.

La Verne Online MBA applicants may be considered for admission if they meet the admission requirements listed on page 16.

The following degree programs are available online:

- Bachelor of Arts in Business Administration
- Bachelor of Science in Organizational Management
- Bachelor of Science in Public Administration
- Master of Business Administration for Experienced Professionals
- Master of Science, Child Development
- Master of Science, Leadership and Management

➔ For more information, go to univ.lv/online

Tuition, Fees and Academic Calendar

"The 'right education' is priceless and the University of La Verne made it feasible for me to obtain it."



Marie Langley

IPA Administrator
Choice Medical Group
MBA '14



2016 – 2017 Tuition and Fees

Graduate Tuition: \$795 per unit (MBA, MSLM, MACC, MFIN)
\$765 per unit (MHA, MSGERO, MPA)

Undergraduate Tuition: \$610 per unit

Application Fee: \$50

Academic Services Fee: \$30 per course

Graduation Fee - Undergraduate Students: \$140

Graduation Fee - Graduate Students: \$160

Deferred Payment*: \$50

Late Financial Arrangement Fee: \$100-\$300

*Deferred Payment Plan

Students can choose the deferred payment plan where 30% of the total charges, including fees, are due at the time of registration, with the remaining balance paid in two or three monthly installments during the term. Students whose employers have company reimbursed tuition benefits should contact their regional campus for information on optional payment plans. There is a \$50 fee for either of these two plans. Refer to the University's online catalog for a complete list of tuition, fees, and other financial matters.

➔ Visit: univ.lv/catalog

Changes in Policy, Tuition and Fees

The information provided reflects an accurate picture of the University of La Verne at the time of publication. The University reserves the right to make necessary changes in policies, requirements, tuition, fees, and calendars contained in this brochure at any time without prior written notice.

Financial Aid Programs

Admission to the University is required before the financial aid application can be processed.

There is funding available from the Federal Government for working adults who want to continue their education. A variety of financial assistance programs are available depending on an individual's financial situation, income level, and academic standing. Students who wish to receive financial aid for their education should begin the application process at the time they apply for admission to the University of La Verne. We encourage you to apply online at univ.lv/finaid. This will give you access to the Free Application for Federal Student Aid (FAFSA).

2016 – 2017 ACADEMIC CALENDAR: REGIONAL CAMPUS TERM DATES

Fall Term 2016	August 29 – November 6
Winter Term 2017	January 3 – March 13
Spring Term 2017	March 20 – May 28
Summer Term 2017	June 5 – August 13

Steps to a Successful Financial Aid Process

Start the Financial Aid Process by Applying Online

To begin the financial aid process, visit La Verne's Financial Aid web page: univ.lv/finaid. This will give you online access to the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. We recommend that you allow yourself at least one hour to complete the application. You will need your previous year's tax forms to answer some of the questions.

School Code (001216)

You must provide the University of La Verne's SCHOOL CODE (001216) in order for the results of your FAFSA to be forwarded to La Verne's Office of Financial Aid.

Student Aid Report (SAR)

Not more than one week after you have submitted your FAFSA online, a notice will be sent to your email address from the Federal Processor that your Student Aid Report (SAR) is available to be viewed at fafsa.ed.gov. Please print and review your SAR to be sure it is accurate. Make sure the University of La Verne is listed to receive this report. If any corrections are necessary make them at that time.

The Review Process

- Before your application can be processed for financial aid at La Verne, you must be officially admitted to a degree program at the University of La Verne.
- At least 30% of all financial aid applicants are randomly selected by the federal government for verification or further review. Should you be selected for verification, it will be necessary for you to provide additional documentation, such as a tax transcript from the IRS, all w-2 forms and a verification worksheet to the Office of Financial Aid. This process must be completed before financial aid can be awarded. Please allow up to 14 days from the date all of the verification forms are received in the Office of Financial Aid for them to complete their analysis.

Note: Once you have received your student ID, and PIN, you will be able to log into the Secure Area of MyLaVerne that can be accessed through La Verne's home page at www.laverne.edu. However, your personal information is not populated in the Financial Aid Menu until you have been officially admitted to the University.

Financial Aid Award Letter

Once the admission and financial aid application review processes have been completed, you will receive a financial aid award letter (via mail or an e-mail notification to your La Verne e-mail account). Please read all instructions carefully. You will need to follow all of the steps outlined in the financial aid award packet in order to have funds sent to your account here at La Verne. If this is the first time you have been awarded a student loan at the University of La Verne as part of your award, you must follow the instructions to complete a Direct Loan Master Promissory Note and the entrance counseling requirement. Student loan funds cannot be disbursed unless these processes are completed.

Registration and Financial Aid

In addition, financial aid loan money cannot be disbursed until after the add/drop period for the semester/term has ended. Be sure you have officially registered for the appropriate number of units for the appropriate semester/term as indicated in your financial aid packet. Remember, only those units required to complete your degree will be counted.

Questions

If you have any questions regarding the financial aid process please call 800-649-0160 to speak to a financial aid advisor, or visit: univ.lv/finaid.

Find out more about the time to completion for your Program – visit univ.lv/completion



Start the Enrollment Process

➔ Apply online at univ.lv/admission

Step 1 - Questions?

To learn more about the Regional Campus Degree Programs and delivery systems for various programs, call to schedule a personal appointment with an admission representative – 877-GO-TO-ULV.

Step 2 - Application Process

An application for admission may be submitted at any time preceding the term for which admission is sought. However, applicants are encouraged to apply early to ensure a place in the entering class.

To expedite the application process, applicants are encouraged
➔ to apply online at univ.lv/admission. Or you may fill out a paper application (call 877-GO-TO-ULV to receive one) and submit it along with the \$50 application fee (payable to the University of La Verne). Be sure to sign and date the application.

You will receive additional application materials upon receipt of your initial application. Upon receipt of all of your admission materials, your file will be reviewed for admission. Applicants whose cumulative GPA is less than what is published in the current program brochure must consult with an Academic Advisor to determine admission status before enrolling in any courses.

Academic Advising: An Academic Advisor will be assigned to you when we receive your application. Your advisor can provide the answers to any academic questions (such as an appropriate first class to begin your studies) and the university support services that are available to you.

Step 3 - Financial Aid

If you are planning to apply for financial aid, this should be done at the same time you have submitted your application for admission. Please review the Steps to a Successful Financial Aid Process on page 22.

Step 4 - New Student Orientation

For assistance in selecting your first course or ordering your textbooks, please contact your Academic Advisor, or attend a New Student Orientation at your local Regional Campus.

Step 5 - Registration

Approximately a month prior to the beginning of the start of a new term the schedule of classes will be posted online. Online registration starts a few weeks prior to the start of the term. You will receive registration instructions along with your admission materials.

Step 6 - Order Your Textbooks

A few weeks before the start of the term, you can order your
➔ textbooks by going to the La Verne Bookstore at univ.lv/bookstore. Textbooks can be mailed to your home or workplace.

Step 7 - See You in Class!



We Have a Campus Near You

La Verne is a national, comprehensive university offering excellence in higher education since 1891.
For more information call 877-GO-TO-ULV or visit us at laverne.edu

Main Campus

1950 Third Street
La Verne, CA 91750
909-593-3511

Orange County

2855 Michelle Drive, Suite 250
Irvine, CA 92606
714-505-6936

Naval Base Ventura County

162 N. Mugu Rd.
Point Mugu NAWC, CA 93042
805-986-6900

High Desert

15447 Anacapa Road, Suite 100
Victorville, CA 92392
760-955-6440

San Fernando Valley

4001 W. Alameda Avenue, Suite 300
Burbank, CA 91505
818-295-6500

Vandenberg Air Force Base

P.O. Box 5578
Vandenberg AFB, CA 93437
805-734-6220

Inland Empire

3237 Guasti Road, Suite 300
Ontario, CA 91761
909-937-6985

Ventura County

500 Esplanade Drive, Suite 1000
Oxnard, CA 93036
805-981-6020

Kern County

1201 24th Street, Suite D-200
Bakersfield, CA 93301
661-861-6800

La Verne Online - Virtual Campus

univ.lv/online
800-695-4858, x4961



1950 Third Street, La Verne, CA 91750
univ.lv/business
877-GO-TO-ULV
degreeinfo@laverne.edu