



2007

INTERNATIONAL AMERICAN UNIVERSITY



OWNERSHIP & GOVERNANCE

International American University, owned by International American University, Inc., is incorporated in the state of California as a private proprietary corporation, duly formed and organized under the laws and regulations of the Secretary of State for the State of California. The Articles of Incorporation were filed with the Secretary of State on August 29, 2005.

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RESERVATION AND RIGHTS

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Effective: 01/01/07 - 12/31/07

Revised: 12/12/2006

BPPVE APPROVAL

This University has received a temporary approval to operate from the Bureau for Private Postsecondary and Vocational Education ("Bureau"). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the University. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the University's operational plan satisfies the minimum standards listed in Education Code Sections 94900(a) or 94915 (a) and (b), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the University. After that visit, the Bureau will then determine whether the University should be approved on a permanent basis.

The University is authorized by the State of California to offer and confer the academic degree described herein, following a determination that state academic standards will be satisfied under Education Code Section 94900. Inquiries concerning the standards or school compliance may be directed to the:

Bureau for Private Postsecondary & Vocational Education (BPPVE)

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Mailing: P.O. Box 980818 • W. Sacramento, CA 95798-0818

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01

\ INTRODUCTION \

International American University's Beginnings

In 2000, the Management University of America (MIA) started as a business consulting company, focusing on training that today's leaders to be super leaders. Through team building, activity-based consulting, MIA enabled individuals to move beyond their comfort zone and achieve real performance improvement.

Management University of America, Inc. was incorporated in the State of California in 2005 and decided to transfer its knowledge of business management to the classroom. MIA sought CA State approval in 2006, focusing on what it knew best- business. In late 2006, MIA legally changed its name to the "International American University" (IAU), with its emphasis on international business education. IAU's initially offerings included an Associate, a Bachelor, two Masters, and a professional Doctorate degree program. By focusing on business, IAU can ensure a concentrated faculty body, specialized curriculum, and rich student-faculty interaction.

IAU's faculties are business professionals who have made an impact on developing organizations to go from "good" to "great". The school's curriculum was a matter of harnessing current business and organizing it to fit in a classroom format. As a Student, you are assured that the training and education you receive will be practical in the professional arena, while benefitting from the expertise of professionals in the industry.

IAU's Mission

The mission of the International American University is to provide quality education that will enhance the opportunities for a diverse undergraduate and graduate student population to achieve success in a changing technological, global, and ethical environment. IAU extends access to high quality certificate, associate, bachelor, master's, and doctoral programs for adults who seek to maximize their personal and professional potential.

This mission is fulfilled through innovative programs that are responsive to the needs of adult students and involve active, engaging, challenging, and relevant learning experiences offered in a variety of delivery modes utilizing a combination of residential and distance learning methodologies.

Mode of Instruction

The University will primarily offer residential classroom instruction. Some courses will be adapted to an online format. Online Courses will be conducted online in an asynchronous format. The same faculty will provide support for students in assigned course. A 3 semester unit course will span 8 weeks. One semester unit is equivalent to fifteen contact hours or the equivalent in accelerated or distance learning terms.

Students will be allowed access to the online course room within 1 week of registering for the course. Students may enroll in Online Courses at anytime, but must complete the course in 8 weeks. Course grade will be posted on transcripts during the term the student completes the course.

Students will be able to log into the student course room at anytime. Students will be responsible for having access to a computer with an internet connection. Communication between student and instructor will be conducted through the online course room. Coursework feedback, questions, and daily interaction can be conducted through the course room.

International American University





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\ FACULTIES \

Ash, Deborah S.

MScEd; Capella University,
Minneapolis, MN
BScBA; Davenport University; Battle
Creek, MI

Calcaterra, Garrett

MFA; Chapman University, Orange,
CA
BSc Chemistry & Biology; Pacific
University, Forest Grove, OR

Felicelli, Jennifer L.

MS Clinical Psychology; University of
Alaska; Anchorage, AK
BA Psychology & BA French
Marietta College; Marietta, OH

Hall, Kristopher E.

MEd; National University; Costa
Mesa, CA
BA Business Mgmt; Whitworth
College
Spokane, WA

Kraychir, Hank

Master of Liberal Studies; Excelsior
College; Albany, New York
MEd in E-Learning; Jones
International University;
Englewood, CO
BS Individualized Studies; Charter
Oak State College; New Britain, CT
AA; Long Beach City College; Long
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Lange, Lisa J.

MA Composition & Rhetoric;
Portland State University; Portland
OR
BA English; Portland State University;
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Lott, Michael R.

MFA Creative Writing; National
University; Costa Mesa, CA
MA Mass Communication; CSU
Northridge
MA Humanities; CSU Dominguez
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BA Political Science; CSU Dominguez
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BA Film and Electronic Media; CSU
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AA Administration of Justice;
Cerritos College; Cerritos, CA

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MFA; Mary Baldwin College in part-
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Master of Letters; Mary Baldwin
College; Staunton, VA
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Bridgeport, CT
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MS Psychology; Capella University,
Minneapolis, MN
BS Psychology, Minors: Sociology and
Educational Psychology; University
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BA; University of Richmond;
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Sanchez, Gilbert

Juris Doctor; Irvine University College
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BS Laws; Irvine University College of
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PhD, Psychology; Capella University;
Minneapolis, MN
MA Counseling; Webster University;
St. Louis, MO
MS Behavioral Sciences in
Psychology; Cameron University;
Lawton, OK
BS Psychology; Northwestern State
University; Natchitoches, LA

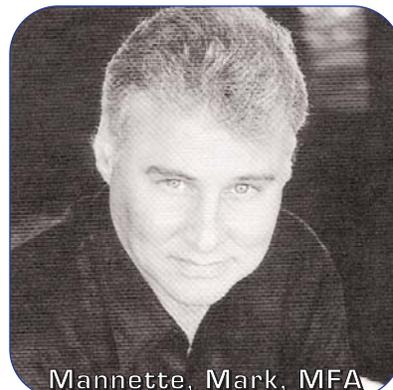
Singh, Chanpreet K.

MA Applied Psychology; Steinhardt
School of Education, New York
University; New York, NY
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Zack, Yanni

MA Education; United States
International University; San Diego,
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MA TESOL; United States Inter-
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BA RTVF; California State University,
Northridge; Northridge, CA

ESL / General Education Faculty



Mannette, Mark, MFA



Sanchez, Gilbert, JD



Felicelli, Jennifer, MS

Under-graduate Faculty



D'Cruz, Marguerite, MBA



Ash, Debi, MScEd

Coloma, Limuel

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Diploma in Communication Studies; Communication, Advertising, Marketing Education Foundation; UK
Diploma In International Advertising; International Advertising Association; New York, NY

Flowers, Richard

MEd; Concordia University; Portland, OR
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BA Economics; University of Georgia-Athens; Athens, GA

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 Education; Ohio University; Athens,
 OH
 BFA Photography and Art; Ohio
 University; Athens, OH

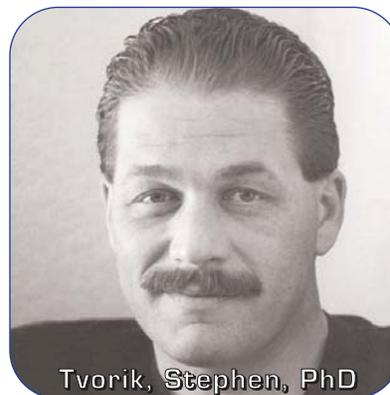
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 University; San Diego, CA
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 West Coast University; Los
 Angeles, CA
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 Dominguez Hills
 AA Business Administration;
 Compton College; Compton, CA

Graduate Faculty



Uzomah, Chidi, DBA



Tvorik, Stephen, PhD



Keogh, Mathew, PhD



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\ ADMISSIONS \

Admissions Philosophy

The University seeks mature, capable Students who have the preparation and motivation needed to accomplish their academic and professional goals. In addition, it is expected that successful applicants will demonstrate a commitment to and a passion for their chosen field of study.

The University shall admit any student who is obviously qualified or who does appear to have a reasonable prospect of completing the program. Applications will be reviewed by School Dean to ensure that the candidate is of good quality for admissions. Candidates must also be able to demonstrate significant potential and promise of completing the program. This can be demonstrated with prior academic performance, professional experience and life experiences. The University exercises an open admissions policy. That is, all students who apply and meet the admissions criteria will be admitted into the program.

The University welcomes all students and does not discriminate on the basis of race, color, national origin, religion, disability, gender or in any other way in its policies, practices, or procedures involving applicants, students, faculty, staff and the public. Please note, however, that the University reserves the right to refuse admission to anyone the University believes does not meet its academic standards.

Non-Degree Seeking Applicants

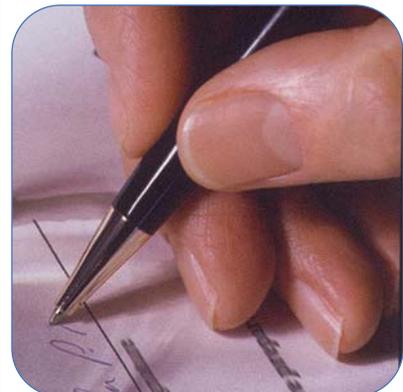
Applicants to a non-degree programs will not matriculate into a program. They are not bound to the standard degree program admissions requirements.

Degree Seeking Application Process & Procedures

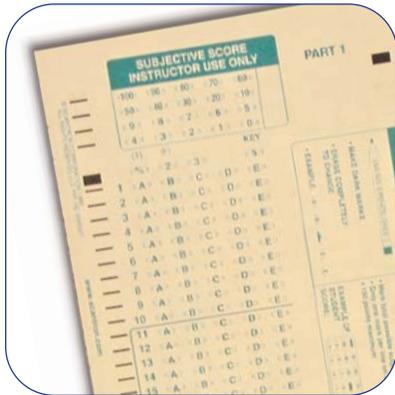
Applicants applying to a degree programs must go through the University's Admissions process. The Admissions process is a process that assists the Student in achieving his or her educational goals. It is an agreement between the college and the Student who enrolls for credit. We ask that you participate in the matriculation process with us to ensure your educational success. If you commit to an educational goal, we commit to helping you succeed.

1. Applicants must submit a completed admissions application form and include the application fee.
2. Applicant must submit official transcripts from college and universities attended, evidence of specialized training, military transcripts, etc. Foreign transcripts must be evaluated by an foreign credential evaluating agency. An official transcript is one that has been received directly from the issuing institution. A minimum of a 2.0 grade point average depicted will be considered for transfer credit.
3. After all application materials have been received, the Dean's Office will conduct a formal Academic Credential Evaluation (ACE). This will allow the applicant to understand what credit has been awarded for transfer credit, standardized exams, and experiential credit.
4. If the applicant is accepted for admission, an acceptance letter will be sent to the applicant. If the applicant is not accepted the Admissions Office will send a letter to the applicant informing applicant of the decision, stating why the qualifications are deficient.

**The University
welcomes all adult
students and does not
discriminate on the
basis of race, color,
national origin,
religion, disability, or
gender**



Transfer, Standardized Examination, and Prior Experiential Learning credit are ways to reduce the amount of coursework required to complete your degree program.



Transfer Credit

The University will consider accepting transfer Students from other schools as determined by the Dean. To transfer to the Institute, an applicant must file an application for admission, satisfy all admission requirements, and submit official copies of transcripts from all schools previously attended. The Dean has the sole discretion to award transfer credits.

Standardized Exams

The University welcomes Students from a wide variety of backgrounds and learning experiences. The University recognizes their prior learning by accepting a full range of standardized exams, which measure mastery of college-level, introductory course content in a wide range of disciplines. Students who obtain the credit-granting score required can earn credits and course exemptions. The Institute establishes standards that are recommended by the American Council on Education (ACE). The University grants a credit on standardized exams for undergraduate credit only. Official exam scores must be sent from crediting exam center.

Some standardized exams accepted include:

- Advanced Placement Program (AP)
- College-Level Examination Program® (CLEP)®
- DANTES Subject Standardized Tests (DSST)
- Excelsior College Examinations (ECE)
- Graduate Record Examination (GRE) Advanced Subject Tests
- New York University (NYU) Proficiency Testing In Foreign Languages
- Thomas Edison College Examination Programs (TECEP)

Prior Experiential Learning

The University realizes that not all learning comes from a classroom. Students have many opportunities for valuable learning in their everyday lives and work. Prior learning can be formal or informal. When this prior learning is college level, it can be identified in an evaluative process designed to determine whether it is worthy of college credit. Prior Experiential Learning consists of learning, which Students may have completed through their company, organization, military training experiences, professional, or personal licensure requirements or other documented training experiences. Defining prior learning can be a complex task, so you and the Office of Admissions should have several discussions about your own case. The University uses the following standards to decide whether learning is prior learning:

- The learning should be theoretical as well as practical. For example, if you seek credit for supervising several employees at work, you should evidence some understanding of the concepts of motivation, management styles and job evaluation techniques as well as the routine processes of day-to-day operations.
- You should be able to identify the principles involved in doing what you are able to do.
- The learning should be identified as college level when evaluated by an expert in the field. This means you should be able to demonstrate by examination, license, essay, etc., that your knowledge or competence is at the college level.

English Fluency For International Applicants

No program applicant is admissible unless she/he can demonstrate proficiency in the English language. At the Office of Admissions' discretion, proficiency may be demonstrated by:

1. Completion of certificate or degree program in English.
2. Writing sample, personal interview, nature of current employment, or
3. Special examinations (TOEFL 550+ (PBT) / 213+ (CBT) / 79+ (IBT)

Applicants With Foreign Degrees

It is recommended that foreign applicants obtain a course-by-course evaluation by a credential evaluating agency, such as:

International Education Research Foundation, Inc.
 Post Office Box 3665 • Culver City, CA 90231-3665
 Phone: (310) 258-9451 • Fax: (310) 342-7086

Admissions Requirements

English as a Second Language (ESL) Admissions

- Placement Exam: A Placement Exam is required for ESL applicant, so that s/he is placed in the appropriate level.
- Pre-Education: Evidence of a high school diploma, or the mental capacity to engage in post-secondary education.
- No transfer credit, standardized exams, or prior experiential learning credit awarded.

Associate's Degree Program(s) Admissions

- Pre-Education: Evidence of a high school diploma or some college.
- Maximum Transfer Units: 60 semester units.
- Standardized Exams: 60 semester units.
- Prior Experiential Learning: 15 semester units.

Bachelor's Degree Program(s) Admissions

- Pre-Education: Evidence of 2 years of college or an associate's degree.
- Maximum Transfer Units: 90 semester units.
- Standardized Exams: 90 semester units.
- Prior Experiential Learning: 30 semester units.

Graduate Certificate in Management Program(s) Admissions

- Pre-Education: Evidence of a bachelor or the mental capacity to engage in graduate-level education.
- Professional Experience: At least 3 years of full-time work experience.
- No transfer credit, standardized exams, or prior experiential learning credit awarded.

Master Degree Program(s) Admissions

- Pre-Education: Evidence of a bachelor degree, or equivalent.
- Professional Experience: At least 3 years of full-time work experience.
- Maximum Transfer Units: 6 semester units.
- Prior Experiential Learning: 6 semester units.

Doctorate Degree Program(s) Admissions

- Pre-Education: Evidence of a bachelor and MBA degree, or equivalent.
- Professional Experience: At least 5 years of full-time work experience.
- Maximum Transfer Units: 30 semester units.
- Prior Experiential Learning: 9 semester units.

The University allows maximum transfer & experiential learning credit





04

\ DEPARTMENT OF
ENGLISH STUDIES \

Students participating in the English as a Second Language (ESL) program at IAU take the courses as prerequisites for future academic courses, while other want to improve their English language skills for work, other college study, or personal satisfaction.

Program Objectives and Goals

The Department of English Studies offers 6 levels of study in our English as a Second Language (ESL) program. Each level has classes in pronunciation, reading, writing, listening and oral communication. In order to determine which level is the most appropriate for a student who wishes to enroll in our program, he/she is required to take a placement test upon registration.

Graduation Requirements

- Student must pass level of ESL student was placed to receive a Certificate of Completion. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory Satisfactory completion of all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Satisfactory Students must apply for graduation and meet all academic and financial requirements.

ESL Level 1: Beginner I (6 units)

This class enables students to acquire the skills necessary to recognize the alphabet and its accompanying sounds. Students develop survival communication in English, obtain fundamental knowledge of English and gain comprehensible pronunciation skills.

ESL Level 2: Beginner II (6 units)

This level includes introduction to basic grammar, vocabulary development, dictionary use and pronunciation of the phonetic alphabet. It emphasizes American English pronunciation skills.

ESL Level 3: Intermediate I (6 units)

This level introduces students to American idioms and writing structures. It focuses on pronunciation, stress and tone and is designed to improve students' basic communication, writing and grammar skills. It develops speaking and listening at a simple level, where students learn communicative strategies to express thoughts and increase comprehension.

ESL Level 4: Intermediate II (6 units)

This level focuses on writing basic to complex sentences, interpersonal communication skills, intermediate grammar, pronunciation and writing skills. It is also designed to increase students' reading and speaking fluency and comprehension.

ESL Level 5: Advanced I (6 units)

This level focuses on more intensive practice in reading, writing and speaking, fluency in mechanics and reading longer, more complex articles. Students learn high-intermediate grammar and practice in discussion groups.

ESL Level 6: Advanced II (6 units)

This level focuses on more frequent writing practice and advanced grammar. Students start to prepare for the TOEFL or TOEIC examinations and college and university courses.

English as a Second Language (ESL)





05

\ SCHOOL OF BUSINESS &
TECHNOLOGY \

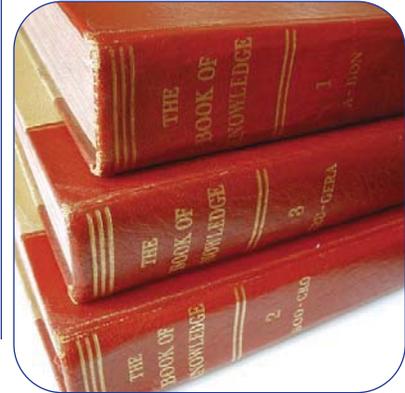
The General Education Program is a minimum common core program designed to develop a basic general competence in the broad areas of intellectual discourse.

It is expected that a Student who completes an undergraduate program will demonstrate the ability to communicate correctly and effectively; to think broadly and logically; and understand the historical and modern influences on human endeavor. This includes an appreciation of the roles of the arts; a basic understanding of social and natural sciences; and sufficient facility with mathematics to meet the requirements of specialized, educational and professional goals. These are essential foundations for all curricula, both liberal arts and professional. All Students working toward an Associate's or Bachelor's degree at the University are required to complete 15 or 30 semester hours in General Education, respectively.

Associate's Degree Programs General Education Requirements

English:	3 units
Mathematics:	3 units
Natural Sciences:	3 units
Humanities/Fine Arts:	3 units
Social Sciences:	3 units
Total	15 Units

General Education



Bachelor's Degree Programs General Education Requirements

English/Communication:	6 units
Mathematics:	3 units
Natural Sciences:	6 units
Humanities/Fine Arts:	6 units
Social Sciences:	6 units
History/Government:	3 units
Total	30 Units



Associate of Science in Business Administration (ASBA)



Associate of Science in Business Administration	
General Education Courses	15
GED 100 English	3
GED 110 Mathematics	3
GED 120 Environmental Science	3
GED 130 Introduction to the Humanities	3
GED 140 Psychology of Adjustment	3
Major Courses	15
BUS 105 Introduction to Business	3
BUS 110 Principles of Marketing	3
BUS 115 Business Communications	3
BUS 200 Principles of Management	3
BUS 210 Organizational Theory and Behavior	3
General Electives Courses	30
ASBA Program Total	60

Today's business world demands that successful professionals have a comprehensive knowledge of the economic climate. The Associate of Science in Business Administration is designed to help you gain a more comprehensive understanding of the fundamental business components. Whether you want to advance your career or complete a degree, you'll find a valuable business foundation in this program. An Associate Degree coupled with management experience may open the door to future promotions in your career track.

The Associate of Science in Business Administration is also designed to prepare university-bound students for the eventual completion of a bachelor's degree in business. All course work transfers directly into the Institute's Bachelor of Business Administration degree program.

Instruction can be completed through residential instruction and/or distance learning methodologies.

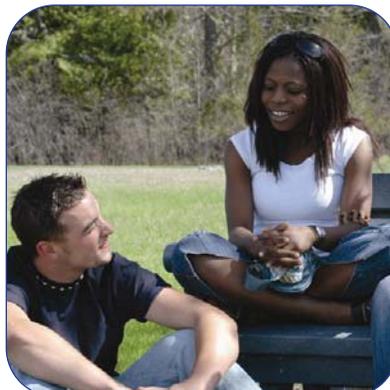
Program Objectives and Goals

The Associate of Science in Business Administration (ASBA) degree program will allow students to:

- Be well-rounded students through a program that encompasses General Education;
- Develop occupational competence through courses that emphasize the practical skills used by entry-level business persons;
- Be directed towards professional development; and
- Experience self-improvement and professional growth.

Graduation Requirements

- Student must complete 60 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.



IAU has designed an Associate of Science in Information Technology (AScIT)– a degree program that provide students with the opportunity to explore the foundations of these technologies and acquire highly functional and real-world skills that are in demand at corporate and business organizations. This degree program is designed to address the key principles of the Internet, network and distributed computing, and related software.

Instruction can be completed through residential instruction and/or distance learning methodologies.

Program Objectives and Goals

The Associate of Science in Information Technology (AScIT) degree program will allow students to:

- Be well-rounded students through a program that encompasses General Education;
- Develop a student's understanding of the centrally important concepts in modern computer science and show how they apply in different contexts;
- Demonstrate an understanding of current computer networks, protocols of data communications and the role of network management software;
- Have the knowledge and skills that enable them to participate in life-long learning and to adapt to an ever-changing, global technological and business environment.

Graduation Requirements

- Student must complete 60 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.

Associate of Science in Information Technology (AScIT)

Associate of Science in Information Technology	
General Education Courses	15
GED 100 English	3
GED 110 Mathematics	3
GED 120 Environmental Science	3
GED 130 Introduction to the Humanities	3
GED 140 Psychology of Adjustment	3
Major Courses	15
INT 400 Server Fundamentals	3
INT 401 Systems Analysis and Design	3
INT 402 Network and Distributed Systems	3
INT 403 Social and Organizational Issues in Computing	3
INT 404 Management Information Systems	3
General Electives Courses	30
AScIT Program Total	60

Bachelor of Business Administration (BBA)

Bachelor of Business Administration	
General Education Courses	30
GED 100 English	3
GED 105 Communication	3
GED 110 Mathematics	3
GED 120 Environmental Science	3
GED 125 The Human Body	3
GED 130 Introduction to the Humanities	3
GED 135 World Civilizations	3
GED 140 Psychology of Adjustment	3
GED 145 Intro to Sociology	3
GED 150 United States History	3
Major Courses	30
BUS 105 Introduction to Business	3
BUS 110 Principles of Marketing	3
BUS 115 Business Communications	3
BUS 200 Principles of Management	3
BUS 210 Organizational Theory and Behavior	3
BUS 300 Introduction to Financial Management	3
BUS 305 Principles of Economics	3
BUS 310 Introduction to Accounting	3
BUS 315 Introduction to Data Processing	3
BUS 400 Business Law	3
General Electives Courses	60
BBA Program Total	120

The Bachelor of Business Administration (BBA) program prepares students for executive career in business and other organizations. The BBA degree is many a times referred to as the golden passport, since it gives its holder an edge in the job market by opening more doors of opportunity. The degree helps the graduate to fulfill potential for high earnings, increased responsibility, and greater personal development. The present decade has been labeled as the era of business, business administration and business graduates.

The BBA program aims at developing a student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise.

Instruction can be completed through residential instruction and/or distance learning methodologies.

Program Objectives and Goals

The Bachelor of Business Administration (BBA) degree program will allow students to:

- Be prepared for positions of leadership and responsibility in business and industry, governmental and not-for-profit organizations;
- Acquire the knowledge and skills necessary to understand and function effectively in a business and administrative organization;
- Familiarize with the fundamental bodies of theoretical and applied knowledge of business; and
- Experience self-improvement and professional growth.

Graduation Requirements

- Student must complete 120 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.

The Bachelor of Science in Information Technology (BScIT) is a degree program that prepares individuals for careers in Information Technology. This degree program is designed to address the key principles of the Internet, network and distributed computing, programming design and applications. Although much of the technology studied is very modern, all subjects have a firm foundation in computer science and software engineering principles.

Instruction can be completed through residential instruction and/or distance learning methodologies.

Program Objectives and Goals

The Bachelor of Science in Information Technology (BScIT) degree program will allow students to:

- Develop a broad understanding of the centrally important concepts in modern computer science and show how they apply in different contexts;
- Gain a technical education with an appropriate combination of theoretical knowledge and practical skills, which will enable them to enter into and advance in the profession of information technology, management information systems, and business administration;
- Continue their formal education and obtain advanced degrees in information technology, management information systems, business administration, or other related fields; and
- Participate in life-long learning and to adapt to an ever-changing, global technological and business environment.

Graduation Requirements

- Student must complete 120 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.



Bachelor of Science in Information Technology (BScIT)

Bachelor of Science in Information Technology	
General Education Courses	30
GED 100 English	3
GED 105 Communication	3
GED 110 Mathematics	3
GED 120 Environmental Science	3
GED 125 The Human Body	3
GED 130 Introduction to the Humanities	3
GED 135 World Civilizations	3
GED 140 Psychology of Adjustment	3
GED 145 Intro to Sociology	3
GED 150 United States History	3
Major Courses	30
INT 400 Server Fundamentals	3
INT 401 Systems Analysis and Design	3
INT 402 Network and Distributed Systems	3
INT 403 Social and Organizational Issues in Computing	3
INT 404 Management Information Systems	3
INT 405 Internet Security Management	3
INT 406 Java Business Programming	3
INT 407 Database Design and Management	3
INT 408 Project	3
INT 415 Introduction to Linux	3
General Electives Courses	60
BScIT Program Total	120

Certificate in Management (GCM)

Graduate Certificate of Management	
Basic Management Principles	1
Leadership Skills	1
Interpersonal Communication Skills	1
Human Resources Mgt Fundamentals	1
Building High Performance Teams	1
Time Management	1
GCM Program Total	6



The Graduate Certificate in Management (GCM) introduces participants to knowledge and experiences that enhance their professional skills and understanding of the management of people, resources and organizational processes.

Instruction can be completed through residential instruction and/or distance learning methodologies.

Program Objectives and Goals

The Graduate Certificate in Management (GCM) certificate program will allow students to:

- Enhance their ability effectively manage organizations;
- Develop an ability to seek and collect appropriate information, to evaluate, analyze and synthesize data and to systematically solve problems, make complex decisions and implement them;
- Recognize and create opportunities and to develop their skills in using them;
- Stay abreast of the developments which are continuously taking place in management theory and how to rationally apply and utilize them;
- Gain attitudes of openness to change and of excellence of performance in the student; and
- Keep developing themselves professionally.

Graduation Requirements

- Student must complete 6 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.5 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.

Simply stated, IAU's Master of Business Administration (MBA) program is a flexible delivery of traditional graduate courses. The MBA degree program is designed for working professionals. Our focus is on the core analytical and communications skills that prepare students for an uncertain future. The program incorporates a mix of theory with practical applications and supplements traditional lectures with hands-on case analysis. While the program stays abreast of current trends, they have staying power, too, reflecting the broad, fundamental knowledge on which successful careers are built.

IAU's MBA program prepares you to make the most of career-building opportunities already available to you in the workplace. Starting with your first course, you plan what you want to get out of the program and how you will apply new learning on the job. This focus on career outcomes continues throughout the program.

Concentrations

As an MBA Student, you are expected to complete 30 semester hours of course work, consisting of seven (7) core courses and three (3) elective courses. Students can choose to complete general electives, which *may consist of any 500+ BUS or MGT courses that are not required as Core Courses for the program*. Students can specialize and develop additional expertise in a particular area of concentration by completing a Concentration Module. Concentration designation will appear on transcripts upon completion. Choose from the concentrations on the University website: www.iau.la/acdm/mba.asp

Instruction can be completed through residential instruction and/or distance learning methodologies.

Program Objectives and Goals

The Master of Business Administration (MBA) degree program will allow students to:

- Analyze, synthesize and evaluate the knowledge acquired through research and apply it to practical business situations.;
- Integrate formal academic learning with individual business experience so that meaningful personalized learning takes place;
- Think analytically and globally within a business environment; and
- Develop a motivation for and appreciate the wisdom of acquiring lifelong learning.

Graduation Requirements

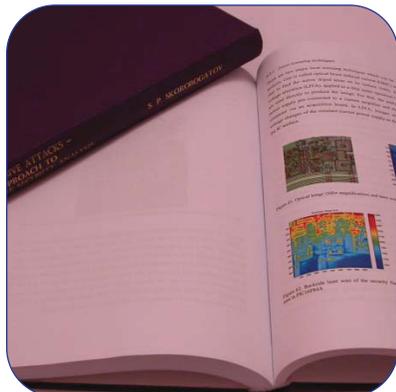
- Student must complete 30 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.5 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.

Master of Business Administration (MBA)



Master of Business Administration	
Business Core Courses	18
BUS 505 Marketing	3
BUS 510 Financial Management	3
BUS 515 Business Strategy	3
BUS 520 Human Resource Management	3
BUS 525 Organizational Behavior	3
BUS 530 E-Commerce Management	3
Graduate Research Course	3
RSC 600 Research Methodologies	3
Electives Module	9
<i>or</i>	
Concentrations Module	9
MBA Program Total	30

Doctor of Business Administration (DBA)



As a Doctor of Business Administration student, you are prepared to be a true expert in management and business, from both subject area and methodology perspectives. The DBA degree is equivalent in academic standing to the more traditional PhD (Doctor of Philosophy). Where the DBA differs is in its focus on the interaction between the theoretical and the applied aspects of management knowledge. The DBA degree program provides a blend of structure and customization that enables you to develop expertise that is both recognized and reflective of your particular interests.

Instruction can be completed through residential instruction and/or distance learning methodologies.

Program Objectives and Goals

The Doctor of Business Administration (DBA) degree program will allow students to:

- Develop advanced managerial, entrepreneurial, and strategic knowledge and skills of the students;
- Develop the knowledge and skills for managing all facets of contemporary organizations;
- Gain a 'state of the art' understanding of theory and practice in their area of research;
- Achieve a greater level of effectiveness as a professional practitioner in management, leadership and related organizational change; and
- Acquire creativity, research aptitude, analytical thinking, critical analysis, and innovative solutions to organizational problems.

Graduation Requirements

- Student must complete 60 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.5 on a 4.0 scale.
- Satisfactory completion of Comprehensive Examinations.
- Satisfactory completion of a Doctoral Thesis that meets current department standards.
- Students must apply for graduation and meet all academic and financial requirements.

Program Description

This program requires the completion of various components. Each aspect of the DBA program is described in detail below.

Foundation Courses

DBA Students are required to possess an MBA, or equivalent. Coursework from the Student's MBA may be transferred to meet these requirements (up to 30 units).

Graduate Research Course (GRC 600)

All Students are required to complete a graduate research course, or equivalent, after completing required graduate coursework.

Literature Review Courses (LIT 900-903)

Students will review academic papers published in scholastic journals in business disciplines. This assignment is intended to help you familiarize yourself with the journals in business. This will allow the Students to prepare for the Comprehensive Examinations, as well as develop original ideas for the Doctoral Thesis.

Comprehensive Examinations (CMP 900)

Once all coursework has been successfully completed, Doctoral Students are required to complete Comprehensive Examinations. These examinations are designed to ensure that candidates are adequately prepared to undertake the research required for a doctoral thesis and to teach university level courses in their chosen field. They are meant to test Students' competencies.

Graduate Thesis Proposal Course (THS 900)

Student must complete an approved Proposal for the Doctoral Thesis. The Graduate Research Course and Thesis Proposal Course in the Student's DBA Program create an opportunity for a Student to demonstrate application of the knowledge and skills gained in the course work portion of the program and demonstrate the critical thinking and analytical skills required to successfully propose and conduct the Doctoral Thesis.

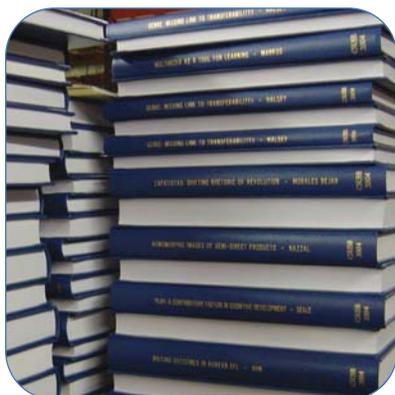
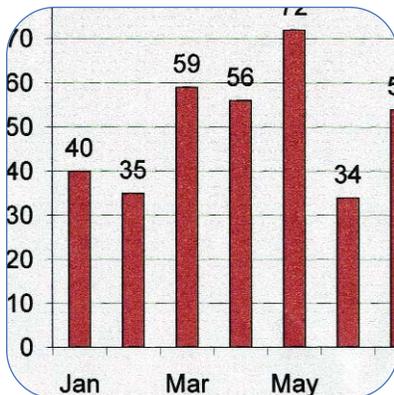
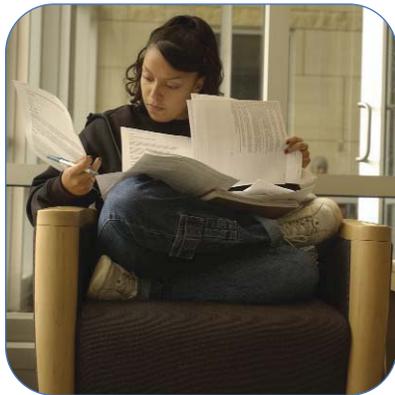
Doctoral Thesis (THS 901)

The final step is the completion of a qualitative thesis in the candidate's area of specialization. This involves consideration of an identified issue or problem developed through the Graduate Thesis Proposal Course, under the close supervision of the DBA program Chair. The DBA dissertation must be both original and pertinent to current business theories and practices. The Doctoral Thesis is expected to make an original and significant contribution to the advancement of professional practice, as well as demonstrating a level of competence appropriate for a doctoral award.

The DBA is a crown distinction in business education

Doctor of Business Administration	
Business Core Courses	21
BUS 505 Marketing	3
BUS 510 Financial Management	3
BUS 515 Business Strategy	3
BUS 520 Human Resource Management	3
BUS 525 Organizational Behavior	3
BUS 530 E-Commerce Management	3
Graduate Research Course	3
RSC 600 Research Methodologies	3
Literature Review Courses	12
LIT 900 Literature Review I	3
LIT 901 Literature Review II	3
LIT 902 Literature Review III	3
LIT 903 Literature Review IV	3
Comprehensive Examinations	3
CMP 900 Comprehensive Examinations	3
Doctoral Thesis	12
THS 900 Graduate Thesis Proposal	3
THS 901 Doctoral Thesis	9
DBA Program Total	60

Doctor of Philosophy in Business Administration (PhD)



The need has never been greater for business leaders who can contribute to the knowledge base of contemporary business. Doctor of Philosophy in Business Administration learners gain the skills to meet that need through rigorous reflection on their professional experiences, in-depth exposure to the insights offered by the world's leading organizations, review of classic and cutting edge theory and research, and mastery of methods and techniques to identify, assess, understand and communicate strategically critical knowledge. As stewards of the discipline of Business Administration, PhD students focus upon the creation of new knowledge in Business Administration.

Instruction can be completed through residential instruction and/or distance learning methodologies.

Program Objectives and Goals

The Doctor of Philosophy in Business Administration (PhD) degree program will allow students to:

- Acquire the expertise in research design and methods necessary to be able to undertake a doctoral-level research project;
- Achieve a 'state of the art' understanding of theory and practice in students' area of research;
- Learn through their own research activities and are expected to contribute to the knowledge of others through research;
- Seek an area in which to develop expertise, but are expected to be knowledgeable in many areas of business administration and will be encouraged to develop their expertise;
- Evoke the students' appreciation and a commitment to the foundations of science that is ultimately required of scholars; and
- Develop both the student's oral and written communication skills.

Graduation Requirements

- Student must complete 60 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.5 on a 4.0 scale.
- Satisfactory completion of Comprehensive Examinations.
- Satisfactory completion of a Doctoral Dissertation that meets current department standards.
- Each candidate must successfully defend the dissertation that gives evidence of original and significant research.
- Students must apply for graduation and meet all academic and financial requirements.

Program Description

This program requires the completion of various components. Each aspect of the PhD program is described in detail below.

Foundation Courses

PhD Students are required to possess an MBA, or equivalent. Coursework from the Student's MBA may be transferred to meet these requirements (up to 30 units).

Graduate Research Course (GRC 600)

All Students are required to complete a graduate research course, or equivalent, after completing required graduate coursework.

Research Review Courses (RSC 900-903)

Students will review research papers published in scholastic journals in business disciplines. This assignment is intended to help you familiarize yourself with academic publications in business. This will allow the Students to prepare for the Comprehensive Examinations, as well as develop original ideas for the Doctoral Dissertation.

Comprehensive Examinations (CMP 900)

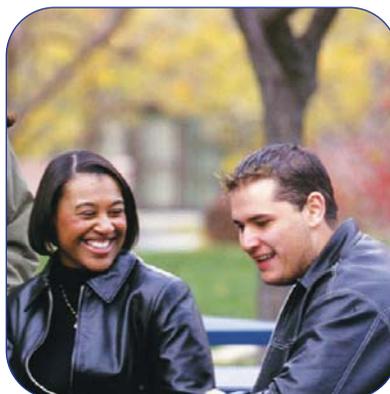
Once all coursework has been successfully completed, Doctoral Students are required to complete Comprehensive Examinations. These examinations are designed to ensure that candidates are adequately prepared to undertake the research required for a doctoral thesis and to teach university level courses in their chosen field. They are meant to test Students' competencies.

Dissertation Proposal Course (DSS 900)

Student must complete an approved Proposal for the Doctoral Dissertation. The Graduate Research Course and Dissertation Proposal Course in the Student's PhD Program create an opportunity for a Student to demonstrate application of the knowledge and skills gained in the course work portion of the program and demonstrate the critical thinking and analytical skills required to successfully propose and conduct the Doctoral Dissertation.

Doctoral Dissertation (DSS 901)

The final step is the completion of a quantitative Dissertation in the candidate's area of specialization. This involves consideration of an identified issue or problem developed through the Graduate Thesis Proposal Course, under the close supervision of the Doctoral program Chair. Students demonstrate a synthesis of their doctoral study, knowledge and scholarship with a significant research project that contributes to general principles of knowledge in the field(s) potentially impacted by the research.



The PhD is the highest achievement in academics

Doctor of Philosophy in Business Administration	
Business Core Courses	21
BUS 505 Marketing	3
BUS 510 Financial Management	3
BUS 515 Business Strategy	3
BUS 520 Human Resource Management	3
BUS 525 Organizational Behavior	3
BUS 530 E-Commerce Management	3
Graduate Research Course	3
RSC 600 Research Methodologies	3
Research Review Courses	12
RSC 900 Literature Review I	3
RSC 901 Literature Review II	3
RSC 902 Literature Review III	3
RSC 903 Literature Review IV	3
Comprehensive Examinations	3
CMP 900 Comprehensive Examinations	3
Doctoral Dissertation	12
THS 900 Graduate Dissertation Proposal	3
THS 901 Doctoral Dissertation	9
PhD Program Total	60



06

\ STUDENT SERVICES \

Student Visas

At this time, the University does not offer I-20/visa services and does not vouch for student status.

English Instruction

The University provides English as a Second Language (ESL) instruction. This program is through residential instruction only.

Housing

The University does not attempt to maintain dormitory facilities under its control. The University has no responsibility to find or assist in finding housing.

Study Groups

Residential Students

The University believes that study groups can be very valuable in the learning process. They can provide support, discipline, and ready feedback. Residential Students can form study groups on campus.

Distance Learning Students

As with any distance-learning program with students throughout the world, it is difficult for students to convene in traditional study groups for learning purposes. The University provides for "electronic interaction" between students and their Faculty Mentors, which it believes offsets this limitation. Through electronic means, students are in direct one-on-one contact with their Faculty Mentors and Academic Advisors to enhance their learning.

Library Services

Residential Students

The library of the University exists primarily to serve the scholarly and research needs of the faculty and students of University. The library contains mainly specialized holdings in those subject areas relevant to the University's course offerings- Business and English.

Distance Learning Students

Students will be required to use his or her best judgment to evaluate the Library Resources required to successfully complete the educational program and determine if Student can comfortably meet those needs.

Career Planning & Placement

The University's programs do not prepare graduates for a specific occupation or employment and does not provide formal career planning services. All students are encouraged to speak with faculty and instructors regarding career and professional planning. The University will provide a list of employers who have contacted the University offering employment opportunities. These postings will be made available on the public bulletin board or online in the student resources page.

Alumni Association

The University Alumni Association is established to foster and protect the personal professional interests of the Alumni through the promotion of the welfare of all segments of the University. They share in the rights, honors, privileges and responsibilities.

International American Honor Society

For Alumni who meet the academic criteria, they are eligible to join the IAU International American Honor Society.

We hope you
have the best
educational
experience





07

\ UNIVERSITY POLICIES \

Attendance Policy

Residential Students

Regular and punctual attendance, as well as active student participation, is an important part of a student's education. Except for emergencies, students will notify the University twenty-four (24) hours in advance of any absences. Student must maintain satisfactory academic progress. Attendance is strictly monitored. All missed assignments and/or additional assignments must be completed according to professors' guidelines.

Distance Learning Students

Since the University provides a distance learning program for its Students and requires no classroom attendance, campus attendance is not necessary.

Withdraw / Drop Policy

A Student may withdraw / drop from the University at any time during the term by the last day of regularly scheduled classes by completing the proper forms from the Registrar's Office. Official notification in writing must be received before any withdrawal from the University is processed.

Students who wish to withdraw from their program of study should send a written notice to the

Registrar's Office
International American University
17300 17th St. #J-453
Tustin, CA 92780

The e-mail address is registrar@iau.la. The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. The University will pay any refund due under the terms of the policy within 30 days of the written cancellation and withdrawal. The student is responsible for paying any amount due the University as a result of an underpayment.

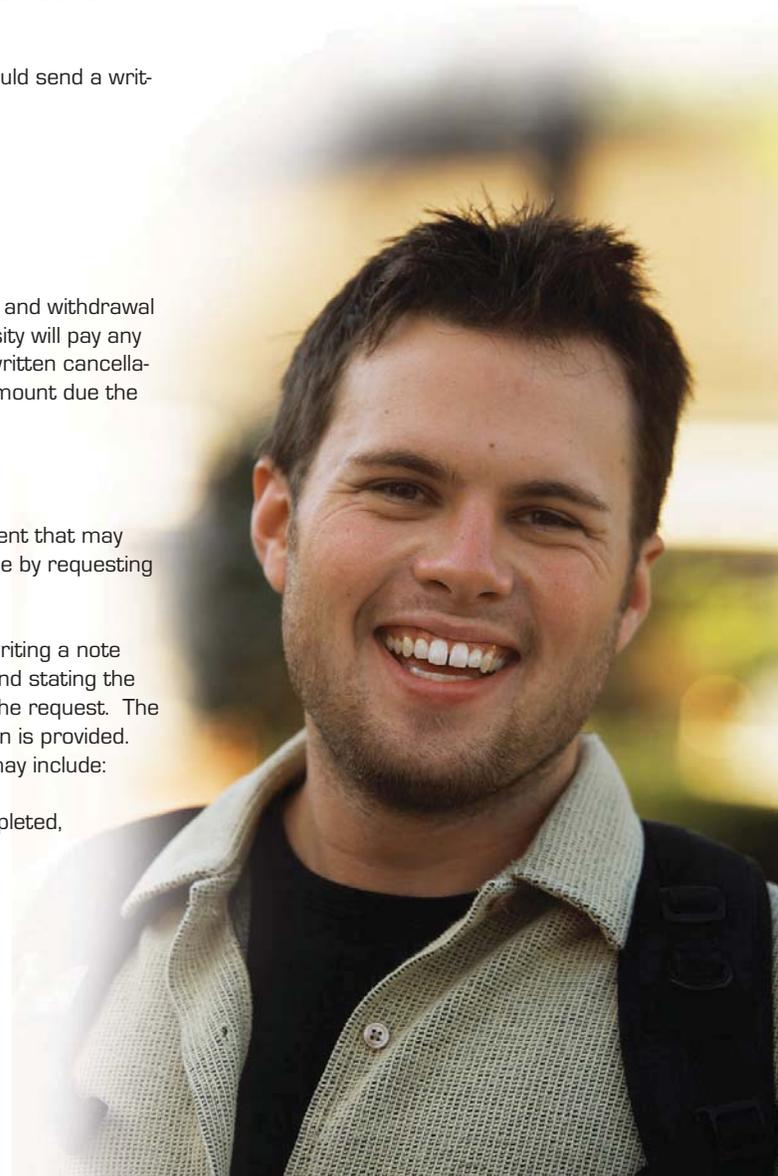
Leave Of Absence

The University realizes that an emergency may occur for a Student that may only be solved by electing to interrupt class attendance for a time by requesting a Leave Of Absence (LOA).

The Student must direct such a request to his or her Dean by writing a note clearly stating the reason for the request for leave of absence and stating the date of the request, the anticipated date of return, and signing the request. The Dean or Academic Advisor may grant the LOA if sufficient reason is provided. When a Student is granted a leave of absence, consequences may include:

1. Receiving an "F" grade for all courses that were not completed,
2. Repeating failed courses, and
3. Extending the graduation date.

**Attendance,
Withdraw,
Leave-of
Absence
Policies**



Grading Policies

Time Between Grading & Evaluation

Submitted Examinations will be graded and returned to students within 5 business days.

Doctoral Thesis will be reviewed and returned to students with comments after 30 business days. This will allow faculty ample time to review, critique, and provide constructive feedback.

General Policy on Grading

It is an integral part of the teaching responsibility of the faculty to provide careful evaluation, timely assignments, and appropriate grades for each enrolled Student. In the absence of compelling reasons, such as a mistake, fraud, bad faith, or incompetence, the grade determined by the instructor of record is to be considered final. Final course grades must be submitted by the faculty to the Office of Records no later than noon of the second academic day after the end of the Final Examination period.

Standards For Student Achievement

Students must achieve a 1.0, or "D", average to receive credit for a particular class. Students may retake any classes for which they have not achieved this passing grade. Standard tuition fees are applicable. An undergraduate Student who falls below a cumulative grade point average of 2.0 is academically dismissed. Graduate Students must maintain an overall G.P.A of 2.5 or Student will be placed on academic probation. A graduate Student who falls below a cumulative grade point average of 2.5 is academically dismissed.

Grade Reports

At the end of each course, notification of the Student's academic standing and report of grades achieved while in enrollment at the University are provided to each Student. Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a Student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Registrar's Office.

Graduation Requirements of the University

In order to complete a degree, a Student must satisfy the requirements on total credit hours earned and grade point average. Students who fail to meet graduation requirements within five (5) years of the date of their first admission must meet the requirements in effect at the time. Their graduation can no longer be based on requirements effective at the time of their entrance. Students readmitted to the University must meet the graduation requirements and all other policies in effect at the time of their readmission.

Rules of Conduct

Cheating and Plagiarism

One or more of the following actions are available to the faculty member who suspects a Student has been cheating or plagiarizing. The choice of action taken by the faculty member is guided by the extent to which the faculty member considers the cheating or plagiarism reflects the Student's lack of scholarship or lack of academic performance in the course:

1. Review - no action
2. Oral reprimand with emphasis on advising to prevent further occurrence.
3. Requirement that the work be repeated.
4. Assignment of "Failure" for the specific work in question.
5. Assignment of "Failure" for the course as a result of No. 4 above.
6. Referral to the Dean of the University, as appropriate.

Student Health and Safety Regulations

The University is not liable for injuries sustained by Students in their activity as Students, even though such injuries occur on school premises, in laboratory work, or in clinics. Students are advised to be certain that they are covered by personal health and accident insurance.

Grievance Procedure

Students have the right to address grievances to the Dean. If the situation cannot be resolved promptly, the Student shall submit a report of the policy violation to the President. Upon receipt of the report, the President shall promptly notify the Student that an investigation will begin and furnish the Student with a copy of this policy. The Dean shall immediately investigate the situation and shall have the power to question persons with pertinent information, examine any pertinent materials, and question the Student. Within fifteen (15) school days, exclusive of weekends and holidays, of notice to the Student, the Dean shall determine whether a complaint shall be filed with the Executive Office. If a complaint is filed, the person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence, the time and place of the hearing, a statement that the accused has the right to be represented by counsel or representative of his/her choice, and an opportunity to review any information gathered by the Dean.

If no complaint is filed with the University because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Dean shall keep a record of the allegation, nonetheless. The Student shall be informed accordingly. Unresolved complaints may be directed to the above address.



Student Records Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment of FERPA, and California Education Code: 67100 ff, provide generally, that (1) the Student shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the Student. "Students" as used in this notice include former Students.

Availability of Student Records

Student records are maintained on-site for a minimum of five (5) years. Students have access to their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty-authorized representative of the President's or Dean's office, and each review of a personal file by a Student will be noted in the file. Transcripts are available for fifty (50) years.

Disclosure of Student Records

With several exceptions provided by law, the University cannot release information concerning Students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the Student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release should be made. The Student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of Students who are dependents for federal income tax dependency.

Rights and Access by Others

The law provides that right of access to Student records is available to authorized officials of State or Federal agencies when such access is necessary for audit or evaluation of educational programs supported by such agencies.



Financial Policies

The University is committed to doing everything possible to help eligible Students meet their financial needs. Major responsibility for securing the necessary financial resources rests with the Student. The school will make every effort to assist the Student by helping Students and spouses find employment, loans and scholarships. In some cases, assistance can be expected and should be sought from the home church, support of family and friends, summer savings, and work-study funds. The University does not currently participate in state or federal financial assistance programs. Financial assistance may come in the form of Financing Plans, private scholarships, or the President's Achievement Scholarship.

Tuition

Tuition for a class must be paid before course work is sent begins, unless Student opts for **Financing Plan** described in **Financial Information** section. The University reserves the right to collect any unpaid financial obligations by any means necessary for any education services and/or training provided. Students may use electronic funds transfer, personal or business checks, cashier's check or money order.

Enrollment Agreement

An enrollment agreement must be signed for the entire program enrolled. It is the policy of the University to collect all tuition and other fees from a Student before he or she starts the course. A tuition payment plan may be developed to assist Students who need to pay on an installment plan. See **Financing Plan** policy herein.

Release Of Information

The University will not provide documentation for any Student or graduate who is delinquent in payment of tuition, fees or any other financial obligation incurred through the school. Nor will any such Student have final examinations graded or next course work sent.



Financial Policies

Financial Suspension

A student may be suspended from the University for failure to pay the tuition and fees as agreed to in the enrollment agreement.

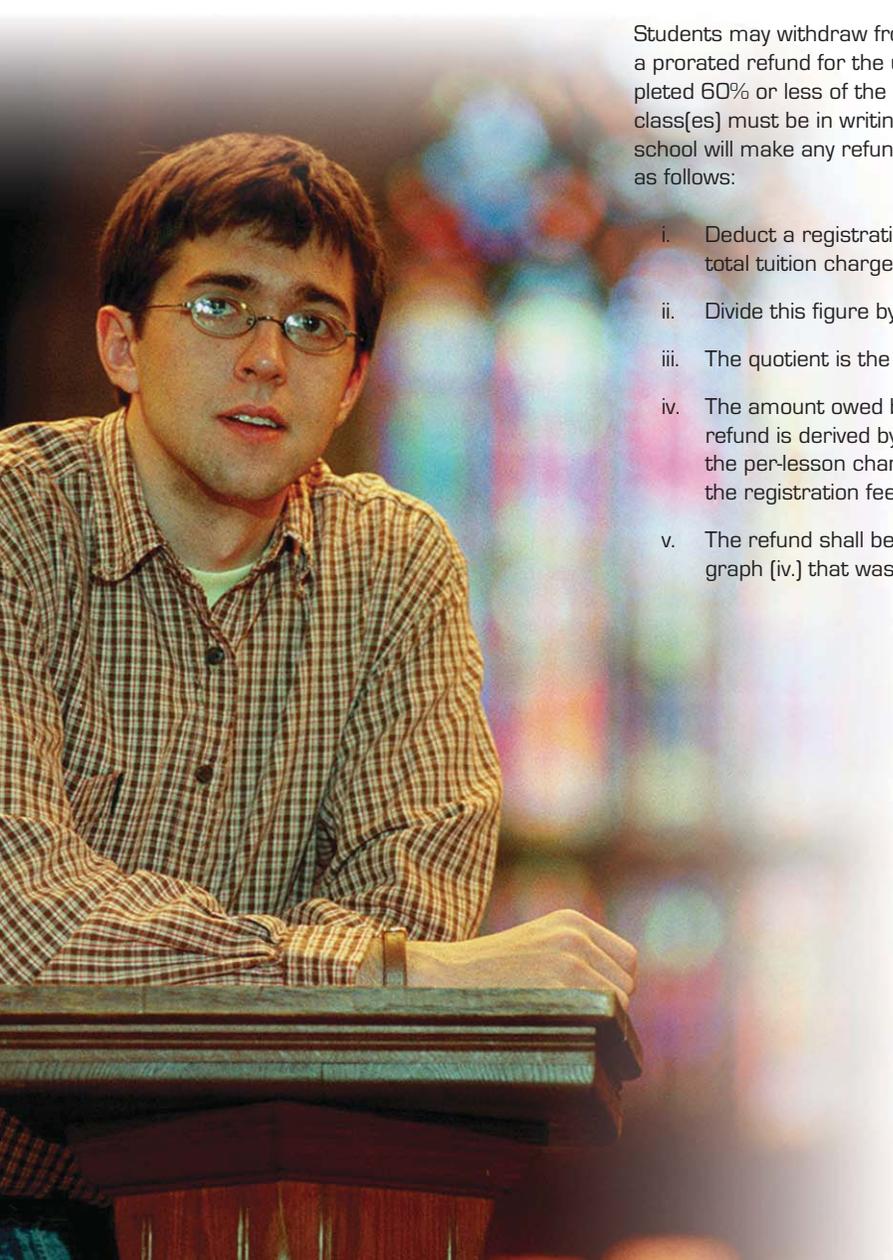
Cancellation Policy

The University shall, for all Students, without penalty or obligation, refund 100 percent of the amount paid for University charges, less a reasonable deposit or application fee not to exceed seventy-five dollars (\$75), if notice of cancellation is made prior to or on the first day of instruction. The request for cancellation from class(es) must be in writing and should state the reasons for the request. The school will make any refunds due within 30 days.

Refund Policy

Students may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition if the Student has completed 60% or less of the instruction. The request for cancellation from class(es) must be in writing and should state the reasons for the request. The school will make any refunds due within 30 days. The refund shall be calculated as follows:

- i. Deduct a registration fee not to exceed one hundred (\$100) from the total tuition charge.
- ii. Divide this figure by the number of lessons in the program.
- iii. The quotient is the per-lesson charge.
- iv. The amount owed by the Student for the purposes of calculating a refund is derived by multiplying the total number of lessons received by the per-lesson charge calculated in paragraph (iii.) plus the amount of the registration fee specified in paragraph (i.).
- v. The refund shall be any amount in excess of the figure derived in paragraph (iv.) that was paid by the Student.



Policy Under Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were Students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a Student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed Student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the Student

You may also be eligible for STRF if you were a Student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

Non-California residents are not eligible for protection and recovery from the Student Tuition Recovery Fund. Students that are recipients of third-party payer tuition and course costs are not eligible for protection under the STRF.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment and tuition receipts or canceled checks to verify the total amount of tuition paid. Such information may substantiate a claim for reimbursement from STRF, which must be filed within one year of the Bureau's service on the Student of their rights under the STRF, or if no notice of rights are served to the Student, within four years of the University's closure. For further information or instructions, contact:

Bureau for Private Postsecondary And Vocational Education

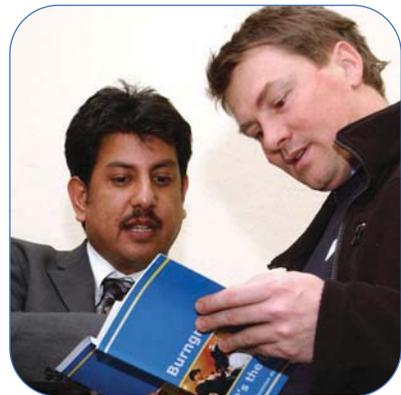
Physical address: 1625 North Market Blvd. • Suite S 202

Mailing address: P.O. Box 980818 • W.Sacramento, CA 95798-0818

Phone: (916) 574-7720

Fax: (916) 574-8650

Student Tuition Recovery Fund (STRF)





08

\ FINANCIAL INFORMATION \

Affordable tuition; flexible payment plans



Tuition and fees are subject to change without notice. It is the policy of the University to collect all tuition and other fees from a Student before he or she starts the course. Tuition fees are for entire degree program, regardless of units to be completed.

Financing Plan

Students may choose to make tuition payments while completing their program at the University. Application for the Financing Plan must be made at the time of enrollment.

Students will be allowed to make monthly payments towards their tuition balance. The total program balance will be divided into 2 equal payments, regardless of program enrolled. No interest will be charged on the unpaid balance, however late fees will be assessed on all past due balances.

President's Achievement Scholarship

Established to encourage diversity and academic achievement within the Student body, the President's Achievement Scholarship is available to Students with educationally or economically disadvantaged backgrounds. The President selects recipients from application's personal interview addressing their background, hardships, achievements and financial need.

Schedule of Fees

Tuition Fees: Degree Programs

Associate Science in Business Administration	\$5000.00
Associate Science in Information Technology	\$5000.00
Bachelor of Business Administration (BBA)	\$7000.00
Bachelor of Information Technology (BScIT)	\$7000.00
Master of Business Administration (MBA)	\$9000.00
Doctor of Business Administration (DBA)	\$12000.00
Doctor of Philosophy in Business Administration (PhD).....	\$15000.00

Tuition Fees: Non-Degree Programs

English as a Second Language (ESL) (per stage)	\$1000.00
Graduate Certificate of Management	\$2000.00

Non-Tuition Fees

Admissions Application & Evaluation Fee:	\$75.00
Official Transcript	\$10.00
Textbooks	Varies
Thesis Bindery.....	\$100-130.00
Graduation Package (1 Degree, 1 Frame, 1 Official Transcript)	\$200.00
Duplicate Diploma	\$50.00
8.5"x11" Diploma Frame	\$150.00
11"x14" Diploma Frame.....	\$160.00
Diploma Frame Shipping	\$15.00
Late Tuition Payment Fee	\$25.00
Returned Check Fee	\$25.00



09

\ Course Descriptions \

BUS 105 Introduction to Business (3 units)

A basic overview of the business world and the functions of management. The environment in which business operates.

BUS 110 Principles of Marketing (3 units)

Marketing principles and policies; consideration of marketing functions, price policies and controls, trade channels, merchandising, market research, government regulations, and competitive practices. Emphasis on integration of marketing with other business activities and marketing strategy planning.

BUS 115 Business Communications (3 units)

Theory and practice of business communications. Covers fundamental dimensions of communication: language and behavior. Alternatives for conveying messages are discussed. Various channels and media are covered in detail with guidelines for effective use.

BUS 200 Principles of Management (3 units)

The basic management functions are analyzed to provide a basic conceptual approach to management concentration on organizational decision making activities as they lead to and promote efficient and effective management. Integration of the proven, traditional, functional approach to managing with current developments in the contingency approach, systems theory, and the behavioral sciences.

BUS 210 Organizational Theory and Behavior (3 units)

A study of organization, focus and purpose. Individuals and organizations. Coalition formation and organizational objectives. Formal organizations. Bureaucracy: elements and functions. Administrative theory. Classical theory. Scientific management. The Human Relations Movement. Modern theory. Systems Analysis of organizations. The nature of power. Dynamics of power organizations. Decision making, etc.

BUS 250 Business & Society (3 units)

How business functions in, reacts to, and affects its social environment. Socioeconomic model, power responsibility model, pluralistic social system model, cost benefit model, and government regulatory model.

BUS 255 Psychology & Work (3 units)

An introductory course in industrial organizational (I-O) psychology, which stresses the practical application of the psychology of work in modern society. Topics include human resources development; the workplace, and psychology related to the organization, engineering, and the consumer.

BUS 260 Consumer Behavior (3 units)

This course approaches the subject of consumer behavior by using a rigorous scientific orientation, basic concepts, persuasion, and managerial decision making. The course discusses the principles and scientific investigation of consumer behavior and demonstrates how companies and organizations use them strategically every day.

BUS 265 Marketing Hospitality (3 units)

This course provides examples and applications that illustrate the major decisions hospitality marketing managers face in their efforts to balance objectives and resources against needs and opportunities in today's global marketplace. An abundance of real-world examples and cases and experiential and internet exercises give Students extraordinary insight into marketing situations they will actually encounter on the job.

BUS 300 Introduction to Financial Management (3 units)

Covers principles and motives of financial management, time value of money, risk and value, cost, capital budgeting, forecasting and planning capital structure, current asset management, short-term financing.

BUS 305 Principles of Economics (3 units)

An introduction to Macroeconomics. Presents unemployment and inflation measures of national output, the Simple Keynesian Model, and the More Complete Keynesian Model and fiscal policy. Also, the banking system, the New Quantity Theory, monetary policy, poverty and the distribution of income, international trade and finance, economic growth and development, and a Macro summary.

BUS 310 Introduction to Accounting (3 units)

A basic approach to accounting emphasizing recording, measuring, and communicating the accounting data of business.

BUS 315 Introduction to Data Processing (3 units)

This course illustrates how computers and networks can be used as practical tools to solve a wide variety of problems. It will help you to comprehend the trends that will change the way we work with computers and the way computers work for you. The course puts computers into human context, illustrating how information technology affects our lives, our world, and our future.

BUS 350 Information Management (3 units)

Introductory course designed to provide in-depth coverage of essential concepts and important terminologies. Course material covers cache memory, OS/2 and Macintosh OS, CD-ROM, CAD/CAM, desktop publishing, computer viruses and graphics. Topics include robotics, decision support systems, fifth-generation computers, expert systems, and artificial intelligence.

IAU : Course Descriptions

BUS 355 International Business (3 units)

Basic principles of foreign trade and finance. Analysis of character and importance to the United States. Theory of comparative costs. Balance of trade, tariffs.

BUS 360 Advertising (3 units)

A course for managers who will use advertising as a business tool. Covers social responsibility of advertising, corporate advertising, the consumer and behavior, quantitative approach to budgeting and computer assisted media selection models.

BUS 360 Business Ethics (3 units)

Provides a managerial framework for integrating ethics into strategic business decisions. The framework provides an overview of the concepts, processes and best practices associated with successful business ethics programs. Prepares Students for the ethical dilemmas they will face in their business careers.

BUS 400 Business Law (3 units)

The concept of preventive law is central to a law course designed for business Students. Discusses law in business context, rather than in the abstract. Using the law to make it easier to reach business objectives.

BUS 450 Public Relations (3 units)

An introduction to the field of public relations designed to present to Students the effective practices in the field of public relations and to prepare Students to deal with the situations and arrive at the solutions that distinguish the field of public relations.

BUS 455 Human Resources Management (3 units)

Aspects of the individual and the work environment which influences people at work. Emphasis on recent and relevant findings from the behavioral sciences and other disciplines.

BUS 455 Operations Management (3 units)

Emphasis on the systems approach to tie information together and present a philosophy of management. Introduction to theory and practice of industrial management.

BUS 460 Introduction to E-Commerce (3 units)

An overview of electronic commerce including market mechanisms, retailing, business to business, E-government and E-learning, strategies, payments and order fulfillment, as well as law, ethics and cyber crimes.

BUS 505 Marketing (3 units)

This course analyzes marketing principles and policies; consideration of marketing functions, price policies and controls, trade channels, merchandising, market research, government regulations, and competitive practices. Emphasis on integration of marketing with other business activities and marketing strategy planning.

BUS 510 Financial Management (3 units)

This course explains financial control at the corporate management level with special reference to policies and practices required to plan and control the sources and uses of a firm's funds. Emphasis on working capital management and selection of alternative investment opportunities, funds acquisition, dividend policies, optimal debt-equity mix, and budgetary and related procedures as basic tools which provide data used by management for decision-making purposes.

BUS 515 Business Strategy (3 units)

This course is a study of the concepts, techniques, tools and management processes to facilitate successful technological innovations in the traditional, capital intensive industries such as steel and automobiles, as well as machine tools; consumer electronics; many aspects of semiconductors, computers, and telecommunications; aerospace; and some aspects of biotechnology. It emphasizes the impact of the digital revolution on issues of strategic concern as a critical element for all companies in their strategic management.

BUS 520 Human Resource Management (3 units)

This course explores the effective utilization of personnel and emphasizes the skillful merging of human talents, needs and aspirations with the requirements of the organization which can result in over-all benefits to society.

BUS 525 Organizational Behavior (3 units)

This course is a review of available theory and research on the behavior, structure, and process of organizations. Survey of materials which critically examine formal organizations and their structure, human motivations and their constructive application to oneself and others. Emphasis on their use in dealing with others in the employment situation. Provides the basis for applying the relevant contributions of behavioral science to the management of organizations.

BUS 530 E-Commerce Management (3 units)

This course describes what electronic commerce is; how it is being conducted and managed, and its major opportunities, limitations, issues, and risks. It emphasizes the two parts of e-business: Business and Technology.

CMP 900 Comprehensive Examinations (3 units)

Once all coursework has been successfully completed, Doctoral Students are required to complete Comprehensive Examinations. These examinations are designed to ensure that candidates are adequately prepared to undertake the research required for a doctoral thesis and to teach university level courses in their chosen field. They are meant to test Students' competencies.

DSS 900 Dissertation Proposal Course (3 units)

Student must complete an approved Proposal for the Doctoral Dissertation. The Graduate Research Course and Dissertation Proposal Course in the Student's PhD Program create an opportunity for a Student to demonstrate application of the knowledge and skills gained in the course work portion of the program and demonstrate the critical thinking and analytical skills required to successfully propose and conduct the Doctoral Dissertation.

DSS 901 Doctoral Dissertation (9 units)

The final step is the completion of a quantitative Dissertation in the candidate's area of specialization. This involves consideration of an identified issue or problem developed through the Graduate Thesis Proposal Course, under the close supervision of the Doctoral program Chair. Students demonstrate a synthesis of their doctoral study, knowledge and scholarship with a significant research project that contributes to general principles of knowledge in the field(s) potentially impacted by the research.

GED 100 English (3 units)

This course introduces the necessary writing, composition, grammar, and spelling skills needed for various careers in the 21st century. This comprehensive course provides the Student with a firm grasp of what components are required to be a good writer.

GED 105 Communication (3 units)

This course offers a general introduction to the systematic study of human communication. It is intended to provide a overview of communication study, including definitions of key terms, explanations of foundational concepts and assumptions, a brief history of the discipline, methods of research, and areas of specialized scholarship.

GED 110 Mathematics (3 units)

An introduction to the concepts and techniques of arithmetic, algebra, and geometry.

GED 120 Environmental Science (3 units)

This course is an interdisciplinary approach to environmental science, focusing on the inter-relatedness of humans and the natural world. Historical perspectives, economic and political realities, varied social experience and ethnic backgrounds are integrated into the identification of major issues and the search for possible solutions.

GED 125 The Human Body (3 units)

The Human Body in Health and Disease is an invitation to discover more about yourself and how your body works, both when it is healthy and when it is suffering from disease. It is intended for anyone interested in gaining a basic understanding of the human body, and seeing how that information can be used to diagnose and treat various diseases.

GED 130 Introduction to the Humanities (3 units)

A survey course concerned with the conduct of human life. Emphasis is on understanding of the esthetic sense, an important element in the art of being human. Identification of the ideas of the great philosophers and of the unresolved philosophical questions.

GED 132 United States Government (3 units)

This course is an examination of the institutions of the American political system, the Presidency, the Congress, and the Supreme Court, as well as political parties and the roles they have played in the development of the American polyarchy.

GED 135 World Civilizations (3 units)

Presentation of Western Civilization's major happenings. Review of where man has been, leading to a better understanding of where he is now.

GED 140 Psychology of Adjustment (3 units)

This course explores major perspectives on psychology and provides opportunities for Students to apply useful concepts to their personal lives. Content is drawn from theory and research in different areas of psychology, and covers personality development, stress management, health issues, relationships, work, life span development, and other areas of life.

GED 145 Intro to Sociology (3 units)

Basic introduction to social problems; minority inequality; aging and death; women's rights; and urban problems in general.

GED 150 United States History (3 units)

Survey of the political, social, economic and cultural development of the United States from discovery to the present. Attention given to the rise of the nation, sectional and national problems, disunion and reconstruction.

GED 212 Introduction to Philosophy (3 units)

This course progresses systematically from basic philosophical tools to central philosophical issues, to the process of integrating positions on issues into coherent world views.

GRC 600 Research Methodologies (3 units)

This course assists students in utilization of their natural curiosity in selection of a topic for research. It provides guidance in planning research strategy, documentation of research data, and design of a defensible study. Also explores and analyzes examples of research from many different disciplines, development and use of computer-aided research and writing skills, and logical argumentation techniques in stating and defending research data.

IAU : Course Descriptions

HTM 650 Hospitality and Tourism (3 units)

This course is designed for hospitality management professionals, and provides a comprehensive examination of the fascinating and challenging fields of the hospitality industry: travel and tourism, lodging, food service, meetings, conventions and expositions, leisure and recreation. This course examines the hospitality industry and the various industry segments to include the restaurants, hotels, attractions, and other businesses and organizations that serve individuals as they meet, visit, or celebrate comprise the hospitality industry.

HTM 655 Marketing for Hospitality and Tourism (3 units)

This course examines core concepts and principles of hospitality and tourism marketing with an international perspective. The course provides numerous practical examples for managerial decision making in the global marketplace.

HTM 660 Legal Aspects of Hospitality and Tourism (3 units)

This course provides an understanding of the basic foundations and principles of laws affecting the hospitality industry. The common and statutory law of the hospitality industry and the duties and responsibilities to guests, such as maintenance of property, and guest liability is examined. The course also identifies how hospitality managers prevent legal problems and avoid litigation. Staff legal liability is also stressed.

INT 400 Server Fundamentals

This course provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large-scale networks. Prepares students to take the CompTIA Server+ certification exam.

INT 401 Systems Analysis and Design (3 units)

This course considers the design and specifications of computer-based information systems. Topics include: introduction to systems analysis and design, entity-relationship diagrams, organizational influence on computer use, systems and management concepts, the firm as a system, the environmental system, computer-based information systems, data flow diagrams, the systems approach to problem solving, systems life cycle methodologies, the data dictionary, project planning and control, network diagrams, systems analysis, economic justification, systems design, flowcharts, systems security and systems implementation.

INT 402 Network and Distributed Systems (3 units)

The course will teach the state-of-the-art of practical distributed systems and to distill design principles for building large network-based computational systems.

INT 403 Social and Organizational Issues in Computing (3 units)

The course examines the impact of information and information systems, technology, practices, and artifacts on how people organize their work, interact, and understand experience. Social issues in information systems design and management: assessing user needs, involving users in system design, and understanding human-computer interaction and computer-mediated work and communication.

INT 404 Management Information Systems (3 units)

An in-depth study of business information systems. This course covers computer hardware, software, procedures, systems, and human resources and explores their integration and application in business. Topics include: end-user, computing and development, networking, and data collection and communication. The course content will be adaptive to stay current.

INT 405 Internet Security Management (3 units)

Security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet, are introduced. The course provides an overview of networking technology and standards including an introduction to the Internet communications protocols. Specific security subjects addressed include firewalls, packet filtering, virtual private networks (VPNs), wireless network security, and operating system security.

INT 406 Java Business Programming (3 units)

This is a beginning course in the Java programming language. Students will learn object-oriented programming, and will create applets which can be incorporated into HTML documents for the World Wide Web.

INT 407 Database Design and Management (3 units)

This course will give the student a basic overview of Relational Database Systems and Relational Database Design. The student will acquire a working knowledge of Microsoft ACCESS and the ISO standard SQL language. Students will work individually on a series of small projects, and one larger project encompassing all phases of database design and implementation.

INT 408 Project (3 units)

Students present a project that utilizes Information technology that has been learned in previous courses. Students will be guided by an instructor, who will provide input and suggestions. Students will be graded on creativity and demonstrated understanding.

INT 415 Introduction to Linux (3 units)

This course is designed to enable students to support the Linux operating system. Students will become familiar with general Linux commands and directory structures. The course will include an introduction to Linux editors and programming.

INT 650 Competitive Analysis for Technology Managers (3 units)

This launching pad course investigates the competitive process that defines and drives business in the Information Age. By the end of the term, Students not only understand the micro-economics of market competition, but also are able to identify and devise strategies to gain competitive advantage for a variety of firms, amid an array of competitive environments.

INT 655 Managing People in Technology Companies (3 units)

In the business of technology and the technology of business, brainpower—human CPU—is the principal engine. In this course, Students plumb the principles of effective leadership and people management in technology-driven firms.

INT 660 New Product and Internet Marketing (3 units)

This course examines marketing strategy throughout the continually accelerating product life cycle, with special emphasis on marketing new products. Students traverse the tools and techniques for identifying market opportunities and learn strategic use of the Internet.

LIT 900 -903 Literature Review I - IV (3 units each)

Students will review academic papers published in scholastic journals in business disciplines. This assignment is intended to help you familiarize yourself with the journals in business. This will allow the Students to prepare for the Comprehensive Examinations, as well as develop original ideas for the Doctoral Thesis.

MGT 650 Coaching & Developing (3 units)

In this course, students examine how to effectively match people's talents to jobs and coach, develop, and grow strengths of others. The effective leader is able to articulate vision, establish and communicate strategic objectives, and identify the individual and collective capabilities needed to drive toward results.

MGT 655 Leading And Building Teams (3 units)

This course focuses on the theory and practice of building and leading effective teams. The emphasis in this course is on building and maintaining high-performance teams and the processes necessary to support them

MGT 660 Facilitating Change (3 units)

This course presents theories and models for leading and facilitating organizational change. Maintaining a competitive advantage in today's global economy requires an ongoing commitment to change and innovation. New demands accelerate the need to assume different roles, responsibilities, and attitudes to achieve organizational goals. In this course, students recognize how to translate theory into practice by identifying and applying effective change management techniques.

MGT 665 Managing Diversity In The Workplace (3 units)

In this course, students explore the models and tools for creating an effective and respectful work environment. This course emphasizes the importance of encouraging the expression of diverse people and their ideas.

PRM 650 Project Management (3 units)

The skills of problem solving and decision-making are critical to effective project management. Topics in this course include program value, project definition, environmental considerations, time sensitivity, risk sensitivity, metrics gathering and cost reduction. Students will practice effective decision-making in the area of project risk management, including learning how to identify and quantify problems and potential solutions.

PRM 655 Project Management Strategy and Tactics (3 units)

This course provides the tools to understand, design, and apply systematic project management organization and administration. In addition to learning how to satisfy customer needs, this course will assist Students learn how to apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements. The course introduces the methodologies and technologies that can assist project managers coordinate a project from inception through completion.

PRM 660 Managing Project Teams (3 units)

This course explores the diverse sectors of project management leadership and team activity. Project teams are comprised of multiple job sectors and divisions. This course trains Students how to manage and lead project team members from project creation to completion, while managing team conflict, motivation, individual and group behavior, and strategic completion of work assignments. The material covers a wide range of organizations and topics related to project teams.

IAU : Course Descriptions

RSC 900-903 Research Review I - IV (3 units each)

Students will review research papers published in scholastic journals in business disciplines. This assignment is intended to help you familiarize yourself with academic publications in business. This will allow the Students to prepare for the Comprehensive Examinations, as well as develop original ideas for the Doctoral Dissertation.

SCM 650 Marketing and Supply Chain Networks (3 units)

An overview of the conceptual and practical applications of the physical flow of goods and related distribution information in the supply chain. Topics include the interface of marketing strategies and logistics, the development of new/alternative distribution channels, pricing policies, and channel conflicts.

SCM 655 Inventory, Logistics, and Supply Chain (3 units)

Forecasting, order size, safety stock, service levels, and SKU's. The production plan, master production schedules, materials requirement planning, capacity planning, and just-in-time. Warehouse planning and management, distribution, transportation, packaging and third party logistics. Costs, design, and management on the inventory flow between suppliers, manufacturers, warehouses, distribution centers, stores, and customers.

SCM 660 Quality Management (3 units)

This course integrates principles and practices of quality management leading to business excellence. The course focus is on customer delight, employee satisfaction, process excellence, and operational performance. Students will learn about world-class performance from the best-in-class companies. The course should help leaders and general managers to forge ahead of competitors in the global marketplace. Readings, case studies, and final project.

THS 900 Doctoral Thesis Proposal (3 units)

Under faculty guidance, the Student conducts a reading program and formulates a thesis proposal. This project could be an extensive case study or a research project. The course is intended for graduate Students. The proposal will be refined and awarded final approval before formally Student begins writing doctoral thesis.

THS 901 Doctoral Thesis (9 units)

With an approved proposal, Students will work on doctoral thesis under faculty guidance. The Doctoral thesis will represent the creative synthesis of primary sources and secondary materials. Each Doctoral thesis will make an original interpretive contribution to interdisciplinary scholarship.

TRL 650 Logistics and Transportation (3 units)

Analysis of the activities and decisions necessary to plan, implement and control private and public physical distribution and transportation channel systems. Emphasis on physical, human informational and organizational system components. Students are required to complete a research project in the course area.

TRL 655 Logistics Model (3 units)

An advanced logistics course presenting the following topics, among others: routing/scheduling, facilities location, inventory management, and forecasting models/techniques. Students are required to complete a research project in the course area.

TRL 660 Logistics and Transportation Strategy (3 units)

Analysis of comprehensive cases incorporating strategic and tactical decisions throughout the materials and logistics marketing and management process. Cases include identification/definition of transportation and logistics problems. Evaluation of integrated alternatives and development of recommendations. Students are required to complete a research project in the course area.



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