Shaping tomorrow's leaders today!

International American University

Los Angeles, California, USA

www.iau.la

RESERVATION AND RIGHTS

The catalog of the International American University (IAU) is published for the purpose of providing students, applicants and the general public with information about the educational programs, policies and procedures of the college. IAU reserves the right to make changes in the regulations, rules and policies set forth in this catalog; the catalog is not to be regarded as a contract. When such changes are made, IAU will make every effort to communicate those changes with reasonable notice to interested parties. Please note that students are responsible for understanding and complying with all policies and procedures contained in this catalog, and in other publications that the school may distribute from time to time.
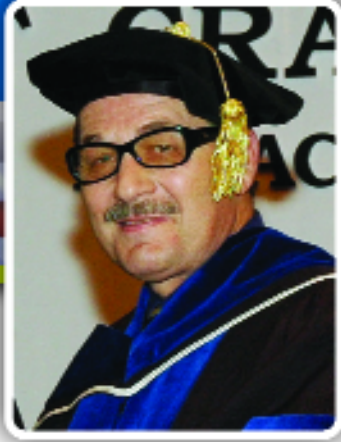
Effective: 2008

Table of Contents

01 INTRODUCTION

Dr. Stephen Tvorik, Dean
School of Business & Technology

My name is Dr. Stephen Tvorik, Dean of International American University.

Welcome to International American University and the diverse and rich opportunities that are available to you on our campuses. Education is the key to personal growth, and professional career development. These opportunities are here for you. Take advantage of them. Explore, experience, and embrace IAU. If you are looking for the chance to work toward greatness, to become successful business professionals and contributing citizens, we can help you achieve those goals, and make dreams come true. The promise of a new and better tomorrow starts with your decision today to invest in your future, and to strive for making the world a better place.

The most tangible sign of the University's vibrancy was our inaugural graduating class in April 2007. The 85 graduates who participated in the commencement ceremony are a testament to IAU's dedication to delivering excellence in education with no limits or boundaries. IAU progresses forward and continues to shape tomorrow's business leaders today!

I hope that you choose to pursue your educational journey through International American University and be part of the real IAU experience.

Stephen Tvorik

Stephen Tvorik, PhD
Dean, School of Business & Technology
International American Univeristy

Licenses, Legal Operations, Approvals

_____

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.

California State Approval

In 2006, IAU received its initial license to operate by the State of California Bureau for Private Postsecondary and Vocational Education (BPPVE) to grant degrees under the provisions of the California Education Code, Section 94900. The Bureau approves schools to operate and to offer educational programs under the Department of Consumer Affairs. The approval process is designed to ensure that institutions meet certain academic standards and deliver the quality of education promised in their promotional materials. Approval under this section indicated that the institution is compliance with minimum state standards. State Approval does not imply any endorsement or recommendation by the state or the bureau.

Notice of acceptance of Voluntary Agreement with the California Department of Consumer Affairs

The Private Postsecondary and Vocational Education Reform Act ("Act") became inoperative July 1, 2007. At that time, the agency which enforced the Act, the Bureau of Private Postsecondary and Vocation Education (the "Bureau"), was dissolved. To ensure continued protection of students and institutions with pending activity before the Bureau after the Act became inoperative, the California State Assembly passed emergency legislation in the form of Assembly Bill (AB) 1525.

Signed by Governor Schwarzenegger on July 12, 2007, AB 1525 preserves the rights and obligations of private postsecondary schools under the old Act retroactive to July 1, 2007. In conjunction with the passage of AB 1525, institutions that had valid approval to operate under the Act as it existed on June 30, 2007 were allowed to sign an agreement with the Department of Consumer Affairs, the parent agency to the now defunct Bureau. Post-secondary schools that signed the voluntary agreement agreed to comply with all California statutes, rules, and regulations pertaining to private postsecondary educational institutions.

This notice is to inform you that on July 21, 2007 International American University agreed to the voluntary agreement and submitted it to the Department of Consumer Affairs. We believe this is the appropriate action to enable International American University to provide the best services and education possible.

Learn about the opportunities available at IAU
_____

HISTORY

In 2000, the Management University of America (MIA) started as a business consulting company, focusing on training 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 the business practices 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 benefiting from the expertise of professionals in the industry.

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/or distance learning methodologies.

MODE OF INSTRUCTION

The University will offer residential classroom instruction. Some courses will be adapted to a distance learning and/or online format. Online Courses will be conducted online in an asynchronous format. IAU faculty will provide support for students in assigned courses. 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 self-paced online courses at anytime but are encouraged to complete a 3 unit 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, coursework feedback, questions, and daily interaction can be conducted between student and instructor through email or other web based-format.

02 DISTINGUISHED FACULTY

English as a Second Language / General Education Faculty

——————————

Amaya, Okima, MEd
MEd; American Intercontinental University; Atlanta, GA
MA Psychology; West Chester University, West Chester PA
BA Psychology & BS Biology; Olivet College, Olivet, MI

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

Doan, Long
PhD Public Health (ABD); Walden Univeristy; Minneapolis, MN
MSPH; Walden Univeristy; Minneapolis, MN
BS Psycho-Biology; University of California, Los Angeles; Los Angeles, CA

Ebersold, Laura D.
MATESOL; California State University, Los Angeles; Los Angeles, CA
BA Liberal Studies; California State University, Los Angeles; Los Angeles, CA

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

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

Kraychir, Hank
Master of Liberal Studies; Excelsior College; Albany, NY
MEd in E-Learning (Leadership, Administration and E-Learning); Jones International University; Englewood, CO
BS Individualized Studies; Charter Oak State College; New Britain, CT
AA; Long Beach City College; Long Beach, CA

Lange, Lisa J.
MA Composition & Rhetoric; Portland State University; Portland OR
BA English; Portland State University; Portland OR

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

Mannette, Mark T.
MFA; Mary Baldwin College; Staunton, VA
Master of Letters in Shakespeare and Renaissance Literature in Performance; Mary Baldwin College; Staunton, VA
BFA; University of Bridgeport; Bridgeport, CT
AA in Theatre Arts; Dean College; Franklin, MA

Madsen, Jennifer R.
MS Psychology; Capella University, Minneapolis, MN
BS Psychology, Minors: Sociology and Educational Psychology; University of Minnesota, Twin Cities, MN

Posada, Anthony
MAEd (specialization in TESOL); California State University Los Angeles, Los Angeles, CA
BA East Asian Studies; University of California Los Angeles, Westwood, CA

Sanchez, Gilbert
Juris Doctor; Irvine University College of Law; Cerritos, CA
BS Laws; Irvine University College of Law; Westminster, CA
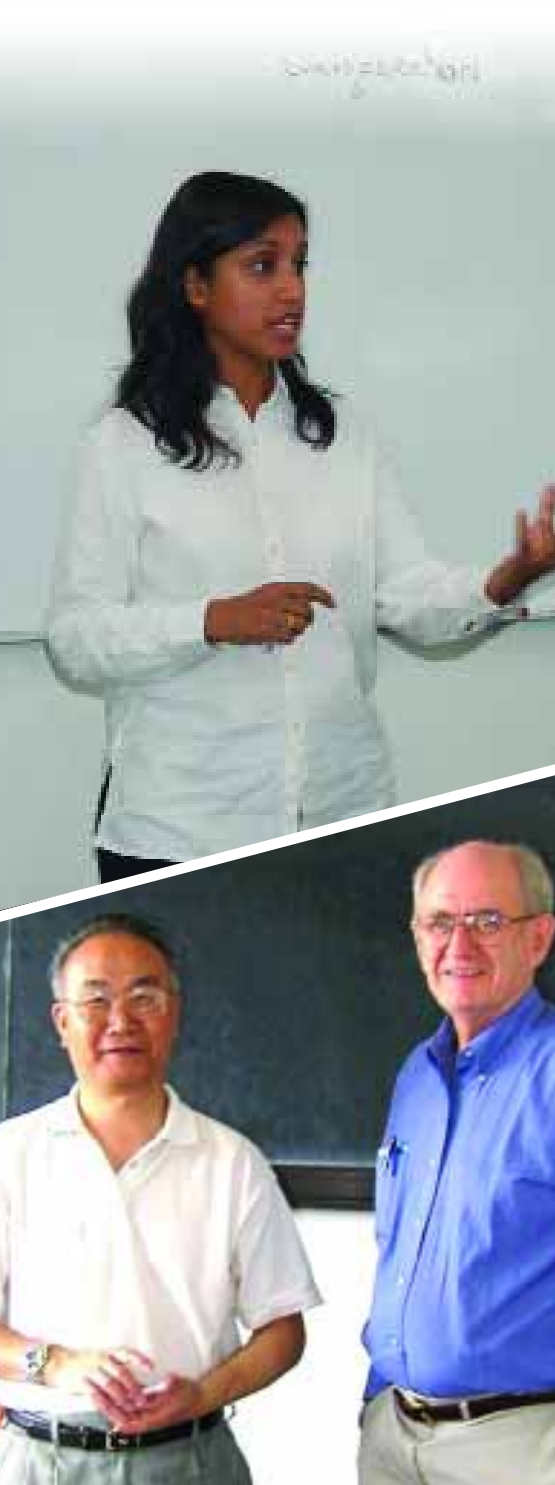
Sims, Deborah H.
PhD, Psychology; Capella University; Minneapolis, MN
MA Counseling; Webster University; St. Louis, MO
MS Behavioral Sciences in Psychology; Cameron University; Lawton, OK
BS Pre-Clinical Psychology; Northwestern State University; Natchitoches, LA

Business & Technology Faculty

Bittner, Rhonda
Masters Organizational Management; University of Phoenix Online
BA Management; Davenport University; Grand Rapids, MI

Burnett, Richard
MBA; University of Phoenix; Woodland Hills, CA
BS Business Administration; University of Phoenix; Woodland Hills, CA

Chambers, Yakira
MBA; Southern Illinois University; Edwardsville, IL
BS Business Management; Southern Illinois University; Carbondale, IL

Coloma, Limuel
MBA; Wesleyan University-Philippines; Cabanatuan City, Philippines
BSBA; Philippine School of Business Administration; Manila, Philippines

Davidson, Joshua
MBA; University of Phoenix Graduate School of Business; Phoenix; AZ
BA Communication/Journalism; Harding University; Searcy, AR

D'Cruz, Marguerite
MBA; Southern New Hampshire University; Manchester, NH
Diploma In Marketing; Chartered Institute Of Marketing, UK
Diploma in Communication Studies; Communication, Advertising, Marketing Education Foundation, UK
Diploma In International Advertising; International Advertising Association, New York, NY

Duru, Chika
PhD Organizational Management (Leadership); Capella University; Minneapolis, MN
MBA; University of Phoenix; Phoenix; AZ
BSBA; University of Phoenix; Phoenix; AZ

Gilbert, Mathew
MBA; Woodbury University; Burbank, CA
BA English; University of California, Santa Barbara; Santa Barbara, CA

Hussein, Madgy
PhD Organization and Management; Capella University, Minneapolis, MN
MBA, Global Management; University of Phoenix, San Jose, CA
BS Electrical Engineering; Helwan University; Cairo

Keogh, Mathew
PhD Business Organization and Management, Capella University, Minneapolis, MN
MS Electronic Commerce; National University; San Diego, CA
MBA (Computer Resources and Information Management); Webster University; St. Louis, MO
BA Chemistry; University of Virginia; Charlottesville, VA

Keels, Stephen
MA Economics; University of Georgia-Athens; Athens, GA
BA Economics; University of Georgia-Athens; Athens, GA

Lee, Julian
MSc Economics and Business; Stockholm School of Economics; Stockholm, Sweden

Lopez, Louis, Jr.
PhD in Organization and Management (Human Resource Management); Capella University; Minneapolis, MN
MSc Administration (Human Resources Administration); Central Michigan University; Mount Pleasant, MI
BSc Management Studies; University of Maryland, European Division
AA Supervisory Leadership, Hawaii Pacific University, Honolulu, HI

Mestman, Ben-Gourion I.
PhD Organizational Management (Leadership); Capella University; Minneapolis, MN
MBA; University of Colorado; Denver, CO
BA Behavioral Science/Business Management; Metropolitan State College; Denver, CO

Midcalf, Verta
PhD Business Organization and Management/Leadership; Capella University; Minneapolis, MN
MEd; University of Missouri; St. Louis, MO
BSBA; Southern Illinois University; Edwardsville, IL

Quimpo, Evangeline
MA Public Management; Development Academy of the Philippines
BS Psychology; Philippine Normal University; Manila, Philippines

Rehnborg, Nicole
PhD Business Organization and Management, Capella University, Minneapolis, MN
MBA; California State University Dominguez Hills Carson, CA
BSBM; University of Phoenix Roseville, CA

Roussas, Steven
PhD Management and Technology ; Capella University; Minneapolis, MN
Engineering Systems Management; Arizona State University; Tempe, AZ
BS Mathematics ; Central Michigan University; Mt. Pleasant, MI

Spangenburg, Janice
PhD Business; Regent University; Virginia Beach, VA
CAGS Organizational Leadership; Regent University; Virginia Beach, VA
MA Org Dev; The Fielding Institute; Santa Barbara, CA
MS Management; Troy State University; Troy, AL
BA Business Administration. Saint Leo College; Saint Leo, FL
AAS Data Processing; Tidewater Community College; Norfolk VA

Tvorik, Stephen
PhD Strategic Management; Walden University; Minneapolis, MN
MBA; University of LaVerne; LaVerne, CA
BSEd Primary & Secondary Education; Ohio University; Athens, OH
BFA Photography and Art; Ohio University; Athens, OH

Uzomah, Chidi
DBA; United States International University; San Diego, CA
MBA, Management/Marketing; West Coast University; Los Angeles, CA
BSc Business Administration; California State University Dominguez Hills
AA Business Administration; Compton College; Compton, CA

Vaughan, David S., Jr.
MBA; John Sperling School of Business University of Phoenix, Phoenix, AZ
BFA; Virginia State University; Petersburg, VA

Vaughan, Estella B.
MBA, Healthcare Management; University of Phoenix, Phoenix, AZ
BA Organizational Management; Eastern University; St. David, PA
AA Law/Paralegal Studies; Peirce College; Philadelphia, PA

Young, Steve B.
PhD Applied Management and Decision Sciences (Leadership and Organizational Change) (ABD); Walden Univeristy; Minneapolis, MN
MBA Management; West Coast University; Los Angeles, CA
BS Aerospace Engineering (Business Management); Western Michigan University; Kalamazoo, MI
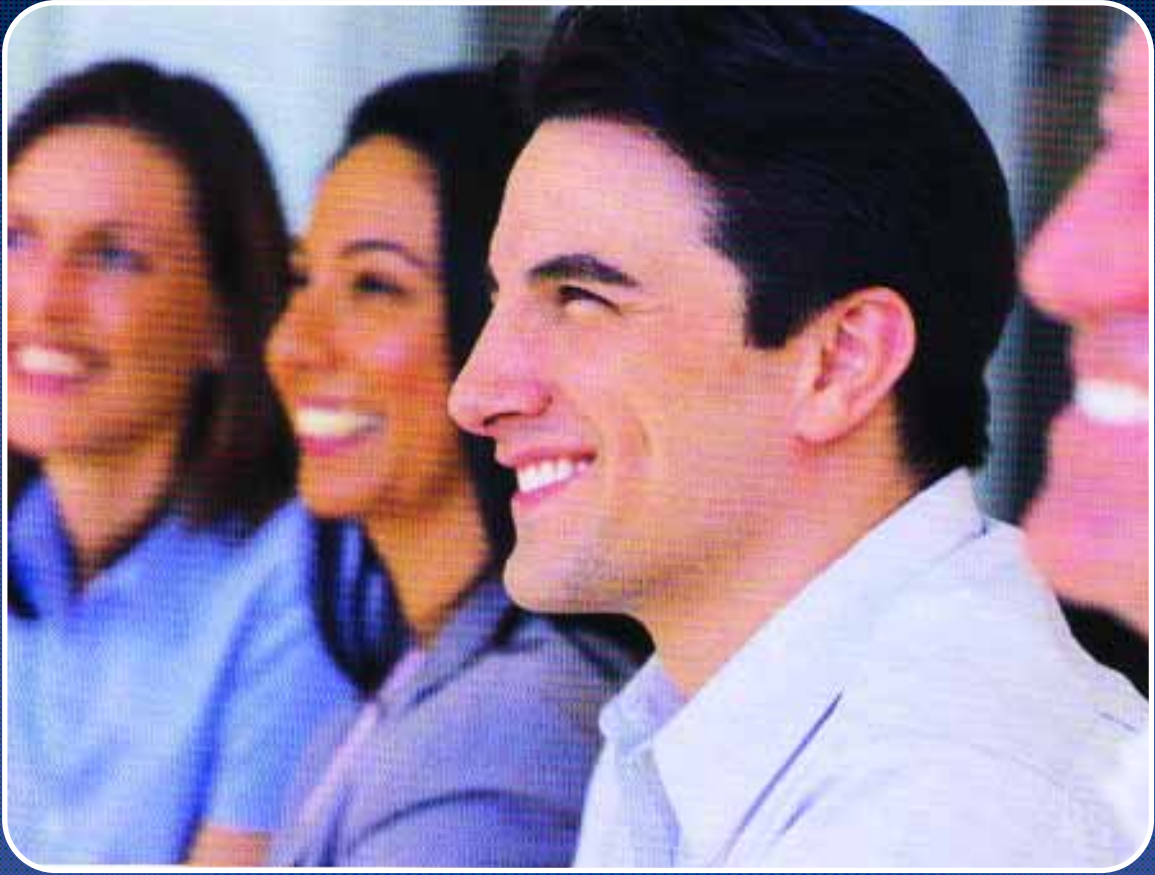
Zacharia, Rachel
MBA; Western Illinois University, Macomb, IL
MBA; University of Calicut, Kerala, India
BS Biochemistry; Bharathiar University; Coimbatore, India

Business & Technology Faculty

03 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 Office of Admissions 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-MATRICULATED APPLICANTS

All applicants must matriculate into an academic program. No non-program applicants shall be accepted.

GRADUATE ENTRANCE EXAMINATIONS

No graduate entrance examinations are required at the time of admissions.

WAIVER OF BACHELOR DEGREE REQUIREMENT

In special circumstances, the University may not require an earned bachelor degree to be admitted into the graduate degree program. This is permissible if the applicant has achieved sequential learning equivalent in breadth of knowledge and understanding (i.e., general education) and equivalent in depth of achievement in business administration or management to that acquired in four years of study beyond high school, as measured by a minimum of 120 semester units or its equivalent in other units of credit.

HIGH SCHOOL ATTESTATION

If applicant is applying for Associate degree program and has no prior college coursework completed, applicant must complete High School Attestation form.

OFFICIAL TRANSCRIPT

You must contact every college or university you have attended and request that an official transcript be sent to the Office of Admissions. An official transcript is one that is sent directly to IAU from the issuing institution. Prior college and university transfer courses and/or degrees must be from an institution approved by a State Approval Agency (SAA), nationally or regionally accredited, or a foreign equivalent. A minimum of a 2.0 cumulative grade point average depicted will be considered for transfer. An official transcript is one that has been received directly from the issuing University. It must bear the college seal, date, and an appropriate signature.

IAU does not discriminate on the basis of race, color, national origin, religion, disability, or gender

——————————

Transfer, Standardized Exams, and Experiential Learning Credit reduce the amount of coursework required to complete your program.

_____

TRANSFER CREDIT (TC)

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

STANDARDIZED EXAM CREDIT (SEC)

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 University 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.

For list of Standardized Exams, the University accepts, visit website: *www.iau.la/adm/policies.asp*

EXPERIENTIAL LEARNING CREDIT (ELC)

IAU recognizes that learning may take place in settings other than the college classroom. Many adult students have acquired knowledge from training or life experiences (a job, self education or practical experience), which is equivalent to that provided in the classroom. Where college level learning from these experiences can be verified and properly documented, IAU will award college credit.

IAU is one of a growing number of colleges and universities which are receptive to the idea of awarding credit for the learning acquired through non-college experience prior to entering or returning to the pursuit of a college degree. Such learning, frequently called Prior Experiential Learning, may result from such activities as work experience, volunteer work, community service, travel abroad or internationally, military or Peace Corps experience, independent reading or conversations with experts.

Prior Experiential Learning credit can save money and reduce the length of time to achieve a degree. Although numerous other colleges also recognize experiential learning, IAU sets its own standards on what and how many credits it will accept in transfer. Students intending to transfer should inquire of that school how experiential credit will be accepted. The maximum amount of experiential learning credit which may be awarded depends on the academic program enrolled.

- **Save Time.** Successful completion of a Request for Prior Experiential Learning credit can cut a significant amount of time from the degree-completion process.

- **Save Money.** Credits awarded through Request for Prior Experiential Learning credit assessment are evaluated for a fee much lower than tuition.

- **Gain Understanding.** The process helps students understand how they have acquired learning.

- **Value Knowledge.** Credit awards show the value of experiential learning.

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 country where English is primary language;
2. Writing sample, personal interview, nature of current employment; or
3. Special exams: IAU Institutional TOEFL/TOEFL 500+ (PBT) / 173+ (CBT) / 61+ (IBT)

APPLICANTS WITH FOREIGN DEGREES

If you completed your degree at a foreign (outside of the United States) college or university, you will need to submit a professional General Report foreign credential evaluation. If you want to receive transfer credit for coursework you have completed at a foreign (outside of the United States) college or university you will need to submit a professional Course-By-Course evaluation of your coursework.

These agencies will interpret you educational credentials and identify the U.S. equivalents in terms of both credits and degrees. They can also evaluate high school work if you need proof that you have the equivalent of a U.S. high school diploma.

Official evaluation of your credentials by one of these agencies does not guarantee that IAU will accept all or any of your coursework. The final decision for the acceptance of transfer credits is determined by IAU, not the agency doing the evaluation of your foreign credentials. For list of approved credential evaluating agencies, visit website: *www.iau.la/adm/policies.asp*

International Applicants & Foreign Education Policy
_____

Admissions Requirements

_____

ADMISSIONS REQUIREMENTS

English as a Second Language (ESL) Certificate Program
- 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 student's capacity to engage in post-secondary education.
- No transfer credit, standardized exams, or prior experiential learning credit awarded.

Certificate of Achievement / Graduate Management Certificate Program
- Pre-Education: The University may require evidence of some college or the student's capacity to engage in post-secondary education / evidence of a bachelor degree in any discipline.
- Professional Experience: May require some professional experience.
- No transfer credit, standardized exams, or prior experiential learning credit awarded

Associate's Degree Program
- Pre-Education: The University will require either evidence of a high school diploma, or some completed college-level coursework. If applicant is applying for Associate degree program and has no prior college coursework completed, applicant must complete High School Attestation form.
- Maximum Transfer Units: The maximum number of transfer credits for the undergraduate Associate degree program is 60 semester units.
- Standardized Exams: 60 semester units.
- Prior Experiential Learning: The maximum number of Experiential Learning credits for the undergraduate Associate degree program is 15 semester units.

Bachelor's Degree Program
- Pre-Education: The University will require evidence of an earned Associate Degree, or equivalent or completed at least 2 years of college-level coursework.
- Maximum Transfer Units: The maximum number of transfer credits for the undergraduate Bachelor degree program is 90 semester units.
- Standardized Exams: 90 semester units.
- Prior Experiential Learning: The maximum number of Experiential Learning credits for the undergraduate Bachelor degree program is 30 semester units.

Master's Degree Program
- Pre-Education: The University will require evidence of a bachelor degree in any discipline. In special circumstances, applicants without bachelor degrees will be admitted.
- Professional Experience: The University may require at least 3 years of professional experience.
- Maximum Transfer Units: The maximum number of transfer credits for the graduate Master degree program is 6 semester units.
- Prior Experiential Learning: The maximum number of Experiential Learning credits for the graduate Master degree program is 6 semester units.

Doctor Degree Program
- Pre-Education: The University will require evidence of a bachelor degree and MBA, or equivalent. In special circumstances, applicants without bachelor degrees will be admitted.
- Professional Experience: The University may require at least 5 years of professional experience.
- Maximum Transfer Units: The maximum number of transfer credits for the graduate Doctoral degree program is 30 semester units.
- Prior Experiential Learning: The maximum number of Experiential Learning credits for the graduate Doctoral degree program is 9 semester units.   Of the first 30 semester units awarded a student in a graduate program, no more than 6 semester units may be awarded for prior experiential learning. Of the second 30 semester units (i.e., units 31 to 60) awarded a student in a graduate program, no more than 3 semester units may be awarded for prior experiential learning.

APPLICATION PROCESS & PROCEDURES

Applicants applying to a academic 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. IAU asks 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 Portfolio. The completed Admissions Portfolio and any supporting materials (such as transcripts and test scores) become the property of the University and will not be returned to the applicant or transmitted to a third party.

    - Application for Admissions (required): Complete all items on the printed Application for Admission form.

    - Application Fee (required): Submitting an application requires a $75.00 non-refundable application fee.

    - Library Acknowledgement Form (required): Student will be responsible for obtaining access to sufficient library resources. Student must complete and submit the library acknowledgement form.

    - Official Transcripts (required): Request official transcripts from all Colleges or Universities that you have attended since graduating high school. You may submit personal copies for evaluation purposes. Official copies must be received directly from the issuing College or University prior to official enrollment.

    - High School Attestation (optional): If applicant is applying for Associate degree program and has no prior college coursework completed, applicant must complete High School Attestation form.

    - Foreign Credential Evaluation (FCE) (required for foreign students): If you completed your degree at a foreign (outside of the United States) college or university, you will need to submit a professional foreign credential evaluation.

    - Bachelor Degree Waiver (optional): If applicant is applying for Bachelor degree waiver for graduate degree program, please complete Application for Bachelor Degree Equivalency. Please complete and submit this application and associated fees in addition to the standard Application for Admissions and Application Fee. This application does not substitute the standard Application for Admissions.

    - Standardized Exam Credit (optional): Submit any exams cores directly to the Office of Admissions.

    - Experiential Learning Credit (ELC) (optional): The University recognizes that not all learning takes place in a traditional classroom, and we are pleased to offer students a way to receive college credit for learning they have acquired through their professional and life experiences. Upon applying, you may submit this Prior Experiential Learning Credit request to the Office of Admissions for review.

2. After the Admissions Portfolio. has been received, the Office of Admissions 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.

3. If the applicant is accepted for admission, an acceptance letter will be sent to the applicant. If the applicant is not accepted, the Office of Admissions will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient.

Admissions Process & Procedure

03 DEPT 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.

English as a Second Language (ESL)

MODE OF INSTRUCTION

Instruction can be completed through classroom instruction methodologies only.

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 010 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 020 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 030 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 040 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 050 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 060 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.

04 BUSINESS & TECHNOLOGY

The undergraduate-level Certificate of Achievement in Business (CAB) or graduate-level Graduate Certificate in Management (GCM) program provides students an opportunity to develop and practice the skills that are vital to success in the world of business. The CAB/GCM program is designed for individuals seeking skills to enhance their present careers or to pursue new ones. Students planning to pursue a full degree program sometime in the future will benefit from this short term program. By focusing on professional areas, this program is a convenient and intensive way for busy professionals to remain current and develop new skills.

The CAB curriculum offers specific training in a particular area or discipline. It is ideal for students who are not prepared for a full degree program. This short program requires completing a minimum of three 3 semester unit courses (9 units) in a particular concentration. Students completing the requirements receive a Certificate of Achievement in Business or Graduate Certificate in Management on their transcripts. Students can also note their area of concentration on their resume.

MODE OF INSTRUCTION

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

PROGRAM GOALS

The Certificate of Achievement in Business (CAB) certificate program will allow students to:

- Develop specific business skill sets in area of concentration study;

- Stay abreast of the developments which are continuously taking place in area of concentration study 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 9 semester units in area of concentration study.   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.

AREAS OF CONCENTRATION STUDY

- Finance

- Hospitaility & Tourism

- Human Resources

- Leadership

- Management

- Marketing

Certificate of Achievement in Business (CAB) / Graduate Certificate in Management (GCM)

Associate of Science in Business Administration (ASBA)

T oday'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.

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.

GENERAL EDUCATION

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. 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.

MODE OF INSTRUCTION

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

PROGRAM 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.

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION	
General Education Module	15
GED 100 English	3
GED 110 Mathematics	3
GED 120 Environmental Science	3
GED 130 Intro to the Humanities	3
GED 140 Intro to Psychology	3
Core Module	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
Elective Module	30
Students complete 10 general elective courses (30 semester units). Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.	
ASBA PROGRAM TOTAL	60

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.

GENERAL EDUCATION

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. 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.

MODE OF INSTRUCTION

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

PROGRAM 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; and

• 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	
General Education Module	**15**
GED 100 English	3
GED 110 Mathematics	3
GED 120 Environmental Science	3
GED 130 Introduction to the Humanities	3
GED 140 Intro to Psychology	3
Core Module	**15**
INT 100 Computer Concepts	3
INT 105 PC Windows Essentials	3
INT 110 A + PC Hardware	3
INT 115 Introduction to Mass Communication Technology	3
INT 200 Introduction to PC Networking Fundamentals	3
Elective Module	**30**
Students complete 10 general elective courses (30 semester units). Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.	
ASCIT PROGRAM TOTAL	**60**

Associate of Science in Information Technology (AScIT)

Bachelor of Business Administration (BBA)

BACHELOR OF BUSINESS ADMINISTRATION	
General Education Module	**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 Intro to Psychology	3
GED 145 Intro to Sociology	3
GED 150 United States History	3
Core Module	**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
Elective Module	**60**
Students complete 20 general elective courses (60 semester units). Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.	
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.

GENERAL EDUCATION

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. 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.

MODE OF INSTRUCTION

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

PROGRAM 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.

GENERAL EDUCATION

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. 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.

MODE OF INSTRUCTION

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

PROGRAM 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 Module	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 Intro to Psychology	3
GED 145 Intro to Sociology	3
GED 150 United States History	3
Core Module	30
INT 100 Computer Concepts	3
INT 105 PC Windows Essentials	3
INT 110 A + PC Hardware	3
INT 115 Introduction to Mass Communication Technology	3
INT 200 Introduction to PC Networking Fundamentals	3
INT 400 Server Fundamentals	3
INT 401 Systems Analysis & Design	3
INT 403 Social and Organizational Issues in Computing	3
INT 404 Management Information Systems	3
INT 405 Internet Security Management	3
Elective Module	60
Students complete 20 general elective courses (60 semester units). Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.	
BSCIT PROGRAM TOTAL	120

Master of Science in Management (MSM)

W hether you intend to manage, consult or teach, earning a Master of Science Degree in Management (MSM) will increase your personal effectiveness and help you gain the credibility you need to advance your career. Our MS in Management is a program for professionals and managers in business, non-profit organizations and public agencies, as well as scholars of the science of organization and management. This program focuses on the comprehensive knowledge of management principles, the development of analytical skills and their practical application to improve your strategic decision making capabilities.

MODE OF INSTRUCTION

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

PROGRAM GOALS

The Master of Science in Management (MSM) degree program will allow students to:

- Develop and implement management strategies to best achieve an organization's mission by recognizing trends and opportunities and evaluating alternative approaches; Work more effectively with people at all levels in an organization;

- Exhibit critical thinking and a functional knowledge across the organizational management disciplines;

- Be leaders within their organizations in rapidly changing business environments; and

- Apply theoretical concepts to practical and complex situations confronting today's manager.

GRADUATION REQUIREMENTS

- Student must complete 30 semester units of prescribed curriculum. One semester unit is equivalent to fifteen 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 SCIENCE IN MANAGEMENT	
Core Module	12
MGT 650 Coaching & Developing	3
MGT 655 Leading And Building Teams	3
MGT 660 Facilitating Change	3
MGT 665 Managing Diversity In The Workplace	3
Elective Module	18
Students complete 6 graduate-level elective courses (18 semester units). Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.	
and/or	
Concentration Module	9
Students may complete 3 courses (9 semester units) of concentration courses to be credited as elective credit.	
MSM PROGRAM TOTAL	30

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. Students can choose to complete general electives, which may consist of any gradaute courses not required for the program. Students can specialize and develop additional expertise in a particular area by completing a Concentration Module. Concentration designation will appear on transcripts upon completion.

MODE OF INSTRUCTION

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

PROGRAM 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 life-long 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 Business Administration (MBA)

——————————————

MASTER OF BUSINESS ADMINISTRATION	
Core Module	**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
Research Module	**3**
GRC 600 Research Methodologies	3
Electives Module	**9**
Students complete 3 graduate-level elective courses (9 semester units). Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.	
or	
Concentration Module	**9**
Students complete 3 courses (9 semester units) of concentration courses.	
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.

MODE OF INSTRUCTION

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

PROGRAM 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

The DBA Program is designed for students with ample work experience to produce practical business-oriented research through such scholarly activities as writing case studies, conducting field work, and writing refereed papers and other research papers. 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
All students are required to complete a graduate research course, or equivalent, after completing required graduate coursework.

Literature Review Courses
Students will review academic papers published in scholastic journals in business disciplines. This will allow the students to prepare for the Comprehensive Examinations, as well as develop original ideas for the Doctoral Thesis.

Comprehensive Examinations
Once all coursework has been successfully completed, Doctoral students are required to complete Comprehensive Examinations. They are meant to test students' competencies.

Doctoral Thesis
Student must complete an approved Proposal for the Doctoral Thesis. The final step is the completion of a qualitative Doctoral 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.

DOCTOR OF BUSINESS ADMINISTRATION	
Core Module	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
Electives Module	12
Students complete 4 graduate-level elective courses (12 semester units). Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.	
or	
Concentration Module	12
Students complete 4 courses (9 semester units) of concentration courses.	
Research Module	3
RSC 600 Research Methodologies	3
Literature Module	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 Exam Module	3
CMP 900 Comprehensive Examinations	3
Doctoral Thesis Module	12
THS 900 Graduate Thesis Proposal	3
THS 901 Doctoral Thesis	9
DBA PROGRAM TOTAL	60

The DBA is the crown distinction in professional business education

05 STUDENT SERVICES

Whether you're a student or a staff member, the University is dedicated to providing the best opportunities to you while on campus. Here, you'll find information that helps you be an involved and knowledgeable member of our community.

IAU provides an environment that supports students' potential

_____

ADMISSIONS EVALUATION

In evaluating applicants to the University, the Office of Admissions considers a candidate's potential for success both while in school and beyond. The desired qualities a successful applicant possesses are assessed in terms of our curriculum, our community, and your career.

Upon applying for admissions, the University provides an Academic Credential Evaluation (ACE). This is included with the Application Fee. The ACE consists of a thorough evaluation of submitted transcripts, foreign credential evaluation, Request for Elective Credit, Request for Experiential Learning Credit, Library Acknowledgement, and any other documentation.

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 may assist in finding housing. Accomodations can be made by contacting the University.

TRANSPORTATION

For students staying at the dorm facilities, the University provides private shuttle transportation to and from the dorm to the University.

STUDENT ID CARD SERVICES

The University issues student ID cards upon acceptance & enrollment. Photographs can be submitted in hard copy or digital format. The official University identification card non-transferable. The ID card remains the property of the University, is governed by the University regulations, and expires when the holder is no longer affiliated with the University.

ACADEMIC ADVISING

Sometimes students experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills, or unrealistic expectations about how much they can handle. Academic Advising can help students figure out what may be impeding their academic progress, and assist them in taking steps to address the problem(s). The University provides a friendly setting in which students may explore concerns of a personal, academic, or career-related nature.

Dedicated to fostering the academic and personal endeavors of every student

_____

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.

TRANSCRIPT SERVICES

The University will provide you with one transcript at no charge when you graduate from your program. If you wish to order additional transcripts, send a written request containing your signature to the Office of Admissions & Records. The fee for an official copy is $10.00. A check or money order must accompany your request or the request will not be processed. Transcript request form can be downloaded online. Visit: www.iau.la/adm/forms.asp

Also see *Student Records Policies*

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 the Office of Student Services, 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 mission of the Alumni Association of the University is to foster a mutually beneficial relationship between the University and its alumni ... to perpetuate a sense of pride in and commitment to the outstanding qualities of the University and the education it provides, and to promote, in partnership, a positive image of the University and its alumni through communication, service and leadership.

IAU TEST CENTER

The mission of the IAU Test Center is to provide a comprehensive testing and assessment program to IAU students and members of the community.

The Testing Center offers a variety of testing services that are designed to assist students in meeting educational goals. For information on the various tests offered, visit www.iau.la/testcenter

Institutional TOEFL Testing Program (ITP)

IAU is authorized to administer the Institutional TOEFL Test for its students. The TOEFL program endorses the use of ITP tests for placement into intensive English programs, exit from these programs into mainstream courses, and for determining proficiency in English at the beginning and end of courses of study.

TOEFL Institutional Recipient Code: 1731

Pearson Vue Test Provider

IAU is an authorized Pearson VUE test provider. Pearson VUE delivers over 4 million high-stakes tests a year across the globe for clients in the licensure, certification, academic admissions, regulatory, and government testing service markets.

Pearson Vue Site ID: 55406

Authorized Prometric Testing Center (APTC)

IAU is an Authorized Promtric Test Center. Prometric, www.prometric.com, is the recognized global leader in technology-enabled assessment services, providing paper-and-pencil, Internet and computer-based testing solutions.

Authorized Promtric Test Center (APTC): CA437

DANTES Single Subject Test (DSST)

The DSST program provides the opportunity for people to earn college credit for what they have learned outside of the traditional classroom. Accepted or administered at over 1,900 colleges and universities nationwide and approved by ACE (American Council on Education), the DSST program enables people to use their knowledge acquired outside the classroom to accomplish their educational and professional goals.

DSST Identification Code: 8476

INTERNATIONAL AMERICAN HONOR SOCIETY

As an academic honor society, IAHS was established to recognize the achievements of individuals who worked diligently to acquire new knowledge and skills from the University. For Alumni who meet the academic criteria, they are eligible to join the International American Honor Society.
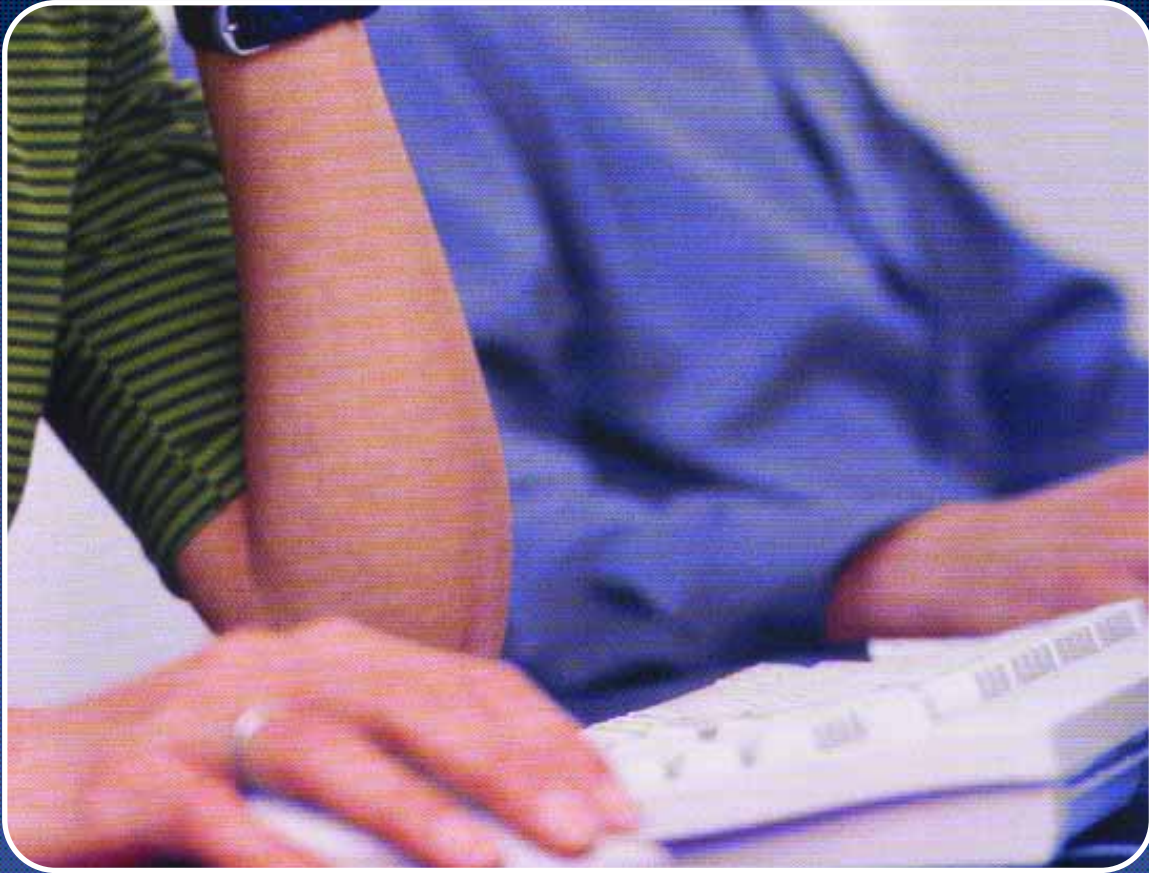
Eligibility requirements:

- Undergraduate students: Cumulative G.P.A. of 3.3+

- Graduate students: Cumulative G.P.A. of 3.7+

Honor Graduates Receive The Following Recognition Materials

- Honor Society Gold Crest

- Membership Certificate

IAU's Test Center is open to students & the community

_____

06 UNIVERSITY POLICIES

University policies have been established to create a safe and productive academic and work environment. All university employees and students are expected to be familiar with these policies and to follow them. University policies are subject to change at any time and faculty, staff and students are responsible for familiarizing themselves with current policies. Individuals with questions about a particular policy should contact the main administrative offices.

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 Office of Admissions & Records. Official notification in writing must be received before any withdrawal from the University is processed. Student's cancellation notices must be in writing and that a withdrawal may be noticed by a student in writing or by the student's conduct including lack of attendance.

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

> Office of Admissions & Records
> 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. ***See Tuition Refund Policy - General herein***

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 the Office of Student Services 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 LOA may be granted 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

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 the Admissions & Records no later than noon of the second academic day after the end of the Final Examination period.

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 60 business days. This will allow faculty ample time to review, critique, and provide constructive feedback.

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 Office of the Admissions & Records.

COMPLETION TIME

Minimum Completion Time
Students must be enrolled for a minimum of 2 academic terms to complete any degree program. Certificate programs have may be completed in 1 academic term.

Maximum Completion Time
Students are required to complete the program within 150% of the standard time of completion of the time of their admission.

Program	Standard (Yrs)		Maximum (Yrs)	
	Full-time	Part-time	Full-time	Part-time
Associate Degree	2.0	4.0	3.0	6.0
Bachelor Degree	2.0	4.0	3.0	6.0
Master Degree	1.75	3.5	2.75	5.5
Doctor Degree	2.0	4.0	3.0	6.0
Certificates - Achievement / Graduate	0.75	1.5	1.5	3.0
Certificates - ESL	N/a	N/a	N/a	N/a

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 wok, 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 Director. 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 Director 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 Director 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 Director.

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 Director 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 University representative. 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.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NONPAYMENT OF TUITION

The Office of the Admissions & Records may withhold a student's transcript or grades if the student is in default on a student tuition contract.

ADDRESS CHANGE

It is important for us to have current mailing addresses for all students. If you change your address, you may notify us via email. If you do not have Internet access, you may notify the Office of the Admissions & Records by phone, mail, or fax.

NAME CHANGE (STUDENT OR GRADUATE)

Students who need to change the names on their academic records may do so by contacting the Office of the Admissions & Records in writing and providing appropriate documentation. The Office of the Admissions & Records will then notify other IAU offices of the name change.

DECEASED STUDENTS (UPDATING RECORDS)

Family members of students who have passed away during the course of their program and are entitled to a refund are required to submit a copy of the Death Certificate to the Office of the Admissions & Records. The Office will update the deceased student's file at that time.

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. 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 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. *See Student Records Policies herein*

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.

TUITION REFUND UPON CANCELLATION PRIOR TO FIRST DAY OF INSTRUCTION

For all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $250, if notice of cancellation is made prior to or on the first day of instruction.

If the first lesson in a home study or correspondence course is sent to the student by mail, the University shall send it by first-class mail, postage prepaid, documented by a certificate of mailing, and the student shall have the right to cancel until midnight of the 7th business day after the first lesson was mailed. The request for cancellation from class(es) must be in writing and should state the reasons for the request.

TUITION REFUND POLICY - GENERAL

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 University shall pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which the student's withdrawal has been determined.

TUITION REFUND CALCULATION

The refund calculation for students shall be calculated as follows:

i. Deduct a registration fee not to exceed $250 from the total tuition charge.

ii. Divide this figure by the number of weeks in the program.

iii. The quotient is the weekly charge for the program.

iv. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total weeks attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).

v. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

07 SCHEDULE OF FEES

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 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 SCHOLARSHIP

Established to encourage diversity and academic achievement within the student body, the President's 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 (ASBA) ....$ 5,000.00
Associate of Science in Information Technology (AScIT).....................$ 5,000.00
Bachelor of Business Administration (BBA) ....$ 7,000.00
Bachelor of Science Information Technology (BScIT) ....$ 7,000.00
Master of Science in Management (MSM)..$ 9,000.00
Master of Business Administration (MBA) ....$ 9,000.00
Doctor of Business Administration (DBA)..$ 12,000.00

Tuition Fees: Non-Degree Programs

English as a Second Language (ESL) (per Level).....................................$ 1,000.00
Certificate of Achievement in Business (CAB) ....$ 1,500.00
Graduate Certificate of Management (GCM) ....$ 2,000.00

Non-Tuition Fees

Admissions Application & ACE Fee: ....$ 75.00
Official Transcript...$ 10.00
Textbooks ....Varies
Thesis Bindery ....$ 100-130.00
Duplicate Diploma ....$ 50.00
Duplicate Student ID card ....$ 10.00
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

Affordable tuition; flexible payment plans

_____
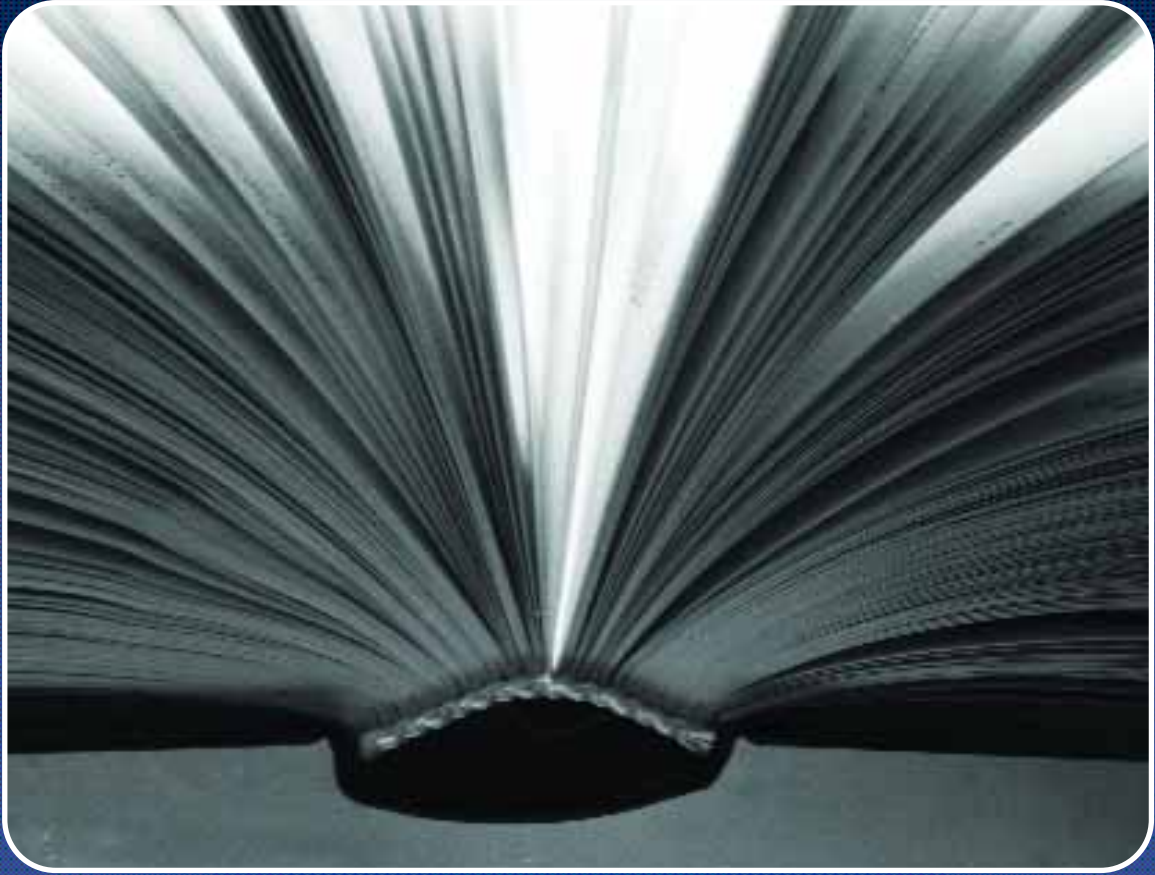
08 COURSE DESCRIPTIONS

U N D E R G R A D U A T E

ENGLISH AS A SECOND LANGUAGE

ESL 010 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 020 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 030 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 040 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 050 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 060 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.

ENG 030 Business English (3 units)
This course focuses primarily on helping students develop and master effective communication skills that are necessary for them to function as effective employees in a multi-cultural business environment.

ENG 035 Business Writing (3 units)
This course is designed to meet the basic communication needs of students and working professionals in business fields. This course is also an excellent introductory writing course for students who may choose to pursue a certificate in technical writing. The course covers issues of purpose and style while allowing students plenty of focused practice with short writing exercises.

ENG 040 Business Interviews (3 units)
This course will examine the various forms of interviews focusing primarily on the employment or recruitment interview and the performance review. Elements of the interview process will be studied and will include: all forms of correspondence (cover letters, resumes, thank you letters), all phases of the interview process (what occurs prior, during and post interview), and verbal and nonverbal communication strategies for all forms of communication interactions within the interview context.

GENERAL EDUCATION

GED 100 English (3 units)
This course teaches writing in ways to help you communicate more fluently, express your ideas more convincingly and think more critically for the demands of college-level courses in across the disciplines.

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)
This course is designed for the student with a limited algebra background but a solid foundation in computational arithmetic skills is expected. It is the study of ratios, proportions, sets, functions, number systems, simple equations, factoring, fractions, exponents, radicals, logarithms, algebraic manipulations.

GED 120 Environmental Science (3 units)
This course serves as an introduction to and covers broad aspects of environmental science and environmental studies. For all cases, the resulting environmental impacts are studied in detail. Specifically, this course examines the risks associated with growth in a developing world; environmental impact of population growth on natural resources; mineral and resource extraction; water resource uses; and renewable and non-renewable sources for power generation.

GED 125 Introduction to Biology (3 units)
This course is an introduction to biology, the science of life. It includes: origin and nature of life, from simplest single-celled forms to complex plants and animals and human beings.

GED 130 Introduction to the Humanities (3 units)
This course provides a broad introduction to the major forms and types of artistic expression: visual art (drawing, painting, photography, sculpture), music, drama, cinema, dance, architecture, and literature.

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)
This course is an overview of world history which provides an introduction to the origin and development of the world's civilizations and their political, social, cultural, and economic traditions; uses a global approach to world history, and emphasizes the universal nature of the experience.

GED 140 Introduction to Psychology (3 units)
This course explores examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology.

GED 145 Intro to Sociology (3 units)
This course examines relationship between individual and society in social structure of modern society. It is an introduction to way in which sociologists interpret and research human behavior. It covers patterns of social interaction and social influences on individual conduct.

GED 150 United States History (3 units)
This course is a survey of the political, social, economic and cultural development of the United States from discovery to the present. Attention is 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.

BUSINESS & TECHNOLOGY COURSES

BUS 105 Introduction to Business (3 units)
This course is a basic overview of the business world and the functions of management and the environment in which business operates.

BUS 110 Principles of Marketing (3 units)
This course covers marketing principles and policies; consideration of marketing functions, price policies and controls, trade channels, merchandising, market research, government regulations, and competitive practices. There is an emphasis on integration of marketing with other business activities and marketing strategy planning.

BUS 115 Business Communications (3 units)
This course is the theory and practice of business communications. It covers fundamental dimensions of communication: language and behavior; alternatives for conveying messages are discussed; and various channels and media are covered in detail with guidelines for effective use.

BUS 200 Principles of Management (3 units)
The course analyzes basic management functions 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)
This course is 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)
This course discusses how business functions in, reacts to, and affects its social environment. It covers the socioeconomic model model, power responsibility model, pluralistic social system model, cost benefit model, and government regulatory model.

BUS 255 Psychology & Work (3 units)
This course is an introductory course in industrial organizational (1-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 245 Customer Relationship (3 units)
This course will help students identify customers and meet customer needs. Students will be introduced to the customer/supplier chain and examine how employees' actions can directly impact customers' impressions of the organization. Participants will learn and practice techniques to identify customers' needs and solve problems.

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 market- place. 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)
This course 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)
This course is 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)
This course is 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)
This introductory course is 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.

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 366 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.

INT 100 Computer Concepts (3 units)
This course is an introduction to basic computing and Internet literacy for information technology students including terminology and operation used in a networking environment. Emphasis includes hardware, software applications and operating systems, networking concepts, email, and basic computer security. Intended for students with little or no computer experience.

INT 105 PC Windows Essentials (3 units)
This course presents the essential knowledge you need to start getting the most out of your Windows operating system. From turning on your PC for the first time, through launching your applications and managing your files, this course will get you up to speed quickly.

INT 110 A + PC Hardware (3 units)
This course is an introduction to PC hardware as well as a look at the advanced hardware technologies. Course topics and labs include the motherboard, Input/Output devices, memory, floppy and hard drives, SCSI (Small Computer System Interface) devices, modems, printers, networking, PDA's (Personal Digital Assistant), laptops, and purchasing or building your own computer.

INT 115 Introduction to Mass Communication Technology (3 units)
This course is a study of the evolution, concepts, principles, forms, characteristics and technology trends for communication and mass media; study the equipment, tools and the technology applications for mass communication.

INT 200 Introduction to PC Networking Fundamentals (3 units)
This course is an introductory course in PC networking with an emphasis in terminology, communication concepts, network components, cabling, internet working, network design (topologies), and administration.

INT 400 Server Fundamentals (3 units)
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.

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 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 net- works, 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 (VPN's), 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 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 499 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.

G R A D U A T E

BUSINESS & TECHNOLOGY COURSES

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 pro- vide 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.

BUS 535 Business Law (3 units)
This course examine the key components of the business environment, and about legal choices with regard to corporate decisions. In today's business world, legal and regulatory environments directly impact an organization's strategic operation and performance. Environmental controls reflect a series of ever changing issues that are frequently reviewed, revised or eliminated. The emphasis in this course is on current regulatory environments and their impact on organizational directions.

BUS 560 Accounting Applications (3 units)
This course utilizes industry standard financial/accounting software (Quickbooks) to go in-depth in discussions of small business bookkeeping, budgeting, bank reconciliation, online banking, payroll taxes, federal tax preparation, the statement of cash flow, ratio analysis, and depreciation.

BUS 600 Business Planning For The Entrepreneur
This course teaches entrepreneurs to state their business passion in practical terms with methods for analyzing their market and competition, setting achievable goals and focusing on a strategic business plan. Understanding the probability of risks, along with developing crisis management, disaster recovery and business continuity plans, provide entrepreneurs with a solid basis to sustain their business and achieve their vision. This capstone course is designed to bring together the knowledge gained through the entire program and permits the student to demonstrate competency and mastery in the various course competencies.

GRC 600 Research Methodologies (3 units)
This course is designed for the student to develop and demonstrate competency in business research methodology and techniques. This course teaches the student proper research techniques and includes a research proposal.

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 individu- als 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 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.

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.

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.

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.

DOCTORAL COURSES

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.

GRC 600 Research Methodologies (3 units)
This course is designed for the student to develop and demonstrate competency in business research methodology and techniques. This course teaches the student proper research techniques and includes a research proposal.

LIT 900 -903 Literature Review I - IV (3 units each)
In this course, 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 doctoral students to prepare for the Comprehensive Examinations, as well as develop original ideas for the Doctoral Thesis.

THS 900 Doctoral Thesis Proposal (3 units)
Under faculty guidance, the Student conducts a reading pro- gram 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.

Notes...

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

International American University

Los Angeles, California, USA
www.iau.la

Palmdale Campus:	1529 E. Palmdale Blvd. Second Floor, Ste. #212 Palmdale, California USA 93550
Mailing Address:	17300 17th St. Ste. #J-453 Tustin, California USA 92780
Tel:	(661) 947-7778
Fax:	(661) 947-7779
Website:	www.iau.la
Email:	info@iau.la