

**International**  
**American University**  
*Shaping Tomorrow's Leaders Today!*



**2012**

CATALOG &  
STUDENT  
HANDBOOK





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International

American University



## GENERAL INFORMATION

### CONTACT INFORMATION

L.A. Main Campus: 4201 Wilshire Blvd., Suite #610  
Los Angeles, CA 90010  
Tel: (323) 938-4428 / (323) 938-4-IAU  
Fax: (323) 938-4429

O.C. Branch Campus: 2492 Walnut Ave. #220  
Tustin, CA 92780

Web: [www.iau.la](http://www.iau.la)  
General Email: [info@iau.la](mailto:info@iau.la)  
Admissions: [admissions@iau.la](mailto:admissions@iau.la)  
Academics: [academics@iau.la](mailto:academics@iau.la)  
Campus & Student Services: [css@iau.la](mailto:css@iau.la)  
Registrar: [registrar@iau.la](mailto:registrar@iau.la)

## MISSION PURPOSE & OBJECTIVES

### 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 and degree programs in business and management disciplines 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.

### PURPOSE

IAU's purpose is to improve the standard of living and quality of life of individuals. The standard of living is based primarily on income, whereas, the standard indicators of the quality of life include not only wealth and employment, but also the built environment, physical and mental health, education, recreation and leisure time, and social belonging.

It is believed that through productivity one can improve one's standard of living, thus improving one's quality of life. IAU assists an individual to achieve this by providing mature adult students with a practical business education to increase personal and professional productivity.

Education is intended to change the way one thinks, which should, in turn, change behavior. IAU believes that this change should positively impact IAU students and alumni to positively impact their family, circle of friends, as well as the community around them. For IAU students and alumni, we hope that this not only their wealth and employment, but also physical and mental health, education, recreation and leisure time, and social belonging.

### OBJECTIVE

To achieve its stated mission, International American University will:

- Maintain faculties who belong to professional associations and have practical experience to offer students a current perspective in business practices.
- Establish a business curriculum that develops students' knowledge, skills and confidence, providing each student with practical knowledge in the fields of business administration and management and allow students to apply it to their professional experiences.
- Cultivate the student's capacity for accurate problem definition, sound analysis, problem synthesis, and effective communication of problems and their probable resolution.
- Encourage an environment lifelong learning and ongoing development as business professionals as a necessary part of personal fulfillment, leading to a better quality of life.

## APPROVALS & RECOGNITIONS

### OWNERSHIP

International American University is owned by International American University, Inc., 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 California Secretary of State on August 29, 2005.

IAU has a governing board with legal and fiduciary responsibility to exercise appropriate oversight over institutional integrity, policies, resource development, and ongoing operations.

### STATE of CALIFORNIA APPROVAL

The U.S. government requires that all schools are recognized by the governing body of the State in which they are located. International American University is legally operating in California as an educational institution to grant all degrees and/or offer credentials as indicated on its Catalog & Student Handbook / website.

In July 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.

On January 1, 2010, a new state approval agency, emerged called the Bureau for Private Postsecondary Education (BPPE). In December 2011, approval granted the maximum FULL re-approval, which is valid for 5 years from December 15, 2011 - December 14, 2016.

*BPPE school code#: 41500926*

## CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

International American University is recognized by the State of California Postsecondary Education Commission (CPEC). CPEC provides the legislative and the executive branches of government with advice and information about major policy and planning issues concerning education beyond high school.

### U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) / STUDENT VISAS

International American University was approved on March 6, 2009 by the U.S. Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degree and English-language training programs.

SEVIS school code#: LOS214F01373000

## UNIVERSITY ADMINISTRATION

The administrative staff is here to support and serve students in many ways. Whether related to the admission process, orienting new students, academic advising, or meeting graduation requirements, the faculty & staff at International American University work to provide our students with outstanding learning-centered service and educational opportunities. Administrative staff is here to help you make your time at IAU as fulfilling and enjoyable as possible. You can contact them in relation to personal, social or practical issues. From simple requests for information to more confidential and serious matters, they will give you the time and space to talk things through.

### OFFICE OF EXECUTIVE AFFAIRS

Stephen Tvorik, Ph.D.  
*President*

Ryan Doan, M.B.A.  
*Executive Director/PDSO*

### OFFICE OF ACADEMIC AFFAIRS

Guy Langvardt, Ph.D.  
*Dean of Academics*

Richard Gayer, Ph.D.  
*Associate Dean of Academics*

Pauline Kim, M.A.  
*Director of Programs*

### OFFICE OF CAMPUS & STUDENT SERVICES

Rex Jeong, M.B.A.  
*Accountant*

Pauline Airla, B.A.  
*Coordinator/DSO*

### OFFICE OF ADMISSIONS & RECORDS

Maylin Mendez  
*Associate Director*

Deryk Doan, B.S.  
*Registrar / DSO*

Md Oshman, B.B.A.  
*Coordinator*

## DISCLOSURES

### SCHOOL PERFORMANCE FACT SHEET

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT IAU

The transferability of credits you earn at International American University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, certificate, or degree you earn at IAU is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at IAU will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IAU to determine if your credits, certificate, or degree will transfer.

### STATEMENT ON BANKRUPTCY

International American University has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in re-organization under Chapter 11 of the U.S. Bankruptcy Code.

Any questions a student may have regarding this Catalog & Student that have not been satisfactorily answered by the institution may be directed to the

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Tel: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax: (916) 263-1897

## GENERAL ADMISSIONS POLICIES

### ADMISSIONS NON-DISCRIMINATION POLICY

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.

### ADMISSIONS TERMS

Applications for admission are accepted throughout the year. There are six (6) enrollment terms per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term; especially if prospectus is an F1/i20 applicant. Admissions Portfolio's should be submitted 30 days prior to the term of enrollment to ensure timely processing. F1/i20 applicants with a "change of status" should submit 60-90 days prior.

#### Spring (Jan-Apr)

- Session 1 (Jan-Feb)
- Session 2 (Mar-Apr)

#### Summer (May-Aug)

- Session 1 (May-Jun)
- Session 2 (Jul-Aug)

#### Fall (Sep-Dec)

- Session 1 (Sep-Oct)
- Session 2 (Nov-Dec)

### NON-MATRICULATED APPLICANTS

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

### HIGH SCHOOL ATTESTATION

If applicant is applying for undergraduate degree program and has no prior college coursework completed, applicant must complete High School Attestation form. Form available at [www.iau.la](http://www.iau.la)

### WRITTEN COMMUNICATION SKILLS

The University requires writing skills at the appropriate level. Applicants must submit a personal statement that includes current personal, intellectual and professional interests and why the applicant is applying to the degree program at IAU.

### INFORMATION TECHNOLOGY SKILLS

The University requires computer and internet skills sufficient to effectively participate in IAU's learning model and conduct research at the appropriate level. Applicants must complete the Library Resources & Skills Assessment on the Application for Admissions.

### GRADUATE ENTRANCE EXAMINATIONS

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

### OFFICIAL TRANSCRIPT

An official transcript is one that is sent directly to IAU from the issuing institution. It must bear the college seal, date, and an appropriate signature.

### FOREIGN EDUCATED APPLICANTS

If an applicant completed his/her coursework at a foreign (outside of the U.S) institution, s/he will need to provide an official evaluation of your academic credentials. All materials must be submitted in English. If the applicant wishes to receive transfer credit for coursework completed at a foreign institution, the applicant will need to submit a professional "course-by-course", or "detailed" evaluation of your coursework. If the applicant is applying to a graduate degree program and must only show an earned bachelor degree, then a "general" report is all that is needed.

IAU recommends a National Association of Credential Evaluation Services (NACES®) member ([www.NACES.org](http://www.NACES.org)) or other reputable foreign credential evaluation agency. Official evaluation does not guarantee that IAU will accept all or any of your coursework.

### CREDIT AWARDED

#### Transfer Credit (TRC)

The University will consider accepting transfer students from other schools as determined by the Office of Admissions & Records. The University's policy allows transfer of course credit successfully completed at other state approved, accredited, or foreign equivalent universities, colleges, or institutions that comparably meet university course work requirements and standards, and documented on official transcripts. Credit earned for courses for which a grade of "C" or higher was earned will be considered for transfer.

The Office of Admissions & Records has the sole discretion to award transfer credits based on official transcripts submitted. See "Official Transcript" policy herein.

### 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.

- Advanced Placement Program (AP)
- College-Level Examination Program® - IAU CLEP  
College Code: #2641
- DANTES Subject Standardized Tests (DSST)
- Excelsior College Examinations (ECE)
- Graduate Record Examination (GRE) Advanced Subject Tests
- New York University (NYU) Proficiency Testing In Foreign Languages
- Thomas Edison College Examination Programs (TECEP)

### Challenge Exam Credit (CEC)

The University recognizes that you may have earned college-level knowledge through learning you have done outside of this University. If you feel that your background, education, and experience have given you sufficient knowledge in a subject area, you may challenge certain courses and earn course credit through Challenge Examination. This is equivalent to passing a cumulative, end-of-the-term examination or a series of comparable exams. Examinations will vary depending on the type of course challenged.

To encourage students with outstanding ability and enterprise, IAU offers an opportunity for advancement through Challenge Examinations. The majority of courses may be challenged. Consistent with University grading policy on transfer credits, and specific standardized tests, e.g. C.L.E.P., A.P., a student who successfully challenges an examination will be granted credit hours toward graduation.

### MAXIMUM CREDITS AWARDED

Program	TRC	SEC	CEC
Associate Science in Business Administration	45	45	45
Bachelor Of Business Administration	90	90	90
Master of Business Administration	6	0	0
Doctor of Business Administration	9	0	0
Graduate Certificate In Management	0	0	0
English as a Second Language	0	0	0

## F1 INTERNATIONAL APPLICANTS

We believe the education we offer our students is greatly enhanced by the richness of the interaction between students from widely diverse background. Applying to our university as an F1/I-20 student is easy. We are here to assist you with your application and we will do our best to make it a pleasant experience for you.

In addition to meeting all general admissions requirements for the degree programs, international students are required to submit additional documentation.

### STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM

The Student and Exchange Visitor Information System (SEVIS) is an internet-based system that is used to maintain accurate and current information on non-immigrant students/scholars (F, M & J) visas and their dependants.

*SEVIS school code#: LOS214F01373000*

### TIMELY SUBMISSION

F1/I-20 applicants must submit required documents at least 30 days prior to the opening of the academic term for which admission is sought. In order to process your application for admission in a timely manner, we request that you submit your application as soon as possible.

F1/I-20 applicants with a "change of status" may require longer processing time, as each case varies.

### HEALTH INSURANCE

Health insurance is mandatory for F1/I-20 students enrolled in IAU. All international students on F visas are required to have medical insurance at all times for themselves and their dependents living with them.

### FINANCIAL CAPABILITY

Submit a certified statement by a bank or acceptable official agency of available funds to cover all expenses while in attendance at the University (approximately \$20,000 per year).

### DEPENDENTS

If you plan to bring a spouse and/or children, they will need to be listed on the financial documentation form. Please list their names at the bottom of the form along with their date of birth, country of citizenship, and relationship to the student. You must add \$3,000 USD per dependent annually to the total available funds.

**ENGLISH FLUENCY FOR F1/I-20 APPLICANTS**

Proficiency in reading, writing, speaking, and understanding English is essential to your success at IAU. If English is not your native language, or if you have not had your secondary education taught in English, you will be required to provide proof of your English proficiency. Since most classes are taught in English, you must demonstrate your ability to read, write and speak English.

At the Office of Admissions & Records' discretion, English proficiency may be demonstrated by one of the following options:

- Standardized English Exam:  
Undergraduate: 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS).  
  
Masters: 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on the Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS).  
Doctoral: 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 80 on the Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS).
- Completion of a degree program from an appropriately accredited institution where English is the principal language of instruction;
- Completion of an advanced level ESL course.
- Writing sample, personal interview, nature of employment.

**ADMISSIONS PORTFOLIO (AP) ITEMS****Part 1. ALL APPLICANTS MUST HAVE THE FOLLOWING.**

1. Application for Admissions
2. Application for Admissions Fee (Campus, Online applicants \$75 / International I-20 applicants \$175.00)
3. Photo Headshot
4. Academic Credentials (Official Transcripts and/or Foreign Credential Evaluations)
5. Personal Statement
6. Resume

**Part 2. All F1/I-20 applicants must have the following. If not an F1/I-20 applicant, please skip to Part 4.**

1. Evidence of English proficiency
2. Copy of Passport
3. Bank statements showing financial capability
4. Submit copy of passport for all dependents

**Part 3. All TRANSFER F1/I-20 applicants must have the following. If not a TRANSFER F1/I-20 applicant, please skip to Part 4.**

1. "Transfer in" form (for F1/I-20 transfer applicants only)
2. Copy of old I-20 (for F1/I-20 transfer applicants only)
3. Copy of I-94 (for F1/I-20 transfer applicants only)

**Part 4. Optional**

1. Standardized Exams Credit (SEC)
2. Letter of Recommendations
3. "High School Attestation" for undergraduate degree applicants

## ADMISSIONS PROCESS & PROCEDURE

Campus, Online, and F1/I-20 applicants applying to an academic program must go through the University's admissions process. We know that the application and admission process may seem rather daunting, but we promise it's not a mystery. 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.

### STEP 1: SUBMIT ADMISSIONS PORTFOLIO (AP)

Applicants must submit a completed Admissions Portfolio (AP). The AP is an accumulation of all the necessary documents for the Office of Admissions & Records to evaluate to see if you meet the admissions criteria for the applied program. The required items are clearly listed on the Application for Admissions. Certain programs may have unique admissions requirements. Make sure you review the admissions requirements of the program to which you are applying. Use the check list to ensure that all required documents are submitted.

All materials must be submitted in English, and applicants must verify any translations by including the original or a notarized copy of the original.

The completed AP 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.

### STEP 2: EVALUATION

After the Admissions Portfolio (AP) has been received, the Office of Admissions & Records will evaluate to see if the applicant is close to meeting the criteria or are missing an element. IAU reviews every application individually. If an item is missing, the Office of Admissions & Records will contact the applicant and request the missing item. If satisfactory progress is not made on the application process or the Admissions Portfolio (AP) remains incomplete for over 30 days, the Admissions Portfolio (AP) will be discarded.

### STEP 3: DECISION

One of the following decisions shall be determined:

1. **Denied:** If the applicant is not accepted, the Office of Admissions & Records will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.
2. **Accepted:** If the applicant is accepted for admission, an acceptance letter will be sent to the applicant along with an enrollment agreement and other admissions documents to formalize the acceptance into the program.

### STEP 4: ACCEPT ADMISSION OFFER

If you wish to accept the offer of admissions, there will be additional admissions enrollment documents that are required to be signed and returned to enroll in the formal program.

### STEP 5: OFFICIAL ENROLLMENT

Once the admissions enrollment documents are received, you will be issued an official enrollment package, which includes an enrollment and letter, student identification number (SID#), and ID card. Also, included is a registration form for the term you wish to enter.

### STEP 6: REGISTERING FOR CLASSES

Students are required to register for classes. A staff from the Office of Academic Affairs will assist you with this process. Registration requires choosing the appropriate classes and paying tuition fees.

IAU is for students who want to understand—and influence— how the world works. IAU's academically rigorous curriculum enables students to combine serious theoretical study with meaningful real-world learning experiences. Whatever major students choose, they acquire a solid foundation and pursue in-depth study in their chosen fields.

IAU consists of the **School of Business and Technology**, which offers undergraduate and graduate degree and certificate programs. Within the School, IAU has two departments that offer concentrations and specializations.

The **Department of English Studies** offers English as a Second Language (ESL), and offers certificate programs. The **CAS Department of Business** offers courses in accountancy, and offers certificate and degree programs.

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.

#### **What is a program?**

A program leads to a qualification such as a degree or certificate and usually consists of a number of courses. When you complete a course in the program, the credits for that course count towards the total credits you require to complete the program.

#### **What is a course?**

A course is a module of study within a program and is taken over one academic term or session. In some programs all courses are required, while in others there may be elective courses. In some programs, you will be allowed to choose between certain electives.

#### **Academic Calendar**

IAU operates on a trimester calendar. There are three (3) trimesters per calendar year. One trimester is 16 weeks. However, each trimester is divided into 2 "sessions", each 8 weeks long.

##### Spring (Jan-Apr)

- Session 1 (Jan-Feb)
- Session 2 (Mar-Apr)

##### Summer (May-Aug)

- Session 1 (May-Jun)
- Session 2 (Jul-Aug)

##### Fall (Sep-Dec)

- Session 1 (Sep-Oct)
- Session 2 (Nov-Dec)

#### **Units of Credit**

IAU utilizes the semester unit of credit. One semester unit is equivalent to fifteen (15) contact hours, or the equivalent in accelerated or distance learning terms.

## GENERAL ACADEMIC INFORMATION

### COURSE STRUCTURE

IAU operates on a trimester calendar, so 1 trimester is 16 weeks. However, each trimester is divided into 2 "sessions", each 8 weeks long. Hybrid and online courses are intended to be completed within 1 academic session (8 weeks).

A typical 3 unit course is broken into 8 Lesson intervals to measure Satisfactory Academic Progress (SAP), which gives opportunities for the Professor to guide, assist, and support your learning process. Within each Lesson, you will be provided instructions and details as to how to complete the Lesson. Each Lesson is comprised of various activities or assessments to measure your level of mastery of various subject areas. Specific Chapters are assigned to read, discussion questions to be completed, or case studies to be analyzed.

### ASSESSMENTS

Hybrid and Online Professors will utilize various forms of assessments. Commonly used assessments for classroom and/or online courses are described below.

#### **Classroom Participation**

Students are encouraged to so they can learn from each other. Active involvement in learning increases what is remembered, how well it is assimilated, and how the learning is used in new situations. In making statements to peers about their own thoughts on a class topic, students must articulate those thoughts and also submit them to examination by others. In listening to their peers, students hear many different ways of interpreting and applying class material, and thus are able to integrate many examples of how to use the information. Especially in a course that stresses application of material, extensive participation in class discussions is an essential element of students' learning.

#### **Online Discussions Questions (DQ's)**

Each online student is expected to be an active participant in online discussions. Participation is a graded part of your course work. Your class participation grade will reflect the quality and consistency of your contributions. Mere attendance does not represent participation; frequent absences will severely impact your participation grade.

Although an online class does provide more flexibility in terms of the exact days/hours you must attend class, please do not assume that you do not have to "attend" class. The group class Discussions Questions (DQ's) are based around the course text and other resource material applied against real-life business situations. These discussions are designed to improve the ability of students to critically analyze and discuss the relevant issues. The DQ's are located in **IAU Online**.

### Multiple-Choice Exams

For undergraduate courses, Multiple-Choice Exams may be utilized. These assessments are “open book”. In an open book exam, you are evaluated on understanding rather than recall and memorization, arguments and solutions. Open Book exam questions usually require you to apply knowledge rather than just remember facts. They may be essay-style questions or involve problem solving or delivering solutions.

### Mid-Term and Final Papers

Many undergraduate or graduate level courses require a traditional academic Mid-Term and Final Paper. Halfway through the course and at the end of the course, you may be required to prepare a traditional academic Mid-Term and Final Paper. Remember to take the time to ensure that you have properly developed your thoughts. The Mid-Term and Final Paper represents a large portion of your grade so give it the time and effort that it deserves. A paper format template and other materials have provided for your use in the preparation of the paper in this course. Please refer to these resources.

### Case Study Analysis (CSA)

Courses may require a Case Study Analysis (CSA), instead of a traditional academic Mid-Term and Final Paper. Case studies will allow students to demonstrate the comprehension, mastery, and application of the information. Studies show that using case studies improves student performance by introducing real world companies & situations and asking students to critique, analyze, come to a solution.

Remember to take the time to ensure that you have properly developed your thoughts. The CSA represents a large portion of your grade so give it the time and effort that it deserves. The below case study format template and other materials have provided for your use in the preparation of the paper in this course. Please refer to these resources. Should you need further assistance, contact the instructor.

Grading is based on clear organization of material and completeness of information. Be sure to properly cite all information used in the paper such as articles, books, websites, texts, interviews, etc. The goal of the CSA is not to do original field research, but to demonstrate your ability to apply our concepts in a situation.

### Class Projects

Courses may require a class project. The class project is designed to provide a meaningful balance between theoretical and practical learning. Class projects provide students an opportunity to learn to define a problem, conduct research, analyze it, make recommendations, and write and present a final plan. The class project increases students’ business competency through guided hands-on business experience, while also introducing them to the challenges of real business. Students will learn mainly from their practical creative projects that constitute the largest proportion of the final grade.

### Class Presentations

Hybrid courses may require class presentations. As current and future business leaders, effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing and generally entertaining an audience. Developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well, are also extremely helpful competencies for self-development too. All graduate level hybrid courses have a component of class presentation.

### WRITING LEVEL AND STYLE

Technically speaking, there are no specific rules of writing that differentiate graduate-level work from undergraduate-level. However, there does exist an unspoken division between graduate level and undergraduate-level writing based upon the expectations of university professors. Professors expect writing assignments at the graduate level to be of a higher quality. Many of the mistakes that professors would allow at the undergraduate level are not tolerated once the graduate level has been reached. Graduate-level writing needs to be perfectly clear, concise, and free from common errors.

### APA Writing Style

IAU Online has adopted APA style as the official writing style for writing assignments. This is a specific set of guidelines outlined by the American Psychological Association. All of the rules for APA format are contained within the APA Publication Manual, 5th Edition.

### Undergraduate Level Writing

The University requires undergraduate students to demonstrate the ability to think and write critically about the current subject under study. This affords students the opportunity to demonstrate a level of understanding of the subject. Writing should possess a clearly stated and well argued conclusion, showing the ability to range over appropriate areas of the subject matter with acuteness of analysis, intelligent challenges to the question set, and an abundance of appropriate authority or evidence intelligently applied.

### Graduate Level Writing

Writing skills become a more fundamental aspect of attending graduate school than they ever were while an undergraduate. Often, graduate school means bidding adieu to the multiple-choice tests that examine one’s ability to recognize the correct answer. Instead, graduate school is designed to test one’s ability to recall, identify, examine, and explain the correct answer. Writing is utilized more often throughout graduate school, and graduate students are made readily aware that their writing skills are constantly being assessed.

## IAU CAMPUS AND EQUIPMENT

IAU campus contains classrooms, administrative offices, library, student lounge, and computer lab.

The main classroom contains the following standard equipment owned by the university, high-resolution LCD built-in projection unit, dry erase whiteboard, distributed audio system, DVD/video support, High-quality document camera/camcorder, black/white commercial printer, network access (Wireless), and power outlets facilitating laptop usage.

## HYBRID INSTRUCTION

IAU's Hybrid courses are not about giant lecture halls and a droning voice in the distance. In IAU's smaller classes, you will likely get an opportunity to speak personally with your professor in every class. Your professor will know your name and get to know you on a more personal level. This can be an enormous advantage when you need references from teachers later, or simply in allowing you to get to know your professor personally. In addition, small classes, offer plenty of opportunities for class discussion, which is ideal for international students eager to interact with their classmates and professors.

Hybrid instruction will consist of lectures, reading assignments, class discussions, and handouts. Classroom questions and discussions are strongly encouraged. Other instructional techniques may also be employed i.e. audio-visual presentations, speakers, critical thinking exercises and group activities.

## ATTENDANCE REQUIREMENTS

Please make every attempt to be in class during all sessions. 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. Students must maintain satisfactory academic progress. Attendance is strictly monitored. All missed assignments and/or additional assignments must be completed according to professors' guidelines. Students may not miss more than 75% of class sessions. Three (3) consecutive absences require formal notice.

## INSTRUCTOR AVAILABILITY

Professors are available 15 min before and after class and during breaks. It is possible to reach professors by email at any time. Professors also provide a local telephone number to be contacted.

## LOCATION OF CLASSROOM INSTRUCTION

Hybrid instruction is held at either the main or branch campus listed.

## ONLINE INSTRUCTION

If you're unfamiliar with the concept of online learning, allow us to give you a brief overview. IAU Online courses are an exceptionally accessible, flexible resource whether your goal is gaining new skills, working towards your degree, or advancing your career with a program certificate.

Standard classroom books and printed materials are typically used in combination with online lectures, assignments, and supplementary course materials. Some courses have formal lectures, similar in length and content to lectures given in hybrid classes. Online lectures may be entirely text-based or consist of some combination of text, graphics, sound and video. Other courses break the content up into smaller units or abandon the lecture entirely, instead relying on group discussion and others types of learning activities.

To ensure that students will be successful, an assessment shall be made at the time of processing admissions. The survey is located on the last page of the Application for Admissions. Assessments shall be made on whether each prospective student has the skills and competencies to succeed in an online learning environment, as well as a student's access to computer, software, and internet technologies. These will be taken into consideration before admitting a prospective student into the program.

## GENERAL EXPECTATIONS

The course outline and structure of this course creates a set of common expectations for your work. At the same time, each individual instructor has a personal style and way of working with learners that is unique. Your Online Professor may have expressed that style and manner of working.

## REGISTRATION

You will be notified via email of your course registration. The welcome email will provide you with the basic information of your course such as:

- Log-in information
- Course Code /Title
- Course Online Professor's name
- Email for assistance

Once you complete the term and course(s), grades are then submitted to the Office of Academic Affairs by your Course Professor. You will then be required to register via email for your next set of courses.

## LEARNING MANAGEMENT SYSTEM (LMS)

The University utilizes a cost effective Learning Management System (LMS), Moodle, which allows IAU to deliver course work to you. This LMS is available to you 24 hours a day, 7 days a week. Go to your online class before work, or after your work-out.

Whatever you need, it's online -- the course syllabus, class assignments, instructor's presentations, online libraries, and more. Communication between student and instructor will be conducted through the online course room. Coursework feedback, questions, and daily interaction can be conducted through the course room.

### TIMELY SUBMISSION

Assessments must be submitted or completed by the due date - no exceptions. Late work will not be accepted. If you foresee reason that you will not be able to complete an assignment on its due date, submitting an assignment early is acceptable.

## ELEMENTS OF THE ONLINE COURSE ROOM

### Readings Assignments

The amount of reading required of a college student, a graduate student, or as a working student can often times seem daunting. Thus, you find yourself scrambling for time to read and comprehend those readings while staying awake or maintaining an interest. Since there are no lectures, you should do the reading carefully. This study guide will outline the main points of the reading and further explain any difficult topics. To avoid undue frustration; do all of the reading before attempting the self-graded quizzes and or assignments.

### Video Clips & Other Visual Media

If you are a visual learner, the use images, pictures, color and other visual media may help you learn. Video clips & other visual media bring training and teaching to life and help emphasize ideas and lessons, and promote discussion. These forms of media can lead students to higher-order thinking and appeal to auditory and visual learning styles.

### PowerPoint Presentations

The online course may provide PowerPoint Presentations to enhance the learning process. They emphasize main points and key announcements. PowerPoint Presentations make class material more legible and interesting. Bulleted points can help emphasize main points while students fill in additional detail. PowerPoint Presentations:

- Support lectures by highlighting key points
- Present tips and outlines
- Present examples
- Provide pictures and other graphics supporting the material
- Stimulate interest by use of clipart and cartoons

## MINIMUM COMPUTER REQUIREMENTS

Since all your courses are taken online, it is important to have the right computer equipment to ensure the best possible learning experience.

Electronic communication is the preferred method of communication for students, faculty and staff. In order to take advantage of this technology, it is required that students, instructional and administrative staff acquire and maintain email access with the capability to send/receive attached files.

To have a successful experience in IAU online courses, the following is the minimum computer configuration needed:

### Hardware

- A processor of 1.6 GHz or faster
- 256MB RAM or greater
- 20 GB hard drive or larger
- High-speed Internet connection
- Monitor and video card with 1024x768 ppi or greater resolution
- Sound card with speakers
- CD ROM
- Inkjet or laser printer

### Operating System

A computer running Windows XP, Vista, or 7 or MAC 10.X+

### Software

- Email address
- Internet service provider (ISP) account
- Browser: Microsoft® Internet Explorer® version 6.0+, Mozilla Firefox® 3.0+
- Adobe® Reader® 7.0 or later
- Microsoft® Office 2003, 2004 or 2007
- Flash® Player
- Browsers use "plug-ins" (mini applications installed within the browser itself) to enable richer Web experiences. The plug-ins listed below are the more common applications that Web sites use; check your online course syllabus to find out.
- Cookies and JavaScript should be enabled in your browser.

## INSTRUCTIONAL FACULTY

IAU's faculties are business practitioners who have made an impact on developing organizations to go from "good to great". The instructional faculty of International American University has had extensive practical and research experience in the broad areas associated with their respective fields. IAU generally employs practitioner faculty members who are experienced professionals in their fields and who bring substantial "real world" knowledge to the classes they teach. They are supplemented, where necessary, by a carefully selected, outstanding adjunct faculty from both private business and government.

The major criteria in selecting faculty members are: mastery of knowledge in their specific specialty; the ability to integrate theory and practice; demonstrated skill in teaching; and their ability and willingness to use the innovative teaching techniques of the Institute, particularly their ability to organize and document their course material so that students are provided with Lesson Plans, Textbooks, Notes, Supplementary Readings, Cases and Exercises to facilitate the learning process.

With a 1:20 faculty/student ratio and all classes having fewer than 20 students, students get to know their professors, often working with them on individual research projects. Our superb instructional faculty create a dynamic learning environment, where knowledge is not just passed along, but explored and shared.

## DEPARTMENT OF ENGLISH STUDIES / GENERAL EDUCATION

### Amaya, Okima, Ph.D.

- PhD in Education; Capella University; Minneapolis, MN
- Master of Education; American Intercontinental University; Atlanta, GA
- Master of Arts in Psychology; West Chester University, West Chester PA
- Bachelor of Arts in Psychology & Bachelor of Science in Biology; Olivet College, Olivet, MI

### Avila, Kat, M.A.

- Master of Arts, Communication; University of California, San Diego; San Diego, CA
- Master of Arts in Interdisciplinary Studies, California State University, Fullerton; Fullerton, CA
- Bachelor of Arts in Communicative Disorders; California State University, Fullerton; Fullerton, CA

### Doan, Long, Ph.D. (ABD)

- PhD Public Health (ABD); Walden University; Minneapolis, MN
- Master of Science in Public Health; Walden University; Minneapolis, MN
- Bachelor of Science in Psycho-Biology; University of California, Los Angeles; Los Angeles, CA

### Sanchez, Gilbert, J.D.

- Juris Doctor; Irvine University College of Law; Cerritos, CA
- Bachelor of Science in Laws; Irvine University College of Law; Westminster, CA

### Torres, Javiera, B.A., TESL/TEFL

- Bachelor of Arts Degree in English (Cum Laude); California State University in Northridge; Northridge, CA
- Certificate in TESL/TEFL; Department of Applied Linguistics in University of California, Los Angeles; Los Angeles, CA

### Torshizi, Mouhammad, Ph.D. (ABD)

- PhD Public Health (ABD); Walden University; Minneapolis, MN
- Master of Science in Public Health; Walden University; Minneapolis, MN
- Bachelor of Science in Chemistry, (Biochemistry); California State University Long Beach, Long Beach, CA

## SCHOOL OF MANAGEMENT & ADMINISTRATION

### Aghakhanian, Armond, M.B.A.

- Doctor of Education in Organizational Leadership (Cand.); Organizational Leadership; Pepperdine University Graduate School of Education & Psychology; Los Angeles, CA
- Master of Business Administration; Woodbury University; Burbank, CA
- Bachelor of Arts in Political Science; California State University Northridge; Northridge, CA

### Duru, Chika, Ph.D.

- PhD Organizational Management (Leadership); Capella University; Minneapolis, MN
- Master of Business Administration; University of Phoenix; Phoenix; AZ
- Bachelor of Science in Business Administration; University of Phoenix; Phoenix; AZ

### Gilbert, Mathew, M.B.A.

- Master of Business Administration; Woodbury University; Burbank, CA
- Bachelor of Arts in English; University of California, Santa Barbara; Santa Barbara, CA

### Hua, Nichola T., J.D.

- Juris Doctor; Santa Clara University School of Law; Santa Clara, CA
- Bachelor of Arts in Political Science; University of California, Berkeley; Berkeley, CA

### Jo, Jeannie, M.B.A.

- Master of Business Administration (International Business in Marketing and Entertainment); University of Southern California, Marshall School of Business; Los Angeles, CA
- Bachelor of Journalism in Advertising; University of Missouri, School of Journalism; Columbia, MO

**Keogh, Mathew, Ph.D.**

- PhD Organization and Management; Capella University, Minneapolis, MN
- Master of Science in Electronic Commerce; National University; San Diego, CA
- Master of Business Administration (Computer Resources and Information Management); Webster University; St. Louis, MO
- Bachelor of Arts in Chemistry; University of Virginia; Charlottesville, VA

**Langvardt, Guy, Ph.D.**

- PhD Organization and Management; Capella University; Minneapolis, MN
- Master of Business Administration (International Management with concentration in Financial Marketing and Chinese-Mandarin language); Thunderbird, School Of Global Management; Glendale, AZ
- Bachelor of Arts in Psychology; Valparaiso University; Valparaiso, IN

**Levitt, Catherine, D.B.A.**

- Doctor of Business Administration; Alliant International University; San Diego, CA
- Master of International Business, Pepperdine University; Malibu, CA
- Master of Arts; Southeast Asian Studies (Vietnamese); The American University; Washington, D.C.
- Bachelor of Arts (Magna Cum Laude) French/Philosophy; John Carroll University; Cleveland, OH

**Lopez, Louis, Jr., Ph.D.**

- PhD Organizational and Management (Human Resource Management); Capella University; Minneapolis, MN
- Master of Science in Administration (Human Resources Administration); Central Michigan University; Mount Pleasant, MI
- Bachelor of Science in Management Studies; University of Maryland, European Division
- Associate of Arts in Supervisory Leadership; Hawaii Pacific University, Honolulu, HI

**Midcalf, Verta, Ph.D.**

- PhD Business Organization and Management (Leadership); Capella University; Minneapolis, MN
- Master of Education; University of Missouri; St. Louis, MO
- Bachelor of Science in Business Administration; Southern Illinois University; Edwardsville, IL

**Poole-Christian, Kerantha, Ph.D.**

- PhD in Professional Studies in Education; Capella University, Minneapolis, MN
- Master of Arts in Communication Sciences and Disorders; Montclair State University; Montclair, NJ
- Bachelor of Arts; University of Richmond; Richmond, VA

**Spangenburg, Janice, Ph.D.**

- PhD Business; Regent University; Virginia Beach, VA
- CAGS Organizational Leadership; Regent University; Virginia Beach, VA
- Master of Arts in Organization Development; The Fielding Institute; Santa Barbara, CA
- Master of Science in Management; Troy State University; Troy, AL
- Bachelor of Arts in Business Administration. Saint Leo College; Saint Leo, FL
- Applied Associate of Science in Data Processing; Tidewater Community College; Norfolk VA

**Wilkins, Penny, Ph.D.**

- Doctor of Management in Leadership; University of Phoenix; Phoenix, AZ
- Master of Science Education-Online Teaching & Learning; California State University, East Bay; Hayward, CA

**Young, Stephen B., Ph.D. (ABD)**

- PhD Applied Management and Decision Sciences (Leadership and Organizational Change) (ABD); Walden University; Minneapolis, MN
- Master of Business Administration Management; West Coast University; Los Angeles, CA
- Bachelor of Science in Aerospace Engineering (Business Management); Western Michigan University; Kalamazoo, MI

## SCHOOL OF MANAGEMENT & ADMINISTRATION

The School of Management & Administration offers Associate's, Bachelor's, Master's, and a professional Doctorate degree programs that seeks to develop the critical, analytical, and communication skills of the complete business executive of tomorrow by taking advantage of the most advanced theories, applications, and educational tools of today.

There is no better place to be during this time of economic change than in this city of Los Angeles. L.A. is where business intersects with the shaping of policies, which in turn impact what happens in countries all over the world. At the IAU The School of Management & Administration, we offer you a unique advantage of being embedded in the global economy.

The faculty visualize the IAU graduate as an individual equipped with the broadest range of capabilities to maximize U.S. competitiveness, effectively meeting the challenges of a changing international, economic, legal, social, political, and technological environment.

Our programs are infused with the topics dominating business today. From sustainability to global issues to business ethics and data-driven decision-making; our courses will reshape the way you see the world and your place as a leader in it.

## UNDERGRADUATE BUSINESS PROGRAMS

In the business world, you'll be faced with important decisions every day. That's why our School of Management & Administration undergraduate business degrees prepare you for today's competitive business world by teaching the frameworks and techniques that make those decisions easier.

Our undergraduate business programs will teach you the principles of business and how to apply them in the real world. Our curriculum reflects the latest intelligence that's being used in business today and incorporates the use of innovative virtual learning tools. Plus, it's taught by faculty who have advanced degrees and are working professionals who know how to navigate our rapidly changing business world.

- **Associate Science In Business Administration (ASBA)**
- **Bachelor of Business Administration (BBA)**

## GRADUATE BUSINESS PROGRAMS

You have the talent and energy to achieve your career dreams. Now you need a high-caliber business education to develop the knowledge, skills, and insights that will let you guide your organization to success in a dynamic technological and global environment – a graduate degree that will expand your horizons and enhance your career. IAU Masters or Doctoral programs prepare you for the fast-changing, global business environment of the future. You will have opportunities to hone your decision making and leadership skills in a team environment. The programs will give you the edge you'll need to become a leader in the 21st century.

- **Graduate Certificate In Management (GCM)**
- **Master of Business Administration (MBA)**
- **Doctor of Business Administration (DBA)**



**ASSOCIATE SCIENCE IN  
BUSINESS ADMINISTRATION (ASBA)  
Degree Program**

### ADMISSIONS REQUIREMENTS

- **Pre-Education.** The University requires evidence of an earned bachelor degree in business, management, or administration. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Maximum Credit Awarded:**  
Transfer Credit (TRC): 45 credits  
Standardized Exam Credit (SEC): 45 credits  
Challenge Exam Credit (CEC): 45 credits

### PROGRAM DESCRIPTION

Today's business world demands that successful professionals have a comprehensive knowledge of the economic climate. The Associate of Science in Business Administration (ASBA) 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 university's Bachelor of Business Administration degree program.

### 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.
- 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.

### PROGRAM REQUIREMENTS

Code	Course Title	Units
<b>General Education Module (12 courses)</b>		<b>36</b>
<b>English &amp; Humanities (6 courses)</b>		<b>18</b>
ENG 100	English Composition*	3
ENG 105	English Literature	3
COM 100	Introduction to Communication	3
HUM 100	Introduction to the Humanities	3
HUM 110	Art Appreciation	3
HUM 300	Critical Thinking	3
HUM 310	Comparative Religions	3
HIS 100	World History I	3
HIS 110	World History II	3
HIS 120	US History I	3
HIS 131	US History II	3
HIS 300	Asian History	3
<b>Social Sciences (4 courses)</b>		<b>12</b>
PSY 100	Intro to Psychology	3
SOC 100	Intro to Sociology	3
ANT 100	Introduction to Anthropology	3
POL 100	Introduction to Political Science	3
POL 300	Comparative Governments	3
<b>Math &amp; Sciences (1 course)</b>		<b>12</b>
MAT 100	College Algebra*	3
<b>MAJOR MODULE (14 courses)</b>		<b>42</b>
ACC 100	Financial Accounting	3
ACC 200	Managerial Accounting	3
BUS 100	Introduction to Business	3
BUS 300	Business Ethics	3
BUS 310	Business Law	3
BUS 400	Business Strategy and Policy	3
ECN 100	Introduction to Microeconomics	3
ECN 110	Introduction to Macroeconomics	3
ECN 300	Money and Banking	3
FIN 300	Principles of Finance	3
MGT 300	Principles of Management	3
MGT 320	Organizational Theory and Behavior	3
MKT 300	Marketing	3
MGT 400	Operations Management	3
<b>Electives Module (14 courses)</b>		<b>42</b>
Students complete 14 general elective courses. Elective requirements can also be completed through transfer credit, standardized exam credit or experiential learning credit.		
<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA)</b>		<b>120</b>

**BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

*Degree Program*

**ADMISSIONS REQUIREMENTS**

- **Pre-Education.** The University requires evidence of an earned high school diploma or a GED and recommends successful completion of an earned Associate Degree, or equivalent, or completed at least 2 years of college-level coursework. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Maximum Credit Awarded:**  
 Transfer Credit (TRC): 90 credits  
 Standardized Exam Credit (SEC): 90 credits  
 Challenge Exam Credit (CEC): 90 credits

**PROGRAM DESCRIPTION**

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.

**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.
- 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.

**PROGRAM REQUIREMENTS**

Code	Course Title	Units
<b>General Education Module (12 courses)</b>		<b>36</b>
<b>English &amp; Humanities (6 courses)</b>		<b>18</b>
ENG 100	English Composition*	3
ENG 105	English Literature	3
COM 100	Introduction to Communication	3
HUM 100	Introduction to the Humanities	3
HUM 110	Art Appreciation	3
HUM 300	Critical Thinking	3
HUM 310	Comparative Religions	3
<b>Social Sciences (4 courses)</b>		<b>12</b>
PSY 100	Intro to Psychology	3
SOC 100	Intro to Sociology	3
ANT 100	Introduction to Anthropology	3
POL 100	Introduction to Political Science	3
POL 300	Comparative Governments	3
<b>Math &amp; Sciences (2 courses)</b>		<b>12</b>
AST 100	Introduction to Astronomy	3
ENV 100	Introduction to Environmental Science	3
GEO 100	Introduction to Geography	3
INT 100	Introduction to Information Technology	3
MAT 100	College Algebra*	3
MAT 110	Introduction to Statistics	3
<b>MAJOR MODULE (14 courses)</b>		<b>42</b>
ACC 100	Financial Accounting	3
ACC 200	Managerial Accounting	3
BUS 100	Introduction to Business	3
BUS 300	Business Ethics	3
BUS 310	Business Law	3
BUS 400	Business Strategy and Policy	3
ECN 100	Introduction to Microeconomics	3
ECN 110	Introduction to Macroeconomics	3
ECN 300	Money and Banking	3
FIN 300	Principles of Finance	3
MGT 300	Principles of Management	3
MGT 320	Organizational Theory and Behavior	3
MKT 300	Marketing	3
MGT 400	Operations Management	3
<b>Electives Module (14 courses)</b>		<b>42</b>
Students complete 14 general elective courses. Elective requirements can also be completed through transfer credit, standardized exam credit or experiential learning credit.		
<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA)</b>		<b>120</b>

*\*Required*

**GRADUATE CERTIFICATE IN MANAGEMENT (GCM)**  
*Certificate Program*

**ADMISSIONS REQUIREMENTS**

- **Pre-Education.** The University requires evidence of an earned bachelor degree in business, management, or administration. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Professional Experience.** The University recommends a minimum of 3 years of full-time professional work experience. Submit a resume or Curriculum Vitae (CV).
- **Maximum Credit Awarded:**  
Transfer Credit (TRC): 0 credits  
Standardized Exam Credit (SEC): 0 credits  
Challenge Exam Credit (CEC): 0 credits

**PROGRAM DESCRIPTION**

The Graduate Certificate in Management Certificate Program provides opportunities for specialized study in a focused subject area to enhance career entry and growth. The program can be completed in a much shorter time than a graduate business degree, allowing for program customization to fit particular career needs.

The Graduate Certificate in Management provides an integrated, efficient, and orderly graduate exposure to the discipline of management in a relatively short duration. The program is designed to provide post-baccalaureate students and working professionals with a foundation to facilitate field entry into and career progression in management. This certificate program exposes students to management theories covering human behavior in organizations, motivation, leadership, and managing staff and resources.

**MODE OF INSTRUCTION**

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

**PROGRAM GOALS**

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

- Acquire the knowledge and skills necessary to understand and function in a business and administrative organization;
- Integrate formal academic learning with individual business experience so that meaningful personalized learning takes place; and
- Rollover all courses into IAU's graduate degree program.

**GRADUATION REQUIREMENTS**

- Student must complete 18 semester units of prescribed curriculum.
- 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.

**PROGRAM REQUIREMENTS**

Code	Course Title	Units
<b>Core Module (3 courses)</b>		<b>9</b>
BUS 505	Marketing Management	3
BUS 515	Strategic Planning and Implementation	3
BUS 527	Leadership and Organizational Behavior	3
<b>Concentration/Elective Module (3 courses)</b>		<b>9</b>
ELE I	(Any 500-900 course not required)	3
ELE II	(Any 500-900 course not required)	3
ELE III	(Any 500-900 course not required)	3
<b>Graduate Certificate In Management (GCM)</b>		<b>18</b>

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

*Degree Program*

**ADMISSIONS REQUIREMENTS**

- **Pre-Education.** The University requires evidence of an earned bachelor degree in business, management, or administration. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Professional Experience.** The University recommends a minimum of 3 years of full-time professional work experience. Submit a resume or Curriculum Vitae (CV).
- **Maximum Credit Awarded:**  
 Transfer Credit (TRC): 6 credits  
 Standardized Exam Credit (SEC): 0 credits  
 Challenge Exam Credit (CEC): 0 credits

**PROGRAM DESCRIPTION**

IAU's Master of Business Administration (MBA) Program provides a flexible delivery of traditional on-campus and on-line 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 a promising future. The program incorporates a mix of theory with practical applications and supplements traditional lectures with hands-on case study analysis. While the program stays abreast of current trends, they have staying power, reflecting the broad, fundamental knowledge on which successful careers are built.

IAU's MBA program prepares students to make the most of career opportunities available in the workplace. Starting with the first course, students plan what they want to get out of the program and how they will apply new learning on their jobs. This focus on career outcomes continues throughout the program.

**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 lifelong learning.

**GRADUATION REQUIREMENTS**

- Student must complete 36 semester units of prescribed curriculum.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 3.0 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.

**PROGRAM REQUIREMENTS**

Code	Course Title	Units
<b>Core Module (8 courses)</b>		<b>24</b>
BUS 505	Marketing Management	3
BUS 510	Financial Management	3
BUS 515	Strategic Planning and Implementation	3
BUS 520	Human Resource Management	3
BUS 527	Leadership and Organizational Behavior	3
BUS 533	Management Information Systems	3
BUS 535	Business Law	3
BUS 555	Operations Management	3
<b>Concentration/Elective Module</b>		<b>9</b>
ELE I	(Any 500-900 course not required)	3
ELE II	(Any 500-900 course not required)	3
ELE III	(Any 500-900 course not required)	3
<b>Capstone Module</b>		<b>3</b>
BUS 699	MBA Capstone	3
<b>Master of Business Administration (MBA)</b>		<b>36</b>

**DOCTOR OF BUSINESS ADMINISTRATION (DBA)**  
Degree Program

### ADMISSIONS REQUIREMENTS

- **Pre-Education.** The University requires evidence of an earned bachelor degree in business, management, or administration. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. Further, the applicant must possess an earned master's degree in business administration, management, or related field with at least 30 graduate level semester credits. Applicants with a master's degree, but not in business administration, management, or related field, must take prerequisite courses. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Professional Experience.** The University recommends a minimum of 5 years of full-time professional work experience. Submit a resume or Curriculum Vitae (CV).
- **Maximum Credit Awarded:**  
Transfer Credit (TRC): 9 credits  
Standardized Exam Credit (SEC): 0 credits  
Challenge Exam Credit (CEC): 0 credits

### PROGRAM DESCRIPTION

Doctor of Business Administration program is designed for experienced business professionals who want to translate their industry expertise into leadership positions as consultants or as executives within their organizations. The goal of the Doctor of Business Administration program is to prepare leaders for top-level positions for industry, government, and education and to provide these leaders with a breadth and depth of knowledge that is supported by the ability to effectively address real world issues. On completion of the program, the doctoral graduate will be able to provide real-world based leadership that is grounded in the latest theories to a wide range of business entities in the international marketplace. Further, graduates will be able to clearly and effectively articulate their approach and findings to both a technical and a lay audience in both written and oral forms.

Depending on the student's academic preference, one of two tracks must be chosen. Both tracks require a doctoral research methods course and a proposal for either Track I: Doctoral Project or Track II: Dissertation. The proposal course creates an opportunity for the student to demonstrate application of the knowledge and skills gained in the course work portion of the program and demonstrate the critical thinking and analytical skills required to successfully complete the Doctoral Project or Dissertation.

### PROGRAM OVERVIEW

#### COURSEWORK MODULE

##### Foundation Courses

Building from master-level courses from the student's master degree, DBA students will gain a deeper understanding of contemporary business concepts and practices. By completing the Foundation Courses under the

Coursework Module, students can be confident that they will be well-prepared to tackle the real-world challenges that organizations face.

##### Elective Courses

Once you have completed most of the foundation courses, you can explore your other interests through electives. Customize your DBA to your career goals with the electives you choose. Students are required to choose three elective courses.

##### COMPREHENSIVE EXAMINATIONS

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

By this time, the student should have an idea as to the topic for his/her Doctoral Project or Dissertation. Students will work with a student-selected 3-person Comprehensive Examinations Committee to design questions pertaining to his or her topic of choice. The Committee Chair/Mentor will work with the doctoral student to develop 10 questions. Of the 10 questions submitted, six shall be selected and refined to meet the Committee's standards. Comprehensive Examinations are graded as Pass/Fail.

##### RESEARCH AND PROJECT / DISSERTATION MODULE

The final step is the completion of a Doctoral Project or Dissertation. In either track, the student selects a 3-person Doctoral Project or Dissertation Committee. The Committee Chair/Mentor will work with the doctoral student and serve as the liaison during the process. Together, with guidance from your Committee, the student will complete a Doctoral Project or Dissertation that is worthy to be published.

**Track I:** The Doctoral Project will be a practical application of a field-based project. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. A focus is placed on the delineation of a problem in business and a plan for conducting substantive research leading to its resolution or recommendations.

**Track II:** The Dissertation is expected to make an original and significant contribution to the advancement of professional practice, as well as demonstrating a level of competence appropriate for a doctoral award. A focus is placed on original research, the addition of new knowledge to the field, and a focus on current business issues.

##### 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 the advanced managerial, entrepreneurial, and strategic knowledge and skills of the students;
- Develop the knowledge and skills for managing all facets of contemporary organizations;
- Acquire the expertise in research design and methods necessary to be able to undertake a doctoral-level research project;
- Acquire 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;
- Acquire creativity, research aptitude, analytical thinking, critical analysis, and innovative solutions to organizational problems; &
- Develop the motivation for and appreciation of the acquisition of lifelong learning skills.

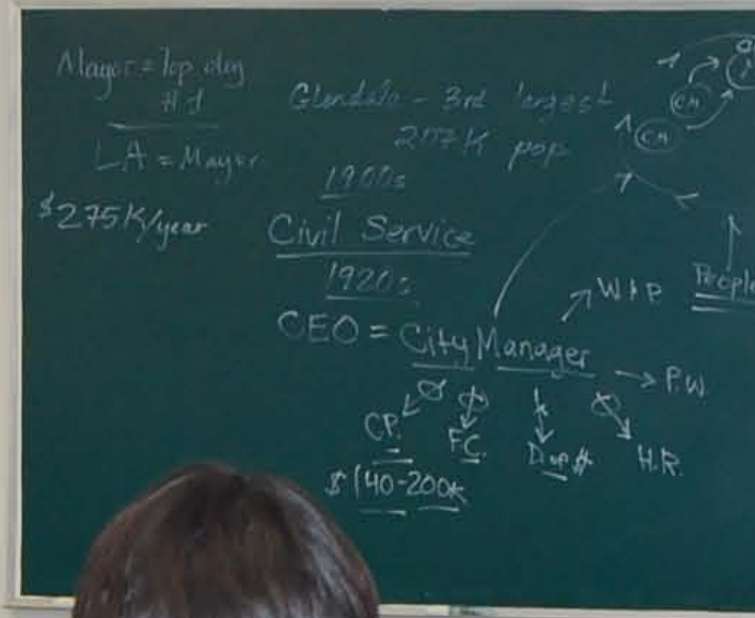
**GRADUATION REQUIREMENTS**

- Student must complete 60 semester units of prescribed curriculum.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 3.0 on a 4.0 scale.
- Satisfactory completion of Comprehensive Examinations and Doctoral Thesis.
- Students must apply for graduation and meet all academic and financial requirements.

**PROGRAM REQUIREMENTS**

<b>DOCTORAL TRACK I: PROJECT</b>		
Code	Course Title	Units
<b>Prerequisite Courses (3 courses)</b>		<b>9</b>
BUS 505	Marketing	3
BUS 510	Financial Management	3
ECN 565	Managerial Economics	3
<b>Core Courses (8 courses)</b>		<b>24</b>
BUS 855	Business Ethics and Social Responsibility	3
BUS 835	Global Leadership	3
BUS 860	Sustainability and Innovation	3
MGT 840	Leading Innovation and Change	3
MGT 850	Managerial Decision Making	3
MGT 855	Knowledge Management	3
MGT 825	Organizational Theory and Design	3
MGT 830	Global Strategic Management	3
<b>Electives (Choose 3 courses)</b>		<b>9</b>
ELE I	(Any 500-900 course not required)	3
ELE II	(Any 500-900 course not required)	3
ELE III	(Any 500-900 course not required)	3
<b>Comprehensive Examination (3 courses)</b>		<b>9</b>
CMP 901	Comprehensive Examination I	3
CMP 902	Comprehensive Examination II	3
CMP 903	Comprehensive Examination III	3
<b>Research and Project (6 courses)</b>		<b>18</b>
RSC 900	Doctoral Research Methods	3
RSC 910	Literature Review	3
RSC 915	Project/Dissertation Proposal	3
RSC 920	DBA Project I	3
RSC 921	DBA Project II	3
RSC 922	DBA Project III	3
<b>Doctor of Business Administration (D.B.A.)</b>		<b>60</b>

<b>DOCTORAL TRACK II: DISSERTATION</b>		
Code	Course Title	Units
<b>Prerequisite Courses 3 courses)</b>		<b>9</b>
BUS 505	Marketing	3
BUS 510	Financial Management	3
ECN 565	Managerial Economics	3
<b>Core Courses (7 courses)</b>		<b>21</b>
BUS 855	Business Ethics and Social Responsibility	3
BUS 835	Global Leadership	3
BUS 860	Sustainability and Innovation	3
MGT 840	Leading Innovation and Change	3
MGT 850	Managerial Decision Making	3
MGT 855	Knowledge Management	3
MGT 825	Organizational Theory and Design	3
<b>Electives (Choose 3 courses)</b>		<b>9</b>
ELE I	(Any 500-900 course not required)	3
ELE II	(Any 500-900 course not required)	3
ELE III	(Any 500-900 course not required)	3
<b>Qualifying Examination (3 courses)</b>		<b>9</b>
CMP 901	Comprehensive Examination I	3
CMP 902	Comprehensive Examination II	3
CMP 903	Comprehensive Examination III	3
<b>Research and Dissertation (7 courses)</b>		<b>21</b>
RSC 900	Doctoral Research Methods	3
RSC 901	Quantitative Analysis	3
RSC 910	Literature Review	3
RSC 915	Project/Dissertation Proposal	3
RSC 930	Dissertation I	3
RSC 931	Dissertation II	3
RSC 932	Dissertation III and Defense	3
<b>Doctor of Business Administration (D.B.A.)</b>		<b>60</b>



## DEPARTMENT OF ENGLISH STUDIES

Our approach to teaching and learning is innovative, modern and friendly, giving you a comprehensive understanding of the English language and English language acquisition.

All of the instructors in the program hold advanced degrees in the teaching of a second language and are committed, energetic professionals.

### ENGLISH AS A SECOND LANGUAGE (ESL) (ESL) Certificate Programs

#### PROGRAM ADMISSIONS

- **Pre-Education.** Evidence of a high school diploma or the student's capacity to engage in post-secondary education.
- **Placement Exam:** A Placement Exam is required for ESL applicant, so that s/he is placed in the appropriate level.
- **Maximum Credit Awarded:**  
Transfer Credit (TRC): 0 credits  
Standardized Exam Credit (SEC): 0 credits  
Challenge Exam Credit (CEC): 0 credits

#### PROGRAM DESCRIPTION

The English as a Second Language (ESL) Program provides instruction for non-native speakers of English. The ESL program offers six levels of 8-week sessions each year. The levels range from providing basic language and life skills for complete beginners to helping advanced students refine their English in preparation for higher education, vocational training, or a career. Reading, writing, listening, speaking, and grammar are included at all levels of instruction.

Standard English as a Second Language (ESL) courses are 3 semester units. For F1/i20 students, the Intensive English as a Second Language (iESL) is 6 semester units per level and meets full-time requirements, per ICE regulations.

Certificate issued after completing each level.

#### MODE OF INSTRUCTION

Instruction can be completed through classroom instruction methodologies only.

#### PROGRAM GOALS

The English as a Second Language (ESL) certificate program will allow students to:

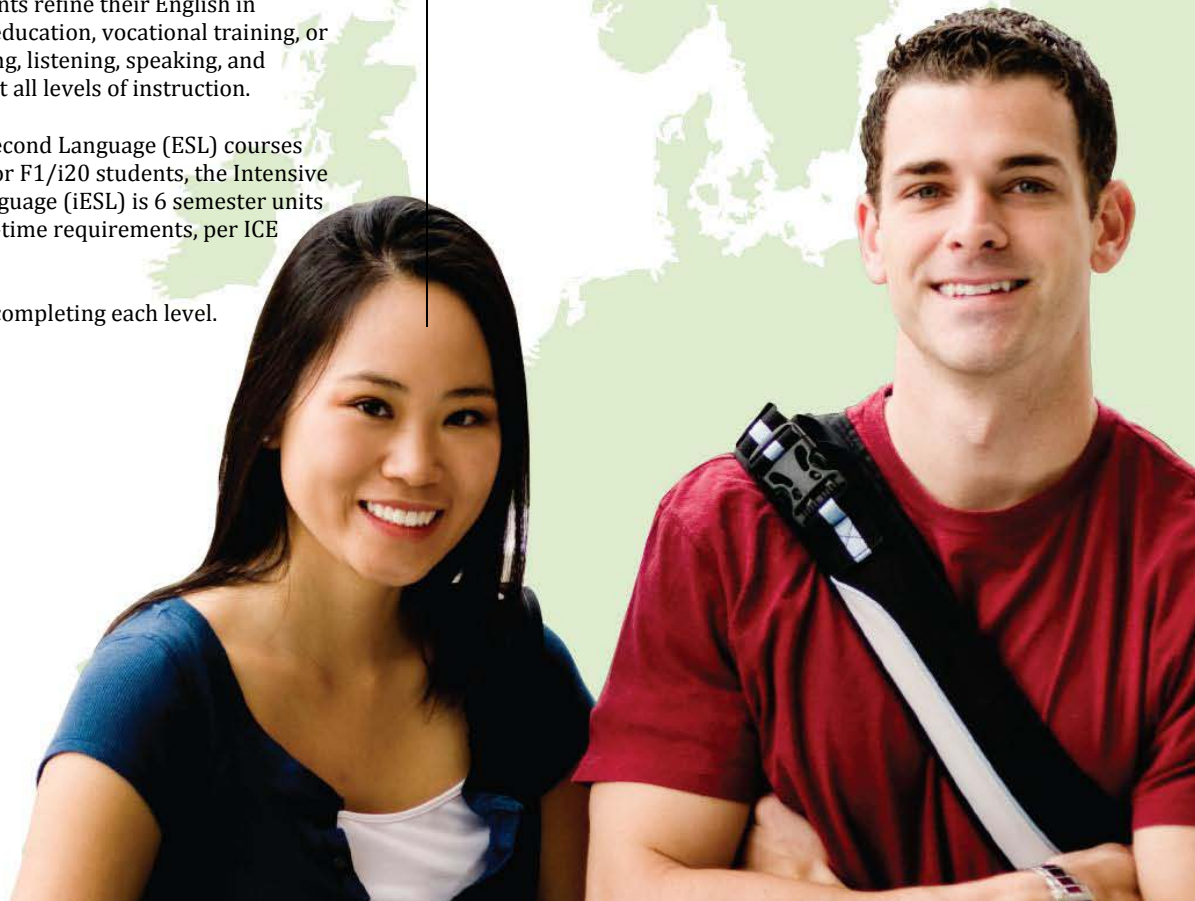
- Use English to communicate effectively in a social setting;
- Use English to achieve academic standards in all content areas; and
- Use English socially and in culturally appropriate ways.

#### COMPLETION REQUIREMENTS

- Student must complete the prescribed level.
- Satisfactory completion of all level with a cumulative G.P.A. of 2.0 on a 4.0 scale.

#### PROGRAM LEVELS

Code	Course Title	Units
ESL 010	Beginner I	3/6
ESL 020	Beginner II	3/6
ESL 030	Intermediate I	3/6
ESL 040	Intermediate II	3/6
ESL 050	Advanced I	3/6
ESL 060	Advanced II	3/6





## CAS DEPARTMENT OF BUSINESS

Our mission is to offer a high-quality accounting and business educational programs that are relevant to Korean undergraduate and graduate students. The CAS Department of Business recognizes its role in American society by assisting Korean-speaking students as they prepare for successful careers in the accounting and business professions.

The CAS Department of Business provides unique Korean-language taught business educational programs in Los Angeles. CAS also seeks to recruit and retain Korean faculty that are professionals in their field that can bring great benefits to our students. Further, CAS establishes and maintains close community involvement through faculty and student interaction with the local Korean business community as well as brings former students and professionals back into the classroom.

### ACCELERATED CERTIFICATE OF ACCOUNTANCY (C.Acc.) Certificate Program

#### PROGRAM ADMISSIONS

- **Pre-Education.** The University requires evidence of an earned bachelor degree in any discipline. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Maximum Credit Awarded:**  
Transfer Credit (TRC): 15 credits  
Standardized Exam Credit (SEC): 0 credits  
Challenge Exam Credit (CEC): 0 credits

#### PROGRAM DESCRIPTION

**Instruction is in Korean only.** The Accelerated Certificate of Accountancy (C.Acc.) is a short certificate program designed for those who desire to prepare for an entry-level career in accounting. The Accelerated Certificate of Accountancy equips students with a basic understanding of accounting standards and principles. This program offers a foundation in public accounting, corporate accounting, personal accounting/financial planning, or auditing professions.

#### Mode of Instruction

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

#### PROGRAM GOALS

The *Accelerated* Certificate of Accountancy (C.Acc.) certificate program will allow students to:

- Learn entry level accounting theories, techniques, and methods;
- Develop the skills to prepare and analyze financial statements for business organizations and nonprofit entities; and
- Acquire knowledge of federal tax laws and procedures as they relate to individuals and business entities.

#### COMPLETION REQUIREMENTS

- Student must complete 27 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 level 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.

#### PROGRAM REQUIREMENTS

Code	Course Title	Units
ACC 100k	Accounting Principles	3
ACC 101k	Intermediate Accounting I	3
ACC 102k	Intermediate Accounting II	3
ACC 103k	Intermediate Accounting III	3
ACC 201k	Advanced Accounting I	3
ACC 202k	Advanced Accounting II	3
ACC 401k	Federal Taxation I	3
ACC 402k	Federal Taxation II	3
ACC 403k	Federal Taxation III	3
<b>Accelerated Certificate of Accountancy C.Acc.)</b>		<b>27</b>

**CERTIFICATE OF ACCOUNTANCY (C.Acc.)**  
*Certificate Program*

**PROGRAM ADMISSIONS**

- **Pre-Education.** The University requires evidence of an earned bachelor degree in any discipline. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Maximum Credit Awarded:**  
Transfer Credit (TRC): 15 credits  
Standardized Exam Credit (SEC): 0 credits  
Challenge Exam Credit (CEC): 0 credits

**PROGRAM DESCRIPTION**

**Instruction is in Korean language only.** The Certificate of Accountancy (C.Acc.) is a certificate program designed for who desire to prepare for an entry-level career in accounting. The Certificate of Accountancy equips students with a thorough understanding of accounting standards and principles. This program offers a foundation in public accounting, corporate accounting, personal accounting/financial planning, or auditing professions. The program also incorporates necessary business principles to ensure a well-rounded understanding of the business environment in which business organizations and nonprofit entities operate.

**MODE OF INSTRUCTION**

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

**PROGRAM GOALS**

The Certificate of Accountancy (C.Acc.) certificate program will allow students to:

- Acquire a solid background in economics, finance, management, law, information systems, quantitative methods, and taxation;
- Apply the Generally Accepted Accounting Principles to business applications;
- Demonstrate an understanding of the legal and regulatory environment within which commercial organizations and accounting professionals must work;

**COMPLETION 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 level 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.

**PROGRAM REQUIREMENTS**

Code	Course Title	Units
<b>Accounting Module (15 courses)</b>		<b>45</b>
ACC 100k	Accounting Principles	3
ACC 101k	Intermediate Accounting I	3
ACC 102k	Intermediate Accounting II	3
ACC 103k	Intermediate Accounting III	3
ACC 201k	Advanced Accounting I	3
ACC 202k	Advanced Accounting II	3
ACC 203k	Cost Accounting	3
ACC 204k	Governmental Accounting	3
ACC 301k	Audit I	3
ACC 302k	Audit II	3
ACC 303k	Audit III	3
ACC 304k	Accounting Ethics	3
ACC 401k	Federal Taxation I	3
ACC 402k	Federal Taxation II	3
ACC 403k	Federal Taxation III	3
<b>Business Module (5 courses)</b>		<b>15</b>
BUS 101k	Business Law I	3
BUS 102k	Business Law II	3
BUS 103k	Business & Industry	3
FIN 101k	Financial Management	3
INT 101k	Information Technology	3
<b>Certificate of Accountancy (C.Acc.)</b>		<b>60</b>

**BACHELOR OF ACCOUNTANCY (B.Acc.)**  
Degree Program

**PROGRAM ADMISSIONS**

- **Pre-Education.** The University requires evidence of an earned bachelor degree in any discipline. All degrees must be earned at an appropriately accredited institution, or foreign equivalent.
- **Maximum Credit Awarded:**  
Transfer Credit (TRC): 90 credits  
Standardized Exam Credit (SEC): 90 credits  
Challenge Exam Credit (CEC): 90 credits

**PROGRAM DESCRIPTION**

**Instruction is in Korean only.** The Bachelor of Accountancy (B.Acc.) is degree program designed for who desire to prepare for a career in accounting. If you want a career as a professional accountant, the B.Acc is designed specifically for you, with rigorous academic courses integrated with a professional orientation. This program will provide you with the knowledge and skills you'll need to enter the fields of public, private sector, corporate and governmental accounting, or to pursue advanced degrees in accounting, business or law.

**MODE OF INSTRUCTION**

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

**PROGRAM GOALS**

The Bachelor of Accountancy (B.Acc.) degree program will allow students to:

- Acquire a solid background in economics, finance, management, law, information systems, quantitative methods, and taxation;
- Apply the Generally Accepted Accounting Principles to business applications;
- Demonstrate an understanding of the legal and regulatory environment within which commercial organizations and accounting professionals must work.

**COMPLETION REQUIREMENTS**

- Student must complete 120 semester units of prescribed curriculum.
- Satisfactory completion of all level 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.

**Program Requirements**

Code	Course Title	Units
<b>General Education Module (10 courses)</b>		<b>30</b>
GED 100	English	3
GED 105	Communication	3
GED 110	Mathematics	3
GED 120	Environmental Science	3
GED 126	Life Science	3
GED 130	Introduction to the Humanities	3
GED 135	World Civilizations	3
GED 140	Introduction to Psychology	3
GED 145	Intro to Sociology	3
GED 150	United States History	3
<b>Accounting Module (15 courses)</b>		<b>45</b>
ACC 100	Accounting Principles	3
ACC 101	Intermediate Accounting I	3
ACC 102	Intermediate Accounting II	3
ACC 103	Intermediate Accounting III	3
ACC 201	Advanced Accounting I	3
ACC 202	Advanced Accounting II	3
ACC 203	Cost Accounting	3
ACC 204	Governmental Accounting	3
ACC 301	Audit I	3
ACC 302	Audit II	3
ACC 303	Audit III	3
ACC 304	Accounting Ethics	3
ACC 401	Federal Taxation I	3
ACC 402	Federal Taxation II	3
ACC 403	Federal Taxation III	3
<b>Business Module (5 courses)</b>		<b>15</b>
BUS 101	Business Law I	3
BUS 102	Business Law II	3
BUS 103	Business & Industry	3
FIN 101	Financial Management	3
INT 101	Information Technology	3
<b>General Electives Module (10 courses)</b>		<b>30</b>
Students complete 10 general elective courses. Elective requirements can also be completed through transfer credit, standardized exam credit or experiential learning credit.		
<b>Bachelor of Accountancy (B.Acc.)</b>		<b>120</b>



International

American University



IAU 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.

## **ADMISSIONS EVALUATION**

In evaluating applicants to the University, the Office of Admissions & Records considers a candidate's potential for success both while in school and beyond.

Applicants are required to submit an Admissions Portfolio (AP). Details of the AP can be found on the IAU website. 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.

## **U.S. IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) / STUDENT VISAS**

International American University was approved on March 6, 2009 by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degree and English language training programs. *SEVIS school code#: LOS214F01373000*

## **ENGLISH INSTRUCTION**

The University provides English as a Second Language (ESL) instruction.

## **HOUSING**

The University does not have dormitory facilities under its control. Housing is the responsibility of the student. There are many apartments for rent within a 1 to 10 mile radius. Many are within walking distance. Single bedroom apartments may cost \$900 to \$1,300/month. Many families have rooms for rent from \$600 to \$800/month.

## **STUDENT IDENTIFICATION CARD**

ID cards are issued identification by the University to students, faculty, staff, or other authorized individuals for the purposes of identification and access to campus activities, facilities, and services. The official University identification card non-transferable, remains the property of the University, is governed by the University regulations, and expires when the holder is no longer affiliated with the University. ID cards must be surrendered upon request by an authorized officer of the University. Each card includes a unique photograph, text, and information for the individual to whom it is issued.

## **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.

## **STUDY GROUPS**

### **Classroom Students**

The University believes that study groups can be very valuable in the learning process. They can provide support, discipline, and ready feedback. Classroom Students can form study groups on campus. Areas are made available for students to study together on campus.

### **Online 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 online professors and academic staff to enhance their learning.

## **myIAU STUDENT PORTAL**

The University utilizes a web-based student information management system (SIMS). The software displays biographical data, student grades, and financial balance. Password protected, students can log-in to check on his or her progress on program completion, financial balance, or print unofficial transcripts. Students can also receive mass messages, general news, or announcements through this web portal.

## **LEARNING RESOURCES**

Are you a student who aspires to become a business professional? Then take advantage of the student online resources made available by IAU. These online resources expand on the concepts found in our texts by providing additional resources and content that will help facilitate learning. A strong foundation in information systems is essential to keep up with the fast changing business world of today; let our online resources lay the groundwork that will empower you to build a successful tomorrow!

### ProQuest Research Library

IAU's campus library 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, management, and English.

ProQuest Research Library is a web library that is available for all IAU students. From business and political science to literature and psychology, ProQuest Research Library™ provides one-stop access to a wide range of popular academic subjects. The database includes more than 4,000 titles - nearly 2,800 in full text - from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of general reference volume and scope makes it one of the broadest, most inclusive general reference databases ProQuest has to offer.

### e-Resources

IAU has compiled a number of free online library resources. This is a collection of resources that includes articles, books, and journals. Some of the resources are available in summary form only, while others are available in full text. IAU's Directory of Online Resources is intended to provide students with a comprehensive, up-to-date guide to a wide variety of informational resources available on the World Wide Web that relate to the concept of business and management.

### Publications / Forms

IAU publications and forms can be found throughout the IAU website. Please visit [www.iau.la](http://www.iau.la).

You will need [Adobe Acrobat Reader](#) to download the forms, if you don't already have it installed on your computer.

### Plug-Ins / Freeware

We have a selection of PC-compatible plug-ins & freeware available for download. These are all freeware and should work without problems with any Windows PC. Please read the notes included in the download files for terms and conditions of use and redistribution.

### 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 Dean of Academics, 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.

### 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 found at [www.iau.la](http://www.iau.la).

*See also Student Records Policies*

### GIFT SHOP

The University offers IAU memorabilia for students and graduates. Giftware includes such items as University diploma frames, class rings, pad-folios, mugs, key chains, and other memorabilia. Please visit our website at [www.iau.la](http://www.iau.la). Giftware is subject to availability.

### GRADUATION SERVICES

Graduation from the University is a significant accomplishment and tells a great deal about your dedication and willingness to finish what you started. Challenging yourself to earn a degree in any of University's programs is exciting, but reaching your academic goals is something you will always be proud of.

You are awarded your degree when you:

- Have applied for graduation and a formal graduation evaluation is conducted.
- Successfully complete all academic requirements in your program of study.
- Have an overall grade point average of 2.0 at the undergraduate level and 3.0 at the graduate level.
- Satisfy all financial obligations.

Allow 4-6 weeks to receive your Graduation Package; international students please allow up to 8 weeks.

### 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. It promotes a positive image of the University and its alumni through communication, service and leadership.

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, WITHDRAW, LEAVE-OF ABSENCE POLICIES

### CANCELLATION OR WITHDRAWAL 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  
4201 Wilshire Blvd., Suite #610  
Los Angeles, CA 90010*

The e-mail address is [registrar@iau.la](mailto:registrar@iau.la). The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. See *Cancellation or Withdrawal Policy herein*.

### ATTENDANCE POLICY

#### Hybrid 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.

#### Online Students

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

### 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 Academic Affairs by completing the LOA Request 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.

### FULL-TIME ENROLLMENT F1/I-20 STUDENTS

The U.S. Immigration and Naturalization Service requires F1 students to be enrolled as full-time students.

- Undergraduate full-time enrollment: **12** units
- Graduate full-time enrollment: **9** units

## ACADEMIC & GRADING POLICIES

### ACADEMIC YEAR

IAU operates a trimester calendar. There are three (3) trimesters per calendar year.

#### Spring (Jan-Apr)

- Session 1 (Jan-Feb)
- Session 2 (Mar-Apr)

#### Summer (May-Aug)

- Session 1 (May-Jun)
- Session 2 (Jul-Aug)

#### Fall (Sep-Dec)

- Session 1 (Sep-Oct)
- Session 2 (Nov-Dec)

### 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 2 weeks after the term has ended.

### TIME BETWEEN GRADING & EVALUATION

Submitted assessments for courses shall be graded and returned to students typically within 5 business days. This will allow faculty ample time to review, critique, and provide constructive feedback.

#### **COURSE REPETITION POLICY**

Students may repeat for any course for credit for which they have received a substandard grade. Upon student request, when such repetition has taken place, the prior grade will be replaced with current grade for grade point computation. Standard tuition fees are applicable.

#### **GRADE REPORTS**

At the end of each session or term, notification of the student's academic standing and report of grades achieved while in enrollment at the University are provided to each student via myIAU. 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 Academic Affairs.

#### **GRADES & GRADE POINTS**

Student performance in courses is indicated by one of following grades. Grades which carry point value, and which are used in determining the grade point average (G.P.A.), are as follows:

A	=	4.00	Grade Points
A-	=	3.75	Grade Points
B+	=	3.25	Grade Points
B	=	3.00	Grade Points
B-	=	2.75	Grade Points
C+	=	2.25	Grade Points
C	=	2.00	Grade Points
C-	=	1.75	Grade Points
D+	=	1.25	Grade Points
D	=	1.00	Grade Points
D-	=	0.75	Grade Points
F	=	0.00	Grade Points

Grades NOT used to compute grade point average

CEC	=	Credit By Exam
PASS	=	Pass
PA	=	Portfolio Assessment
NO PASS	=	NO PASS
SEC	=	Standardized Exam Credit
W	=	Student Withdrawal

#### **SATISFACTORY ACADEMIC PROGRESS**

##### **Undergraduate Student**

An undergraduate student who falls below a cumulative grade point average of 2.0 must receive academic advising. An undergraduate student who falls below a cumulative grade point average of 2.0 for 2 consecutive terms must

receive academic advising and will be placed on academic probation. An undergraduate student who falls below a cumulative grade point average of 2.0 for 3 consecutive terms is academically dismissed.

##### **Graduate Student**

A graduate student who falls below a cumulative grade point average of 3.0 must receive academic advising. A graduate student who falls below a cumulative grade point average of 3.0 for 2 consecutive terms must receive academic advising and will be placed on academic probation. A graduate student who falls below a cumulative grade point average of 3.0 for 3 consecutive terms is academically dismissed.

#### **APPEALING A GRADE**

Students who have questions regarding their grade in a course should confer directly with the instructor. Students who also believe the grade awarded is demonstrably improper by reason of capricious or arbitrary grading should confer directly with the instructor of the course or, if the instructor is unavailable, with the head of the department. Students who are unable through such discussion to arrive at a mutually agreeable solution may file a written appeal with the Dean of the department offering the course. Prompt attention to these concerns is important. The appeal must be filed within six working weeks after the start of the next semester.

#### **COMPLETION TIME**

##### **Minimum Completion Time**

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

##### **Maximum Completion Time**

Students are required to complete a degree program within 150% of the standard time of completion of the time of their admission.

<b>Program</b>	<b>Standard (Yrs)</b>		<b>150% (Yrs)</b>	
	<b>F/T</b>	<b>P/T</b>	<b>F/T</b>	<b>P/T</b>
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	N/a	N/a	N/a	N/a

## RULES OF CONDUCT

### CHEATING AND PLAGIARISM

The Council of Writing Program Administrators (WPA) defines plagiarism to be,

***“In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”***

Academic writing in American institutions is filled with rules that students often don’t know how to follow. A working knowledge of these rules, however, is critically important; inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of somebody else’s words or ideas. A charge of plagiarism can have severe consequences, including expulsion from a university. This section is designed to help writers develop strategies for knowing how to avoid accidental plagiarism.

Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied.

#### Choosing When to Give Credit

##### Need to Document

- When you are using or referring to somebody else’s words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium.
- When you use information gained through interviewing another person.
- When you copy the exact words or a "unique phrase" from somewhere.
- When you reprint any diagrams, illustrations, charts, and pictures.
- When you use ideas that others have given you in conversations or over email.

##### No Need to Document

- When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject.
- When you are using "common knowledge" — folklore, common sense observations, shared information within your field of study or cultural group.
- When you are compiling generally accepted facts.
- When you are writing up your own experimental results.

### ACTION AGAINST 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. Referral to the Dean of the University, as appropriate.

### GRIEVANCE PROCEDURE

Students have the right to address grievances to the Executive Director. The Executive 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 Executive 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 Executive 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 Executive Director shall keep a record of the allegation, nonetheless. The student shall be informed accordingly.

### STUDENT HEALTH AND SAFETY REGULATIONS

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

## PHOTO RELEASE

As a condition of their employment with IAU, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to IAU with respect to reproduction, display or other use of any photographs in connection with their employment with IAU. Students, as a condition of their enrollment and attendance at IAU, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to IAU with respect to reproduction, display or other use of any photographs depicting them on campus or in connection with their coursework at IAU.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, or offices; directory shoots or with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by IAU faculty or staff and the copyrights with respect thereto are and/or become the property of IAU's. The digital photos or video footage are added to the University's library of images, which becomes a resource for the University's Web site and publications.

## 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.

### 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.

### AVAILABILITY OF STUDENT RECORDS

Student permanent 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 kept permanently.

## 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, GRADES, OR INFORMATION 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. 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.

### 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.

## FINANCIAL POLICIES

The University is committed to doing everything possible to help eligible Students meet their financial needs. Major responsibility for securing the necessary financial resources rests with the student. 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.

## 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.

For the CAS Dept. of Business programs, the enrollment agreement shall be written in language that is easily understood for the student - Korean. This is to ensure that the student is able to understand the terms and conditions of the enrollment agreement. The student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in Korean.

## PAYMENT

All students pay a per-credit-hour rate based on how class credits they take may each term. It is the policy of the University to collect all tuition and other fees from a student at the time of registration.

## FORM OF PAYMENT

Students may use electronic funds transfer, personal or business checks, cashier's check or money order. Returned checks are subject to "returned check" fee.

## 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.

## FEDERAL AND STATE FINANCIAL AID PROGRAMS

The University **does not** currently participate in state or federal financial assistance programs. Financial assistance may come in the form of private scholarships or the University Scholarships.

## CANCELLATION OR WITHDRAWAL POLICY

A student may withdraw from a course 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. Student's notice of cancellation must be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Official notification in writing must be received before any withdrawal from the University is processed.

## CANCELLATION OR WITHDRAWAL PROCEDURE

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

*Office of Admissions & Records  
International American University  
4201 Wilshire Blvd., Suite #610  
Los Angeles, CA 90010*

The e-mail address is [registrar@iau.la](mailto:registrar@iau.la). The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed.

Once received, the Office of Academic Affairs will approve the Cancellation or Withdrawal.

## REFUND POLICY

IAU shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

IAU 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.

## CANCELLATION OR WITHDRAWAL WHILE USING LOAN

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### PRO RATA REFUND CALCULATION POLICY

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Under this policy, the minimum refund allowed shall be as follows:

<u>Percent of Attendance Time</u>	<u>Maximum Amount of Refund</u>
1 <sup>st</sup> week	100%
2 <sup>nd</sup> week (Days 8-14)	80%
3 <sup>rd</sup> week (Days 15-21)	62.5%
4 <sup>th</sup> week (Days 22- 28)	50%
5 <sup>th</sup> week (Day 29 and after)	0%

### REFUND EXAMPLE

#### Undergraduate Example

- The non-refundable Application for Admissions Fee costs \$75, while a 3-unit undergraduate course costs \$600.
- The student paid \$75 for the non-refundable Application for Admissions Fee, plus \$600 for the course. Therefore, the student paid \$675 total to IAU.
- The 3-unit course spans 8 Lessons/weeks. The student attends 2 weeks and withdraws during the 2<sup>nd</sup> week.
- The student is entitled to a pro rata refund of 80% of his/her \$600 tuition paid, which is \$480.

#### Graduate Example

- The non-refundable Application for Admissions Fee costs \$75, while a 3-unit graduate course costs \$1,200.
- The student paid \$75 for the non-refundable Application for Admissions Fee, plus \$1,200 for the course. Therefore, the student paid \$1,275 total to IAU.
- The 3-unit course spans 8 Lessons/weeks. The student attends 4 weeks and withdraws during the 4<sup>th</sup> week.
- The student is entitled to a pro rata refund of 50% of his/her \$1,200 tuition paid, which is \$600.

### STUDENT TUITION RECOVERY FUND (STRF)

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

***STRF IS NON-REFUNDABLE.***

We understand that you may work full-time, have children, and must fulfill other outside commitments. When comparing quality and cost, IAU is your best option. Our tuition is competitively priced to make achieving a quality education affordable and realistic for the average person.

F1/I-20 students should plan carefully for their financial support while attending IAU, as local living expenses can be relatively high.

## SCHOLARSHIPS

### President's Scholarship

Established to encourage high 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.

Application is available at [www.iau.la](http://www.iau.la)

### Global Economic Scholarship

The GLOBAL ECONOMIC SCHOLARSHIP was established to encourage men and women of economically disadvantaged countries to pursue an education in business. It is realized that to improve a country's economic condition, there is a compelling need for high-quality business leaders. The goal is to develop business leaders who will positively impact their home country.

Application is available at [www.iau.la](http://www.iau.la)

## SCHEDULE OF FEES

### Tuition Fees

CAS (per unit) .....	\$185
Undergraduate (per unit) .....	\$200
Graduate (per unit) .....	\$400

*\*Tuition does not include application fee, optional service fees, textbook prices, material fee, or other charges.*

### Non-Tuition Fees

Application for Admissions** .....	\$75
Application for Admissions (F1/I-20) ** .....	\$175
Official Transcript .....	\$5
Duplicate Diploma .....	\$25
Duplicate Student ID card .....	\$5
8.5"x11" Diploma Frame.....	\$80
11"x14" Diploma Frame.....	\$90
Diploma frame shipping (domestic).....	\$25
Diploma frame shipping (international) .....	\$100
Late Registration Fee.....	\$25
Returned Check Fee .....	\$25
Textbooks .....	Varies
Thesis Bindery.....	Varies
Re-issue damaged or lost I-20.....	\$5
STRF** .....	0.25% of Tuition

*\*Fees subject to change without prior notice.*

*\*\*Non-refundable*



Courses offered at IAU have been identified by course codes and numbers that are comparable to accredited institutions' numbering system. The course code is a 3 letter identifier for a major division of an academic subject. The course code is related to the content of the course, rather than the department in which it is taught. All courses are 3 semester units, unless otherwise indicated.

100-299	Undergraduate lower division courses
300-499	Undergraduate upper division courses
500-799	Graduate master courses
800-999	Graduate doctoral courses

## SCHOOL OF MANAGEMENT & ADMINISTRATION

### **ACC 100 Financial Accounting**

This course is designed to provide an introduction to financial accounting from the users' perspective. Its primary purposes are to promote understanding of financial accounting information for decision-making purposes and to focus on financial accounting's role in communication business results.

### **ACC 200 Management Accounting**

This course introduces the student to the use of accounting information by managers. Topics include the use of accounting information for planning and control, capital investment, performance evaluation, decision-making and the statement of cash flows, along with financial statement analysis.

### **ANT 100 Introduction to Anthropology**

This course introduces students to a global perspective through exploring the range of human diversity to liberate from a very parochial view and appreciate the full sweep of the human condition. The emphasis will be on critical, thinking, the evaluation of competing hypotheses, and skills to generalize from specific in providing a holistic and integrative approach to humanity.

### **AST 100 Introduction to Astronomy**

This course is a one-semester introduction to astronomy without a required laboratory. This course is an introduction to astronomy; covering Earth-Sky relationships, an overview of the Solar System, the Sun, the stars, our Galaxy, other galaxies, the large-scale structure of the Universe, and cosmology.

### **BUS 100 Introduction to Business**

This course is designed to provide a foundation in such general business areas such as accounting, finance, economics, marketing, business law, and other business subjects.

### **BUS 110 Business Communication**

This course is an introduction to business and professional communication at individual and corporate levels; individual-level topics cover organizational communication, business vocabulary, speaking and writing, professionalism and interviewing; corporate-level topics focus on marketing, advertising, public relations, corporate communications, crisis communication management, business and communication plans, proposals; guest speakers from for-profit and not-for-profit organizations.

### **BUS 300 Business Ethics**

This course confronts a number of morally and legally thorny issues that arise on both a domestic and international scale. It will present arguments raised by partisans of conflicting viewpoints, sorting out the competing interests that motivate them.

### **BUS 310 Business Law**

This course introduces students to the legal concepts that influence business relationships, decisions, and practices. Topics covered are contracts, property rights, torts, financial transactions, and business related crimes.

### **BUS 320 International Business**

This course introduces the concept of international business as a system and the theories which underlie it; institutions which are visual evidences of it; production, marketing, financial, legal and other subsystems which comprise the total system. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

### **BUS 330 Introduction to E-Commerce**

This course is designed to create a comprehensive awareness of e-commerce (e-business), beginning with the "basics", i.e. terms, concepts and definitions, working toward and facilitating a wide understanding and appreciation of e-commerce (e-business) applications, and the vital role they play in modern business practice.

### **BUS 400 Business Strategy and Policy**

This course focuses on giving students the opportunity to develop and apply the theories, tools, and concepts they have accumulated throughout the program. Emphasis will be on problem-solving and decision-making. The course will consist of lectures and case studies.

### **COM 100 Introduction to Mass Communications**

This course introduces students to modern journalism and mass communication; mass communication media and effects; role and influence of journalistic media such as newspapers, magazines, broadcast media, photojournalism, computers and related fields of advertising and public relations.

### **ECN 100 Introduction to Microeconomics**

This course studies business enterprises, institutions, market specialization and exchange, pricing and output, competition and monopoly, and government regulations. Additional topics include current economic problems and international economic development.

### **ECN 110 Introduction to Macroeconomics**

This course covers economic activity and growth, determination of income, employment, output, inflation, aggregate demand and supply, money and banking, monetary and fiscal policies, and international economic issues.

**ECN 300 Money and Banking**

This course addresses classical and contemporary issues in the theory of money, banking, and financial institutions. The course will focus on money creation process, to endogenous money versus exogenous money, and to the ability of the Federal Reserve to stabilize the economy.

**ENG 100 English Composition**

This is a course in composition and English language studies. The two goals of the course are to achieve competence with the use of English and fluency with written English. To accomplish the first goal, focus will be on the structure of the English language, and to accomplish the second goal, students will study how several writers create their work.

**ENG 105 English Literature**

This course introduces the perceptive analysis of poetry, fiction, and drama. Students are exposed to a broad range of literary texts organized around a central theme, topic, or genre.

**ENV 100 Introduction to Environmental Science** This course is intended for students interested in understanding how humans and other species interact with one another and with their surrounding physical environment. Students will investigate how different ecosystems function and respond to changes in various biological, chemical, and geological processes.

**GEO 100 Introduction to Geography**

This course introduces geography as a "spatial" science that covers a broad field covering both physical and cultural aspects of the Earth's surface. This course will focus on the Earth's geology and natural resources, Earth's population patterns, Earth's cultural patterns, Earth's political patterns, and many other relevant topics.

**HIS 100 World History I**

This course interweaves stories of human interactions with nature and each other. This is an environment-centered approach about humans distancing themselves from the rest of nature and searching for a relationship that strikes a balance between constructive and destructive exploitation, and how human cultures have become mutually influential yet mutually differentiating. This is the first of two courses and begins with 5000 BC and ends at the Renaissance.

**HIS 110 World History II**

This course is a continuation of HIS 100 and begins with the Renaissance up to the 21st century.

**HUM 100 Introduction to Humanities**

The course will cover significant ideas, art forms, philosophies, and scientific developments in Western culture since the Renaissance. Through examining such ideas and events, student will see the traditional ways in which humans viewed their relationship with the past, with the future, with God, with nature, with other humans, and with themselves.

**HUM 110 Art Appreciation**

Through lectures, readings, gallery visits and hands-on activities, students will develop an understanding of the elements of art, a basic vocabulary for describing visual art, a general understanding of the role art has played throughout Western history, and contemporary trends.

**HUM 300 Critical Thinking**

This course introduces the student to critical thinking and argumentation. It involves getting ideas, using sources, evaluating kinds of evidence, and organizing material. There is an emphasis on contemporary arguments.

**HUM 310 Comparative Religions**

This course designed to begin the student's inquiry into to the academic study of religion and the major faith systems of the world through a comparative approach. Students will study the religions of Hinduism, Buddhism, Judaism, Christianity, and Islam, and learn about their foundations, beliefs, and how they express their beliefs.

**INT 100 Introduction to Information Technology**

This course is a historical and practical introduction to computer and network terminology, applications, and concepts. Students will be exposed to a variety of tools available to find and access information on the Internet, to exchange information between computers, and to perform basic web design. Students will explore applications (such as browsers and spreadsheets) as well as different computing environments (such as Windows and UNIX).

**MAT 100 College Algebra**

This course is designed to provide an introduction and review of the components of algebra at the undergraduate level. It is an overview of the fundamental concepts of algebra and topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

**MAT 110 Introduction to Statistics**

This course studies the science of analyzing data and arriving at reasonable conclusions based upon that analysis. The student examines the application of statistical analysis, hypothesis testing, and regression analysis in business decision making. The course will focus on the use of statistical methods as applied to business operations and problems.

**MGT 300 Principles of Management**

This course is an introduction to the management function. It will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control. This class will review the evolution of management thought, function and practice and will stress current approaches and emerging concepts.

## **MGT 310 Human Resources Management**

This course studies the relationship between management and employees; principles of dealing with the human factor to maximize the individual's fulfillment and the production efficiency of the firm through sound procurement, development, and utilization of the firm's human assets; and labor-management relations.

## **MGT 320 Organizational Theory and Behavior**

This course is an introduction to individual and group processes involved in management-employee relationships, leadership, group dynamics, management, communications, motivation, culture, and conflict resolution. Modern topics of participatory management, emotional intelligence, organizational change, and theories of leadership will be explored.

## **MGT 330 Information Management**

This course introduces students to the procedures, tools, and techniques used in planning and managing major IT projects. Issues covered include definition, planning, implementation, control and evaluation of IT projects. The course also focuses on developing the manager's ability to organize and lead project teams, and conflict resolution.

## **MGT 400 Operations Management**

This course provides an introduction to the topics and mathematical techniques for solving problems in the design, planning, and controlling of manufacturing and service operations and quality. It concentrates on the technological issues of business activities and presents a systematic study of managerial and mathematical techniques for making goods and services.

## **MGT 410 Project Management**

This course examines project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are discussed throughout this course.

## **MKT 300 Marketing**

This course studies the character and importance of the marketing process, its essential functions, and the enterprises that use these functions. The course will focus on marketing management, distribution channels, selling trends, consumer behavior, pricing, promotions, and marketing research.

## **MKT 310 Pricing Strategies**

The course will establish a foundation for effective pricing decisions by teaching key economic, analytical and behavioral concepts associated with costs, customer behavior and competition. The course will also introduce students to advanced pricing techniques that aim to create additional value, including dynamic pricing, segmented pricing, pricing structures, and promotions and highlight practical applications of these approaches within a variety of specific industry contexts.

## **MKT 400 Public Relations**

This course studies public relations and practices as an integral part of information gathering. It includes the role of public relations in developing favorable external public opinion toward an organization, corporation, institution, or individual.

## **MKT 410 Advertising**

This course introduces advertising in terms of its relationship with marketing, economics, management, and behavioral sciences and includes the planning, staffing, directing, and controlling of advertising and its economic and social impacts.

## **MKT 420 Consumer Behavior**

This course introduces a wide range of behavioral concepts, and explores the strategic implications of customer behavior for marketers. The course challenges students to explore the realities and implications of buyer behavior in traditional and e-commerce markets.

## **POL 100 Introduction to Political Science**

This course is a study of the scope and methods of political science, including such topics as systems analysis, political culture, political behavior, governmental structures, and governmental processes.

## **POL 300 Comparative Governments**

This course surveys major variations in domestic politics across the world, and it reviews leading explanations for these differences. Emphasis is on the role that government institutions, economic interests, political ideologies, and social identities play in shaping politics across countries.

## **PSY 100 Introduction to Psychology**

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior.

## **SOC 100 Introduction to Sociology**

This course introduces students the core concepts in sociology, including sociological perspectives on culture, social structure, socialization, social institutions, personality and the self, prejudice and discrimination, the significance of race, class, and gender, political and social change, demography, human ecology, and crime and deviance.

## **GRADUATE LEVEL COURSES**

### **ACC 860 Managerial Accounting**

This course examines advanced topics in management accounting relative to information needs regarding planning, control, and decision-making. Topics covered include cost concepts, job-order, activity-based and process costing, analyzing cost behaviors, cost-volume-profit relationships, and capital budgeting.

**BUS 501 American Business Culture**

This course provides international students with an in-depth understanding of American business practices by offering opportunities to strengthen communications skills. Students gain increased skills in oral and written English language with particular emphasis on grammar, communications formats and terminology relevant to American business practice. Issues of career management, interpersonal and group communication and corporate practices are also addressed.

**BUS 504 Business Career Strategies**

This course provides an in-depth framework for building a successful and satisfying career in business. Students will develop strategies for personal growth as they create a skills inventory and discover their personal learning styles.

**BUS 505 Marketing Management**

This course is a managerial approach to the study of marketing. There is an emphasis on the nature and scope of the marketing managers' responsibilities and on marketing decision making.

**BUS 509 Marketing for Non-Profit**

This course is intended to further the student's understanding of the ways in which marketing and strategy can be applied to a number of non-profit management areas. It will integrate the basic theory and concepts with practical applications appropriate to the non-profit organization. The course will maintain an overall managerial perspective in examining the ways in which various constituencies fulfill their strategic organizational objectives through the application of strategic marketing practices.

**BUS 510 Financial Management**

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

**BUS 514 Financial Management for Non-Profit**

This course is a detailed study of theories and practices of not-for-profit financial management and decision making, including budgeting, reporting requirements, nonprofit accounting, and financial standards. The role of financial management in maintaining the fiscal health and legal status of the nonprofit organization is the primary focus. Emphasis is on budgeting, fund accounting, cash flow analysis, expenditure control, long-range financial planning, audits, and grant and contract management.

**BUS 515 Business Strategy**

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**

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**

This course focuses on the behavior of individuals and groups within diverse organizations and on organizational structure and processes. There is heavy emphasis on leadership, change management, team development and continuous improvement practices and experiences. Topics include management, leadership, change, team development, dynamics and teamwork, transforming business processes, and process improvement structure.

**BUS 527 Leadership and Organizational Behavior**

This course provides the concepts and skills for the ethical leadership of people in organizations. It also introduces the basic behavioral skills needed for self-management and promoting productive relationships with others in organizations.

**BUS 530 E-Commerce Management**

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 for Managers**

This course examines 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 540 Marketing & Public Relations**

This course provides the fundamental knowledge of the organizational structures, management styles, and problems commonly encountered in the management public relations or advertising firms and the advertising and/or public relations departments in a corporation or government agency.

## **BUS 545 Entrepreneurship**

This course is a study of the essentials of entrepreneurship and small business management. The concepts, techniques, tools and management processes to facilitate successful small businesses and start up companies. It also examines how to become a successful entrepreneur.

## **BUS 550 International Business**

This course addresses the issues and current trends in global corporate social responsibility and responsible globalization. The quadruple bottom line of social, environmental, cultural, and economic responsibility will be explored. This course will also explore the differences between domestic and international businesses and the impact of the global economy on all functions of business.

## **BUS 555 Operations Management and Supply Chain**

This course applies planning and controlling concepts to increase the value of the supply chain. Students learn to evaluate and improve operational processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location, and business forecasting.

## **BUS 560 Accounting Management Applications**

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.

## **BUS 623 Quantitative Analysis for Management**

This course is a study of quantitative approach to management decision making in order to develop mathematical and statistical models as tools for managers to optimize decision-making process.

## **BUS 655 Master's Thesis / Project**

This course allows advanced master students to work on a project which will be formally crafted and submitted as a hardbound manuscript. The aim of this project is for the student to demonstrate understanding and application of core concepts from the Master of Business Administration (MBA) curriculum related to a specific area of management under the guidance of an academic instructor/advisor.

## **BUS 680 SCORE Internship**

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.

## **BUS 699 MBA Capstone**

In this Capstone course, students will conduct an assessment of a real company and assess the management system using the Baldrige Criteria. The Baldrige Criteria are organized into an Organizational Profile and seven categories: Leadership; Strategic Planning; Customer Focus; Measurement, Analysis, and Knowledge Management; Workforce Focus; Operations Focus; and Results. Students will present their final project to a business and academic audience.

## **BUS 700 Baldrige Process**

In this course, students will conduct an assessment of a real company and assess the management system using the Baldrige Criteria. The Baldrige Criteria are organized into an Organizational Profile and seven categories: Leadership; Strategic Planning; Customer Focus; Measurement, Analysis, and Knowledge Management; Workforce Focus; Operations Focus; and Results. Students will present their final project to a business and academic audience.

## **BUS 855 Business Ethics & Social Responsibility (3 units)**

This course is intended to help students make ethical choices in a business context. It investigates ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and managing people. The impact that various leadership styles have on organizations and communities will also be presented.

## **BUS 899 Special Topics in Business (3 units)**

This course allows students to participate in a seminar-type of environment designed to examine contemporary issues in business. This course supplements the core and elective courses in the area of business by focusing on issues of current and special interest. Course may be repeated for credit if content differs. Graduate students may apply a maximum of 3 credit hours of these seminars as electives to meet the credit-hour requirement for graduation.

## **BUS 900 Course Completion Strategies (3 units)**

This course provides an overview of the expectations of the doctoral program in detail. Topics covered are APA writing style, how to organize the Doctoral Committee, Comprehensive Examination, research topics for the thesis, and other relevant topics.

**CMP 901 Comprehensive Examination I**

Once all coursework has been successfully completed, doctoral students are required to complete a comprehensive examination. This examination is designed to ensure that candidates are adequately prepared to undertake the research required for a doctoral project/dissertation and to teach university level courses in their chosen field. They are meant to test candidates' competencies.

**CMP 902 Comprehensive Examination II**

This is a continuation of the doctoral dissertation process. In this course the candidate will begin to provide written answers to the approved comprehensive examination questions.

**CMP 903 Comprehensive Examination III**

This is a continuation of the doctoral dissertation process. In this course the candidate will begin to provide written answers to the approved comprehensive examination questions to the comprehensive examination committee and have received feedback. The course culminates with an oral examination based on the comprehensive examination questions.

**ECN 565 Managerial Economics**

This course is intended to help students make ethical choices in a business context. It investigates ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and managing people. The impact that various leadership styles have on organizations and communities will also be presented.

**ECN 865 Economic Theory and Policy**

This course is an advanced course in economics with a focus on the relevance and applicability of economic concepts and how these concepts can be used to analyze and explain events in the business environment. The course involves the use of economic and mathematical models and their application in the business world.

**ECN 870 International Economics**

This course will introduce both the micro-economic and macro-economic issues relevant to the economic relations among countries via international trade. The first half of the course deals with the microeconomic issues of international trade, and covers such issues as why do countries trade, what do they trade, how are the gains from trade distributed, and protectionism vs. free trade and regional economic integration. The second half of the course deals with issues in international finance and macroeconomics, and covers such issues as the markets for currencies and exchange rates (fixed vs. flexible), balance of payments, adjustment processes, and open economy macroeconomics (role of monetary and fiscal policies) in a general equilibrium framework.

**FIN 810 Advanced Financial Management**

This course is designed as an advanced course in financial management and analysis. Studies include capital budgeting, cost of funds, and capital structure and valuation. Selected topics include real options, derivatives and risk management, bankruptcy and reorganization, lease financing, takeovers, mergers, and multinational financial management. The course is a combination of problem-solving and case study methodologies that are used to illuminate theories and techniques in financial analysis and planning.

**MGT 825 Organizational Theory & Design**

This course provides an overview of the marketing research process as part of an organization's decision support systems. Topics include research design, attitude measurement, along with data sources, collection and analysis of a real-world marketing research project.

**MGT 830 Global Strategic Management**

This course addresses the issues and current trends in global corporate social responsibility and responsible globalization. The quadruple bottom line of social, environmental, cultural, and economic responsibility will be explored. This course will also explore the differences between domestic and international businesses and the impact of the global economy on all functions of business.

**MGT 835 Global Leadership**

This course is designed for students that potentially will be leading and managing in a global context. Course material will concentrate on developing a global perspective, dealing with diverse cultures, building relationships and partnerships, understanding elements of international human resources management, and developing personal competencies in global leadership practices.

**MGT 840 Leading Innovation and Change**

This course 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. It also prepares students for the ethical dilemmas they will face in their business careers.

**MGT 855 Knowledge Management**

This course is focused on developing a general framework for the effective development and utilization of an organization's knowledge competencies. Students will develop knowledge and understanding of contemporary theories and practices of knowledge management (KM) by examining the theoretical understanding of knowledge management to real life situations and by integrating different dimensions of knowledge management arising from human resource management, information systems and strategic management.

**MGT 860 Leadership in Organizations**

This course has a primary focus on managerial leadership and presents a broad survey of theory and research on leadership in formal organizations. The course deals with both theory and practice of leadership.

## **MGT 870 Quantitative Analysis for Management**

This course involves quantitative analysis in a production and business environment. The course will cover descriptive statistics, inferential statistics, and math models with business applications to analyze production, management, and organizational problems.

## **MRK 805 Marketing Research and Competitive Strategy**

This course provides an overview of the marketing research process as part of an organization's decision support systems. Topics include research design, attitude measurement, along with data sources, collection and analysis of a real-world marketing research project.

## **RSC 800 Business Research Methods**

This course investigates several research methods applicable to business, including survey design; experimental design; statistical analysis of survey and experimental data; multivariate statistical analysis including analysis of variance, multiple regression, the general linear model, factor analysis, and other methods; time series analysis; and other topics. It provides examination of contemporary approaches to qualitative analysis in business to include practice using such qualitative research techniques as open-ended interviewing, focus groups, and the case study approach.

## **RSC 900 Doctoral Research Methods**

This course is designed for the practitioner-researcher, looking to develop their research, analytical, conceptual and critical thinking skills to the highest level and become innovators in their chosen fields of expertise. This course focuses on a working knowledge of the principles that will assist the student in any type of scholarly inquiry, including a doctoral dissertation. Additional focus will be on the students' acquisition of substantive, foundational knowledge of research and its methodologies. Quantitative and qualitative frameworks for inquiry will be introduced.

## **RSC 901 Quantitative Analysis**

This course will provide an introduction to statistical methods for students of business using SPSS. The course will provide an introductory foundation in statistical inference, enabling the student to become a competent producer of basic statistical research. In addition the skills acquired will enable the student to become a somewhat more sophisticated consumer of more advanced research methodologies. The course includes a general introduction to quantitative research methodology, descriptive statistics, their use and interpretation, the essential elements of probability, the foundations of statistical inference, and an overview of selected hypothesis tests.

## **RSC 902 Qualitative Analysis**

This course introduces students to qualitative methods and design in the context of business research. Particular attention is given to the indications of the use of qualitative research and design relative to the topic and nature of the research. Students will be introduced to models of qualitative analysis including narrative research, phenomenological research, grounded theory research, ethnographic research, and case study research.

## **RSC 910 Literature Review**

This is a continuing course in the doctoral program. The purpose of this course is for the candidate, in conjunction with his/her mentor, to develop a literature review for the doctoral dissertation/project.

## **RSC 920 DBA Project I**

The student will begin the doctoral project, which demonstrates the student's ability to design and conduct research independent, albeit guided, project producing an original piece of research and making a significant contribution to solving a problem and expanding the knowledge base in the specific discipline.

## **RSC 921 DBA Project II**

This is a continuation of the doctoral research project. The focus will be on the literature review and the appropriate methodology to be used in the project. The DBA Project Proposal will continue to be developed.

## **RSC 922 DBA Project III**

This is the final phase in the doctoral research project process. The candidate may not enroll in this course unless he/she has received IRB approval for the project. The candidate will continue with his/her research and finish the remaining chapters of the project. The course is complete when the candidate submits the manuscript for approval and completes an oral defense.

## **RSC 930 Doctoral Dissertation I**

The student completes the doctoral thesis project, which demonstrates the student's ability to design and conduct research independent, albeit guided, dissertation producing an original piece of research and making a significant contribution to solving a problem and expanding the knowledge base in the specific discipline.

## **RSC 931 Doctoral Dissertation II**

This is a continuation of the doctoral dissertation process. The focus will be on the literature review and the appropriate methodology to be used in the dissertation. The DBA Dissertation Proposal will continue to be developed.

## **RSC 932 Doctoral Dissertation III & Defense**

This is the final phase in the doctoral dissertation process. The candidate may not enroll in this course unless he/she has received IRB approval for the project. The candidate will continue with his/her research and finish the remaining chapters of the dissertation. The course is complete when the candidate receives approval from dissertation committee, completes an oral defense, and submits the manuscript for approval and completes an oral defense.

## CAS DEPARTMENT OF BUSINESS

*Instruction is in Korean language only.*

### **ACC 100k Accounting Principles**

This course is an introduction to basic accounting concepts and principles. The course presents the basic techniques and procedures of accounting for proprietorships.

### **ACC 101k Intermediate Accounting**

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: revenue recognition, inventory, and GAAP. The course emphasizes the construction of the basic financial statements – the income statement, balance sheet, and cashflow statement – as well as their interpretation. Each topic will be extensively discussed with a focus on the CPA exam.

### **ACC 102k Intermediate Accounting II**

This course is an in-depth study of the concepts and standards underlying the financial accounting and reporting process, as well as the process itself. Emphasis is on generally accepted accounting principles for income and assets. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 101)

### **ACC 103k Intermediate Accounting III**

This Course covers liabilities and equities, especially long-term debt, convertible securities, equity issuance, dividends, share repurchases, employee stock options, pensions, leases, and derivative securities. Related topics covered include allocation of Partnership income, changes in ownership, transactions between a partner and the partnership, and partnership liquidation. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 102)

### **ACC 201k Advanced Accounting I**

Advanced Accounting concentrates on issues relating to business combinations and the preparation and reporting of consolidated financial statements. Emphasis is placed on both the cost method and partial equity for recording investments and for workpaper procedures. Other topics include accounting for Foreign Currency Transactions, and Foreign Statement Translation. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 103)

### **ACC 202k Advanced Accounting II**

This course covers basic accounting principles for governmental and other not-for-profit organizations. Students will learn to record transactions prepare financial statements for state and local governments and school districts, colleges and universities, hospitals, fiduciary funds, and other nonprofit organizations. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 201)

### **ACC 203k Cost Accounting**

This course introduces the student to coverage of cost-volume-profit relationships, job order and process costing system, budgeting and budget variance analysis. This course also applies cost accounting concepts and procedures to particular business decision. Topics covered include cost allocation, joint product cost and by-product cost, process costing, and transfer pricing. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 202)

### **ACC 204k Governmental Accounting**

This course covers basic accounting principles for governmental and other not-for-profit organizations. Students will learn to record transactions prepare financial statements for state and local governments and school districts, colleges and universities, hospitals, fiduciary funds, and other nonprofit organizations. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 202)

### **ACC 301k Audit I**

This course primarily deals with the process by which the external company auditor, within the U.S. professional and legal framework, independently appraises and reports on the truth and fairness of the company's financial statements. The course is practice-oriented and, in keeping with current trends in the auditing profession, a risk-based audit approach is emphasized. Auditing theory is integrated with audit methodology so as to enable students to better appreciate the fundamental concepts and principles that underlie auditing practice. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 202 or equivalent)

### **ACC 302k Audit II**

This course includes a consideration of the historical role of the auditor and the changing role in today's environment, the organization of the accounting profession, and the new influences of the public company accounting oversight board. It introduces the students to generally accepted auditing standards, professional ethics, and legal liability. A conceptual theory of auditing is discussed and practical examples of auditing techniques and work programs are used to illustrate the application of the theory. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 301)

### **ACC 303k Audit III**

This course develops an understanding and appreciation of the philosophy of the auditing process and the role of internal and external auditing in an organization. The concepts of risk and control, evidence and documentation are considered. The operational approach of the internal auditor is contrasted with the attestation focus of the external auditor. Each topic will be extensively discussed with a focus on the CPA exam. (PQ: ACC 302)

## **ACC 304k Accounting Ethics)**

This course explores ethics and professional responsibility in the accounting profession. Students will discuss the evolutionary role of ethics as it pertains to the accounting profession. The course will also have students investigate and analyze case studies regarding ethical situations and issues confronted by the accounting profession. The course will also provide an introduction to professional responsibilities required of those in the CPA profession as prescribed by the state boards of accountancy. *(PQ: ACC 204)*

## **ACC 401k Federal Taxation I**

This course is designed to give students the knowledge to prepare an individual tax return, to compute estimated tax payments and tax credits, and to understand taxable versus non-taxable income, and deductible versus non-deductible items. Also the understanding of tax treatment of Like-kind transaction in property and taxpayer's penalty. Each topic will be extensively discussed with a focus on the CPA exam.

## **ACC 402k Federal Taxation II**

This course is primarily designed to provide the students with a fundamental understanding of federal taxation of business entities. Topics covered in this course include : Corporate formation, contribution, liquidation, and reorganization. This course also puts emphasis on learning to prepare S-corporation tax returns. Each topic will be extensively discussed with a focus on the CPA exam. *(PQ: ACC 401)*

## **ACC 403 Federal Taxation III**

This course introduces the student to the federal income tax system and covers the taxation of partnership. The course presents the income tax concepts of partnership interests, contributions, distributions, and partnership organizations. This course also puts emphasis on learning to prepare an Estate, Trust, and Gift tax returns. Each topic will be extensively discussed with a focus on the CPA exam. *(PQ: ACC 402)*

## **ACC 491k Accounting Seminar**

This course provides students with in-depth exposure to taxation as it relates to selected topics. Topics will vary from semester depending upon instructor and topics of current interest.

## **DEPARTMENT OF ENGLISH STUDIES**

### **ESL 010 Beginner I (3/6 units)**

This level 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 (3 or 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 (3 or 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 (3 or 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 (3 or 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 (3 or 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.







## *Shaping Tomorrow's Leaders Today!*

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