

2009 Catalog

**SEVIS
Approved**



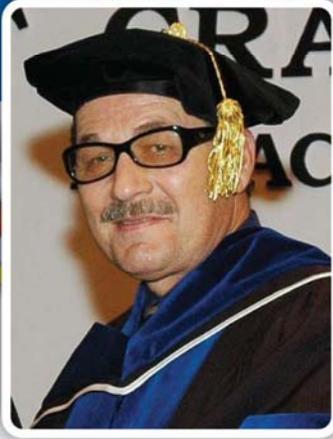
Shaping tomorrow's leaders today!



**International
American University**

Los Angeles, California, USA
www.iau.la

MESSAGE FROM THE DEAN



**Dr. Stephen Tvorik, Dean
School of Business & Technology**

Dear Prospective IAU Student,

Welcome to International American University and the diverse and rich opportunities that are available to you on our campuses. Education is the key to personal growth, and professional career development. These opportunities are here for you. Take advantage of them. Explore, experience, and embrace IAU. If you are looking for the chance to work toward greatness, to become successful business professionals and contributing citizens, we can help you achieve those goals, and make dreams come true.

With new programs added, we are able to meet the demands of today's professional workforce. IAU continues to shape the leaders of tomorrow. I hope that you choose to pursue your educational journey through International American University and be part of the real IAU experience.

Sincerely,

Stephen Tvorik

*Stephen Tvorik, Ph.D., Dean
School of Business & Technology*



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ABOUT INTERNATIONAL AMERICAN UNIVERSITY**Introduction**

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

Management University of America, Inc. was incorporated in the State of California in 2005 and decided to transfer its knowledge of business management to the classroom. MIA sought CA State approval in 2006, focusing on what it knew best--business. In late 2006, MIA legally changed its name to the "International American University" (IAU), with its emphasis on international business education.

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

Mission

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

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

Purpose

The purpose of International American University is to offer a business management curriculum that challenges our students to integrate their professional and life experience with mastery of the academic content. IAU is devoted to the preservation, increase, and application of knowledge. Programs offered by IAU are designed to provide a working knowledge of principles and procedures, which are fundamental to his or her future role as a manager or executive.

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.

Address

International American University contact information

1529 E. Palmdale Blvd. #212
Palmdale, CA 93550
Tel: (661) 947-7778
Fax: (661) 947-7778
Web: www.iau.la
Email: info@iau.la



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LEGAL OPERATIONS, APPROVALS, LICENSES, AFFILIATIONS**Ownership & Governance**

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

California State Approval

In 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. The Bureau approves schools to operate and to offer educational programs under the Department of Consumer Affairs. The approval process is designed to ensure that institutions meet certain academic standards and deliver the quality of education promised in their promotional materials. Approval under this section indicated that the institution is compliance with minimum state standards. State Approval does not imply any endorsement or recommendation by the state or the bureau.

BPPVE school code#: 41500926

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

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

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

United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS)

International American University is approved 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 degrees. The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at IAU. Rules for Visa Application may vary in each country. You should contact the U.S. Consulate in your country for the latest instructions on how to apply for a Student Visa. IAU will update our website with the latest information on SEVIS for international students.

SEVIS school code#: LOS214F01373000

Compliance

IAU operates its main campus in the city of Palmdale and is compliant with all applicable federal, state, local regulations and requirements. The facility complies with local fire, safety and health standards, including accessibility for the handicapped.

Educational Affiliations & Listings

- **Association for Private Postsecondary Education in California (AAPEC)**
IAU is a founding member in good standing of APPEC, which provides assistance and services to California's private colleges and universities.
- **College Directory Network (CDN)**
Featuring 6,886 schools with 10,819 campuses offering 230,849 programs in 41 states, the College Directory Network is the largest database of post-secondary education on the Internet. It has never been so easy to find the IAU!
- **Worldwide Classroom (WWC)**
For the past 38 years, WWC has been compiling and sharing information about programs around the world which welcome international participation and further educational and intercultural goals.



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UNIVERSITY ADMINISTRATION & FACULTY

ADMINISTRATION

Peter P. Vinh, D.D.S.

President

Stephen Tvorik, Ph.D.

Dean, School of Business & Technology

Guy Langvardt, Ph.D.

Dean, Online Education

Chae Chung, M.B.A., C.P.A.

Chief Financial Officer

Ryan Doan, M.B.A.

Executive Director/PDSO

Pauline Kim, B.S.

Admissions Coordinator

Deryk Doan, B.S.

Registrar

Maylin Mendez

Front Desk Administrator

Skylar Jeong, B.A.

Administrative Coordinator

Sean Park, B.A.

IT Support

DEPARTMENT OF ENGLISH STUDIES / GENERAL EDUCATION FACULTY

Amaya, Okima

- 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

Ash, Deborah S.

- Master of Science in Education; Capella University, Minneapolis, MN
- Bachelor of Science in Business Administration; Davenport University; Battle Creek, MI

Calcaterra, Garrett

- Master of Fine Arts; Chapman University, Orange, CA
- Bachelor of Science in Chemistry & Biology; Pacific University; Forest Grove, OR

Doan, Long

- 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

Ebersold, Laura D.

- Master of Arts in TESOL; California State University, Los Angeles; Los Angeles, CA
- Bachelor of Arts in Liberal Studies; California State University, Los Angeles; Los Angeles, CA

Felicelli, Jennifer

- Master of Science in Clinical Psychology; University of Alaska; Anchorage, AK
- Bachelor of Arts in Psychology & Bachelor of Arts in French; Marietta College; Marietta, OH

Hall, Kristopher

- Master of Education; National University; Costa Mesa, CA
- Bachelor of Arts in Business Management; Whitworth College Spokane, WA

Hollyman, Kris

- Master of Education; University of Washington, Seattle; Seattle, Washington
- Bachelor of Arts in Education; University of Puget Sound, Tacoma, WA

Kraychir, Hank

- Master of Liberal Studies; Excelsior College; Albany, NY
- Master of Education in E-Learning (Leadership, Administration and E-Learning); Jones International University; Englewood, CO
- Bachelor of Science in Individualized Studies; Charter Oak State College; New Britain, CT
- Associate of Arts; Long Beach City College; Long Beach, CA

Lange, Lisa J.

- Master of Arts in Composition & Rhetoric; Portland State University; Portland OR
- Bachelor of Arts in English; Portland State University; Portland OR

Lott, Michael R.

- Master of Fine Arts in Creative Writing; National University; Costa Mesa, CA
- Master of Arts in Mass in Communication; CSU Northridge; Northridge, CA
- Master of Arts in Humanities; CSU Dominguez Hills; Dominguez Hills, CA
- Bachelor of Arts Political Science; CSU Dominguez Hills; Dominguez Hills, CA
- Bachelor of Arts in Film and Electronic Media; CSU Long Beach; Long Beach, CA
- Associate of Arts in Administration of Justice; Cerritos College; Cerritos, CA

Mannette, Mark T.

- Master of Fine Arts; Mary Baldwin College in partnership with the American Shakespeare Center; Staunton, VA
- Master of Letters in Shakespeare and Renaissance Literature in Performance; Mary Baldwin College; Staunton, VA
- Bachelor of Fine Arts; University of Bridgeport; Bridgeport, CT
- Associate of Arts in Theatre Arts; Dean College; Franklin, MA

Madsen, Jennifer R.

- PhD Psychology; Capella University, Minneapolis, MN
- Master of Science in Psychology; Capella University, Minneapolis, MN
- Bachelor of Science in Psychology, Minors: Sociology and Educational Psychology; University of Minnesota; Twin Cities, MN

Posada, Anthony

- TESOL Certificate; California State University Los Angeles, Los Angeles, CA
- Bachelor of Arts in East Asian Studies; University of California Los Angeles, Westwood, CA

Poole-Christian, Kerentha

- Master of Arts in Communication Sciences and Disorders; Montclair State University; Montclair, NJ
- Bachelor of Arts; University of Richmond; Richmond, VA

Sanchez, Gilbert

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

Sims, Deborah H.

- PhD, Psychology; Capella University; Minneapolis, MN
- Master of Arts in Counseling; Webster University; St. Louis, MO
- Master of Science in Behavioral Sciences in Psychology; Cameron University; Lawton, OK
- Bachelor of Science in Pre-Clinical Psychology; Northwestern State University; Natchitoches, LA

Singh, Chanpreet K.

- Master of Arts in Applied Psychology; Steinhardt School of Education, New York University; NY, NY
- Bachelor of Arts in Psychology; Queens College, CUNY; Flushing, New York

Torshizi, Mouhammad

- 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 BUSINESS &
TECHNOLOGY FACULTY**

Bittner, Rhonda

- Masters Organizational Management; University of Phoenix Online
- Bachelor of Arts in Management; Davenport University; Grand Rapids, MI

Burnett, Richard

- Master of Business Administration University of Phoenix; Woodland Hills, CA
- Bachelor of Science in Business Administration; University of Phoenix; Woodland Hills, CA

Cao, Dac-Buu

- PhD Information Technology Management; Capella University; Minneapolis, MN
- Master of Science Computer Science; West Coast University;
- Bachelor of Science in Information & Computer Science; University of California, Irvine; Irvine, CA

Chambers, Yakira

- Master of Business Administration; Southern Illinois University; Edwardsville, IL
- Bachelor of Science in Business Management; Southern Illinois University; Carbondale, IL

Clark, Jorna

- Master of Business Administration; Regis University; Denver, CO
- Bachelor of Science in Business Administration; Regis University; Denver, CO
- Associate of Science in Business Administration; Antelope Valley College, Lancaster, CA

Coloma, Limuel

- Master of Business Administration; Wesleyan University-Philippines; Cabanatuan City, Philippines
- Bachelor of Science in Business Administration; Philippine School of Business Administration; Manila, Philippines

Davidson, Joshua

- Master of Business Administration; University of Phoenix Graduate School of Business; Phoenix; AZ
- Bachelor of Arts in Communication / Journalism; Harding University; Searcy, AR

D'Cruz, Marguerite

- Master of Business Administration; Southern New Hampshire University; Manchester, NH
- Diploma In Marketing; Chartered Institute Of Marketing, UK
- Diploma in Communication Studies; Communication, Advertising, Marketing Education Foundation, UK
- Diploma In International Advertising; International Advertising Association, New York, NY

Duru, Chika

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

Eichler, Gregg

- Juris Doctor; University of the Pacific, McGeorge School of Law; Sacramento, CA
- Bachelor of Arts in Political Science; California State University, San Jose; San Jose, CA
- Associate of Arts in General Education; Santa Monica College; Santa Monica, CA

Gardner, Audra L.

- PhD Organization and Management; Capella University; Minneapolis, MN
- Master of Arts in Health Care Administration; San Jose State University; San Jose, CA
- Bachelor of Science in Health Science (Community and Occupational Education) San Jose State University; San Jose, CA

Gilbert, Mathew

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

Hua, Nichola T.

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

Hussein, Madgy

- PhD Organization and Management; Capella University, Minneapolis, MN
- Master of Business Administration, Global Management; University of Phoenix; San Jose, CA
- Bachelor of Science in Electrical Engineering; Helwan University; Cairo

Keogh, Mathew

- 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

Keels, Stephen

- Master of Arts in Economics; University of Georgia-Athens; Athens, GA
- Bachelor of Arts in Economics; University of Georgia-Athens; Athens, GA

Langvardt, Guy

- 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

Lai, Nagar

- PhD in Philosophy; Universidad Empresarial; Costa Rica
- Doctor of Letters; St. Clements University; TURKS & CAICOS Islands British West Indies
- Master of Business Administration; University of California, Santa Barbara; Santa Barbara, CA
- Diploma of Electrical Engineering, Hong Kong Polytechnic University
- Diploma of Management Studies, Hong Kong Polytechnic University
- Diploma of Marketing, Chartered Institute of Marketing, Chartered Marketer
- Postgrad (International Marketing)

Lee, Julian

- Master of Science in Economics and Business; Stockholm School of Economics; Stockholm, Sweden

Lopez, Louis, Jr.

- 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

Mestman, Ben-Gourion I.

- PhD Organizational Management (Leadership); Capella University; Minneapolis, MN
- Master of Business Administration; University of Colorado; Denver, CO
- Bachelor of Arts in Behavioral Science / Business Management; Metropolitan State College; Denver, CO

Midcalf, Verta

- 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

Quimpo, Evangeline

- Master of Arts in Public Management; Development Academy of the Philippines
- Bachelor of Science in Psychology; Philippine Normal University; Manila, Philippines

Rehnborg, Nicole

- PhD Business Organization and Management (Leadership); Capella University; Minneapolis, MN
- Master of Business Administration; California State University Dominguez Hills Carson, CA
- Bachelor of Science in Business Management; University of Phoenix Roseville, CA

Roussas, Steven

- PhD Management and Technology; Capella University; Minneapolis, MN
- Master of Science in Engineering Systems Management; Arizona State University; Tempe, AZ
- Bachelor of Science in Mathematics; Central Michigan University; Mt. Pleasant, MI

Salazar, Leo

- Bachelor of Arts in Psychology; California State University at Northridge; Northridge, CA
- CETC Licensed

Spangenburg, Janice

- 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

Tvorik, Stephen

- PhD Strategic Management; Walden University; Minneapolis, MN
- Master of Business Administration; University of LaVerne; LaVerne, CA
- Bachelor of Science in Education (Primary & Secondary Education); Ohio University; Athens, OH
- Bachelor of Fine Arts in Photography and Art; Ohio University; Athens, OH

Uzomah, Chidi

- DBA; United States International University; San Diego, CA
- Master of Business Administration, Management/Marketing; West Coast University; Los Angeles, CA
- Bachelor of Science in Business Administration; California State University Dominguez Hills
- Associate of Arts in Business Administration; Compton College; Compton, CA

Vaughan, David S., Jr.

- Master of Business Administration; John University of Phoenix, Phoenix, AZ
- Bachelor of Fine Arts; Virginia State University; Petersburg, VA

Vaughan, Estella B.

- Master of Business Administration, Healthcare Management; University of Phoenix, Phoenix, AZ
- Bachelor of Arts in Organizational Management; Eastern University; St. David, PA
- Associate of Arts in Law/Paralegal Studies; Peirce College; Philadelphia, PA

Young, Stephen B.

- 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

Zacharia, Rachel

- Master of Business Administration; Western Illinois University, Macomb, IL
- Master of Business Administration; University of Calicut, Kerala, India
- Bachelor of Science in Biochemistry; Bharathiar University; Coimbatore, India

Zirkle, Leticia

- Master of Business Administration (Marketing Management); California State University of San Bernardino; San Bernardino, CA
- Post Graduate Certificate In Human Resources Management; Chapman University, San Diego, CA
- Bachelor of Arts in Management; University Of Phoenix; Van Nuys, CA



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ADMISSIONS**GENERAL POLICIES****Admissions Philosophy**

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

Non-Matriculated Applicants

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

High School Attestation

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

Official Transcript

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

Graduate Entrance Examinations

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

Waiver of Bachelor Degree Requirement

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

Standardized Exam Credit (SEC)

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

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

Transfer Credit (TRC)

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

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.



Experiential Learning Credit (ELC)

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

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

- **Save Time.** Successful completion of a Request for Prior Experiential Learning credit can cut a significant amount of time from the degree-completion process.
- **Save Money.** Credits awarded through Request for Prior Experiential Learning credit assessment are evaluated for a fee much lower than tuition.
- **Gain Understanding.** The process helps students understand how they have acquired learning.
- **Value Knowledge.** Credit awards show the value of experiential learning.

Applicants with Foreign Degrees

If you completed your degree at a foreign (outside of the United States) college or university, you will need to provide an official evaluation of your academic credentials completed by a National Association of Credential Evaluation Services member (www.NACES.org) or other reputable foreign credential evaluation agency. These agencies will interpret your educational credentials and identify the U.S. equivalents in terms of both credits and degrees. They can also evaluate high school work if you need proof that you have the equivalent of a U.S. high school diploma.

If you wish to receive transfer credit for coursework completed at a foreign college or university, you will need to submit a professional "course-by-course", or detailed evaluation of your coursework. Official evaluation of your credentials by one of these agencies does not guarantee that IAU will accept all or any of your coursework. IAU, not the agency doing the evaluation of your foreign credentials, determines the final decision for the acceptance of transfer credits.

ADMISSIONS REQUIREMENTS**English as a Second Language (ESL) Certificate Program**

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

Certificate of Achievement / Graduate Management Certificate Program

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

Associate's Degree Program

- Pre-Education: The University will require either evidence of a high school diploma, or some completed college-level coursework. If applicant is applying for Associate degree program and has no prior college coursework completed, applicant must complete High School Attestation form.
- Maximum Transfer Units: The maximum number of transfer credits for the undergraduate Associate degree program is 30 semester units.
- Standardized Exams: 30 semester units.
- Prior Experiential Learning: The maximum number of Experiential Learning credits for the undergraduate Associate degree program is 15 semester units.

Bachelor's Degree Program

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

Master's Degree Program

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

Doctor's Degree Program

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



ELIGIBILITY FOR INTERNATIONAL STUDENTS

Welcome to International Student Admissions at IAU! 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 iStudent 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.

SEVIS

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 allows schools and the U.S. Immigration and Naturalization Service (INS) to exchange data on the visa status of international students/ scholars. On July 1, 2002 the INS implemented SEVIS with voluntary enrollment from schools. IAU has been participating in SEVIS since March 2009. **SEVIS school code#:**
LOS214F01373000

Application Submission

Submit an Application for Admissions: iStudents and all required documents at least 60 days prior to the opening of the academic term for which admission is sought. Please be advised that we will be able to consider your application for the semester you wish to enroll only if we receive all of the required documents. In order to process your application for admission in a timely manner, we request that you submit your application as soon as possible.

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

Health Insurance

Health insurance is mandatory for international 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.

English Fluency for International Applicants

Proficiency in reading, writing, speaking, and understanding English is essential to your success at IAU. No applicant is admissible unless she/he can demonstrate proficiency in the English language. At the Office of Admissions' discretion, proficiency may be demonstrated by:

1. An official score report of a standardized exams, such as Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)
2. Completion of post-secondary level certificate or degree program in country where English is primary language;
3. Completion of a post-secondary level ESL course, college-level English course, or completion of certificate or degree program taken at an English-speaking postsecondary institution; or
4. Writing sample, personal interview, nature of employment.

Financial Capability

Before a U.S. consul will grant a visa, you must prove that you will have sufficient money to meet all your expenses while studying in the United States. You must explain the source of your funds and guarantee that you will receive them while at the University. Unless you are able to provide written evidence demonstrating you have adequate financial resources for the entire time needed to complete your degree program, the consul will not grant a student visa.

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 \$12,000 per year). Immigration laws only permit employment in special cases and only on a part-time basis.

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 to the total available funds.

APPLICATION PROCESS & PROCEDURE

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.



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

- a) Application for Admissions (required): Complete all items on the printed Application for Admission form.
- b) Application Fee (required): Submitting an application requires a \$75.00 non-refundable application fee.
- c) Library Acknowledgement Form (required): Student will be responsible for obtaining access to sufficient library resources. Student must complete and submit the library acknowledgement form.
- d) Official Transcripts (required): Request official transcripts from all Colleges or Universities that you have attended since graduating high school. You may submit personal copies for evaluation purposes. Official copies must be received directly from the issuing College or University prior to official enrollment.
- e) High School Attestation (optional): If applicant is applying for Associate degree program and has no prior college coursework completed, applicant must complete High School Attestation form.
- f) Foreign Credential Evaluation (FCE) (required for foreign students): If you completed your degree at a foreign (outside of the United States) college or university, you will need to submit a professional foreign credential evaluation.
- g) Bachelor Degree Waiver (optional): If applicant is applying for Bachelor degree waiver for graduate degree program, please complete Application for Bachelor Degree Equivalency. Please complete and submit this application and associated fees in addition to the standard Application for Admissions and Application Fee. This application does not substitute the standard Application for Admissions.
- h) Standardized Exam Credit (SEC) (optional): Submit any exams cores directly to the Office of Admissions.
- i) Experiential Learning Credit (ELC) (optional): The University recognizes that not all learning takes place in a traditional classroom, and we are pleased to offer students a way to receive college credit for learning they have acquired through their professional and life experiences. Upon applying, you may submit this Prior Experiential Learning Credit request to the Office of Admissions for review.



After the Admissions Portfolio has been received, the Office of Admissions will conduct a formal Academic Credential Evaluation (ACE). This will allow the applicant to understand what credit has been awarded for transfer credit, standardized exams, and experiential credit.



After the Admissions Portfolio has been received, the Office of Admissions will evaluate to see if the applicant is close to meeting the criteria or are missing an element. IAU reviews every application individually, without the use of computer sorting.

The Office of Admissions shall conduct a formal Academic Credential Evaluation (ACE). This will allow the applicant to understand what credit has been awarded for transfer credit, standardized exams, and experiential credit.



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



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ACADEMICS & PROGRAMS

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 is comprised of the School of Business and Technology, which offers graduate and undergraduate degree programs and certificate programs, and the Department of English Studies, which offers certificate and master programs.

Modes of Instruction

One semester unit is equivalent to fifteen contact hours or the equivalent in accelerated or distance learning terms.

Classroom

Classroom courses provide the traditional learning environment for students. Small sized classes provide students the opportunity to interact more effectively with the instructor as well as others in their class. The small class size allows students to know each other very well, form strong teams, and forces students to actively participate in class and get involved. This fosters camaraderie, teamwork, and future professional networking opportunities.

Distance Learning

Distance learning courses will be delivered through an online in an asynchronous format. Students will be able to log into the online course room at anytime. Students will be responsible for having access to a computer with an internet connection. Communication, coursework feedback, questions, and daily interaction can be conducted between student and instructor through email or other web based-format.

IAU faculty will provide support for students in assigned courses.

Distance learning courses follow the same trimester calendar as classroom courses, with 3 academic terms.

GENERAL EDUCATION

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

Associate Degree Program General Education Requirements

English	3
Mathematics	3
Natural Sciences	3
Humanities/Fine Arts	3
Social Sciences	3

Total 15

Bachelor Degree Program General Education Requirements

English	3
Communication	3
Mathematics	3
Natural Sciences	6
Humanities/Fine Arts	6
Social Sciences	6
History/Government	3

Total 30

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.

ENGLISH AS A SECOND LANGUAGE (ESL)

Program Description

Students participating in the English as a Second Language (ESL) program at IAU take the courses as prerequisites for future academic courses, while other want to improve their English language skills for work, other college study, or personal satisfaction. The Department of English Studies offers 6 levels of study in our English as a Second Language (ESL) program. Each level has classes in pronunciation, reading, writing, listening and oral communication. In order to determine which level is the most appropriate for a student who wishes to enroll in our program, he/she is required to take a placement test upon registration.

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

Mode of Instruction

Instruction can be completed through residential instruction methodologies only.

Program Goals

The English as a Second Language (ESL) 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.

Graduation Requirements

- Student must complete the prescribed level. One semester unit is equivalent to 15 contact hours.
- 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 Levels

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

INTENSIVE ENGLISH AS A SECOND LANGUAGE (iESL)

Program Description

For international students, the Intensive English as a Second Language (iESL) Program offers six levels of 8-week sessions each year. Most students continue in the program for several sessions, developing their communicative and linguistic abilities as they continue. The program is designed to help beginning to beginner to intermediate level students improve their English for communication. Students take skills classes in reading and writing, oral communication, and grammar. In addition, students take afternoon elective courses in TOEFL preparation and topics in American culture.

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

Mode of Instruction

Instruction can be completed through residential instruction methodologies only.

Program Goals

The Intensive English as a Second Language (iESL) 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.

Graduation Requirements

- Student must complete the prescribed level. One semester unit is equivalent to 15 contact hours.
- 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.

BUSINESS ENGLISH

Program Description

Business English is a program for professionals and pre-professionals who want to increase their English fluency through business content studies. The focus is on making presentations, negotiating, meeting skills, business vocabulary, and writing while surveying a variety of topics. Facilities, instructors, and educational and social events are integrated into a program of the highest quality.

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

Mode of Instruction

Instruction can be completed through residential instruction methodologies only.

Program Goals

The Business English program will allow students to:

- Give presentations, participating in meetings, negotiating agreements, using business vocabulary and idiomatic expressions in work-related conversations;
- Research, prepare and give oral presentations, lead and actively participate in simulated meetings, defend a position taken or an argument presented; and
- Read and discuss case studies, business news and other authentic business literature.

Graduation Requirements

- Student must complete the prescribed level. One semester unit is equivalent to 15 contact hours.
- 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.



MASTER OF ARTS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (MATESOL)

Program Description

If you plan to pursue a career in teaching, enjoy working with people representing various linguistic and cultural backgrounds, and have interest in the English language, this program is for you. The Master of Arts in Teaching English to Speakers of Other Languages (MATESOL) degree prepares the candidates for employment as teachers, program directors, curriculum consultants, or materials developers. Candidates for this degree will do course work in second language acquisition theories, TESOL methods and materials, language assessment, linguistics, bilingualism, and multicultural education.

Our MATESOL program will prepare you well for the challenges of teaching English as a Second or Foreign Language whether you are interested in working in the U.S. or abroad.

Mode of Instruction

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

Program Goals

The Master of Arts in Teaching English to Speakers of Other Languages (MATESOL) degree program will allow students to:

- Demonstrate a mastery of the principles of such areas as sociolinguistics, foundations and methodology, curriculum development, and grammar;
- Master the current theories concerning cognitive, affective, social, and cultural factors central to the acquisition and use of second languages;
- Establish the frameworks, teaching methods, and proficiency assessment instruments for teaching English as a non-native language; and
- Demonstrate an ability to critically analyze and evaluate English for academic purposes with particular focus on Linguistics and TESOL.

Graduation Requirements

- Student must complete 30 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.

Program Requirements

Code	Course Title	Units
TSL 500	Second Language Acquisition	3
TSL 510	Teaching English Pronunciation	3
TSL 520	Teaching English Grammar	3
TSL 530	English for Academic Purpose (Methodology)	3
TSL 540	Course Design for Language Learning	3
TSL 550	Current Issues in Language Teaching	3
TSL 560	Classroom Management / Conflict Resolution	3
TSL 570	Authentic Assessment Strategies for The Classroom	3
TSL 580	Leadership Theory and Group Performance	3
BUS 525	Organizational Behavior	3

Master of Arts in Teaching English to Speakers of Other Languages **30**

SCHOOL OF BUSINESS & TECHNOLOGY

The School of Business & Technology 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.

Designed to meet the special needs of managers and other personnel for enhanced business acumen, the Business Administration degree program and corresponding electives are presented through a wide range of cutting-edge delivery systems. Students interact with some of the nation's leading experts, using guided instruction and directed work experience. A student can emphasize individual in-depth interests or a more comprehensive view of the field. Either track provides valuable on-site experience and personal growth.

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.

Undergraduate Programs

Undergraduates fulfill general education requirements, choose among a wide variety of elective courses, and pursue departmental concentrations and interdisciplinary certificate programs. Required independent work is a hallmark of undergraduate education at IAU.

Graduate 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.

Administration & Management

- Certificate of Achievement
- Graduate Certificate of Achievement
- Associate Science in Business Administration (ASBA)
- Bachelor of Business Administration (BBA)
- Master of Education Management (MEd)
- Master of Public Administration (MPA)
- Master of Business Administration (MBA)
- Doctor of Business Administration (DBA)

Information Technology

- Associate of Science in Information Technology (ASIT)
- Bachelor of Science in Information Technology (BSIT)
- Master of Science in Computer Science (MSCS)



ADMINISTRATION & MANAGEMENT

CERTIFICATE OF ACHIEVEMENT / GRADUATE CERTIFICATE OF ACHIEVEMENT

Program Description

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

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

Mode of Instruction

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

Program Goals

The Certificate of Achievement (CA) and Graduate Certificate of Achievement (GCA) programs will allow students to:

- Develop specific business skill sets in area of concentration study;
- Stay abreast of the developments which are continuously taking place in area of concentration study and how to rationally apply and utilize them;
- Gain attitudes of openness to change and of excellence of performance in the student; and
- Keep developing themselves professionally.

Graduation Requirements

- Student must complete 9 semester units in area of concentration study. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all undergraduate/graduate course work with a cumulative G.P.A. of 2.0/2.5 on a 4.0 scale, respectively.
- Students must apply for graduation and meet all academic and financial requirements.

Areas of Study

- Finance
- Hospitality & Tourism
- Human Resources
- Leadership
- Management
- Marketing

ASSOCIATE SCIENCE IN BUSINESS ADMINISTRATION (ASBA)

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. An Associate Degree coupled with management experience may open the door to future promotions in your career track.

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

Mode of Instruction

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

Program Goals

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

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

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
General Education Module		15
GED 100	English	3
GED 110	Mathematics	3
GED 120	Environmental Science	3
GED 130	Introduction to the Humanities	3
GED 140	Psychology of Adjustment	3
Major Module		15
BUS 105	Introduction to Business	3
BUS 110	Principles of Marketing	3
BUS 115	Business Communications	3
BUS 200	Principles of Management	3
BUS 210	Organizational Theory and Behavior	3
General Electives Module		30
Students complete 10 general elective courses. Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.		

Associate of Science in Business Administration 60



BACHELOR OF BUSINESS ADMINISTRATION (BBA)

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 residential instruction and/or distance learning methodologies.

Program Goals

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

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

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
General Education Module		30
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
Major Module		30
BUS 105	Introduction to Business	3
BUS 110	Principles of Marketing	3
BUS 115	Business Communications	3
BUS 200	Principles of Management	3
BUS 210	Org Theory and Behavior	3
BUS 300	Intro to Financial Management	3
BUS 305	Principles of Economics	3
BUS 310	Intro to Accounting	3
BUS 315	Intro to Data Processing	3
BUS 400	Business Law	3
General Electives Module		30
Students complete 20 general elective courses. Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.		

Bachelor of Business Administration 120

MASTER OF SCIENCE DEGREE IN MANAGEMENT (MSM)

Program Description

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

Mode of Instruction

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

Program Goals

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

- Develop and implement management strategies to best achieve an organization's mission by recognizing trends and opportunities and evaluating alternative approaches; Work more effectively with people at all levels in an organization;
- Exhibit critical thinking and a functional knowledge across the organizational management disciplines;
- Be leaders within their organizations in rapidly changing business environments; and
- Apply theoretical concepts to practical and complex situations confronting today's manager.

Concentrations

As an MSM student, you are expected to complete 30 semester hours of course work, consisting of a Core Module and Elective Module. Students can choose to complete general electives, which may consist of any 500+ courses under the School of Business & Technology that are not required as Core Courses for the program. Students can specialize and develop additional expertise in a particular area of concentration by completing a Concentration Module. Concentration designation will appear on transcripts upon completion.

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
Core Module		18
BUS 520	Human Resource Management	3
BUS 525	Organizational Behavior	3
MGT 650	Coaching & Developing	3
MGT 655	Leading And Building Teams	3
MGT 660	Facilitating Change	3
MGT 665	Managing Diversity In The Workplace	3
Concentration /Elective Module		12
ELE I	(Any graduate course that is not required for the Core Module)	3
ELE II	(Any graduate course that is not required for the Core Module)	3
ELE III	(Any graduate course that is not required for the Core Module)	3
ELE IV	(Any graduate course that is not required for the Core Module)	3
Master of Science in Management		30



MASTER OF PUBLIC ADMINISTRATION (MPA)

Program Description

The Master of Public Administration (MPA) degree is a professional degree that provides training in public policy and project / program implementation in the public and non-profit sectors. Whether you're seeking a first job in government or with a nonprofit organization, or are interested in advancing in an existing career, IAU's MPA program provides training and knowledge that government and nonprofit agencies are looking for. Join us as we explore new ideas and perspectives on public and nonprofit administration, policy and governance in the 21st Century.

Our goals are to enhance the effectiveness of public and nonprofit agencies and to inform ongoing efforts by public, nonprofit, and international agencies to make policy choices that improve the lives of people all over the world. Our students find the MPA program at IAU to be both challenging and rewarding.

Mode of Instruction

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

Program Goals

The Master of Public Administration (MPA) degree program will allow students to:

- Demonstrate leadership, managerial, and administrative competencies;
- Understand the political, legal, ethical and social context of administration with respect to pertinent processes and theories;
- Achieve proficiency in understanding and developing positive organizational behavior, as well as in effectively utilizing a full range of management and administrative techniques; and
- Develop the ability to apply appropriate methodologies to solve important problems and issues.

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
Core Module		15
BUS 514	Financial Management for Non-Profit	3
BUS 515	Business Strategy	3
BUS 525	Organizational Behavior	3
BUS 535	Business Law	3
BUS 540	Public Relations	3
Graduate Research Module		3
GRC 604	Research Methodologies for Public Administrators	3
Professional Effectiveness Module		12
PAD 650	Public Administration	3
PAD 655	Public Policy	3
PAD 660	Administrative Law	3
PAD 665	Public Administration Capstone	3
Master of Public Administration		30

**MASTER OF EDUCATION
MANAGEMENT (MEd)**

Program Description

The Master of Education Management (MEd) is relevant to anyone who works in educational settings and is geared to meet the needs of practitioners who wish to develop their leadership and management expertise in the rapidly changing services industry - Education. The Master of Education Management (MEd) program provides students the knowledge and skills to pursue or advance their careers in educational administration or education management.

The program of study comprises courses covering functional areas or critical knowledge in education business administration and places a focus on the context of organizational management.

Mode of Instruction

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

Program Goals

The Master of Education Management (MEd) degree program will allow students to:

- Be prepared to work in a diverse and ever-changing educational environment;
- Understand and apply business management for learning organizations;
- Develop a voice in the profession and to become leaders in educational change; and
- Become problem solvers who are able to address the complex issues present in the school setting.

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
Core Module		18
BUS 505	Marketing	3
BUS 515	Business Strategy	3
BUS 520	Human Resource Management	3
BUS 525	Organizational Behavior	3
BUS 540	Public Relations	3
MGT 655	Leading And Building Teams	3
Professional Effectiveness Module		12
EDU 650	Educational Leadership	3
EDU 655	School Business Administration	3
EDU 660	Classroom Assessments	3
EDU 665	Educational Technology	3
Master of Education Management		30



MASTER OF BUSINESS ADMINISTRATION (MBA)

Program Description

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

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

Mode of Instruction

Instruction can be completed through residential 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.

Concentrations

As an MBA student, you are expected to complete 30 semester hours of course work, consisting of 6 core courses and 4 elective courses. Students can choose to complete general electives, which may consist of any 500+ courses under the School of Business & Technology that are not required as Core Courses for the program. Students can specialize and develop additional expertise in a particular area of concentration by completing a Concentration Module. Concentration designation will appear on transcripts upon completion.

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
Core Module		18
BUS 505	Marketing	3
BUS 510	Financial Management	3
BUS 515	Business Strategy	3
BUS 520	Human Resource Management	3
BUS 525	Organizational Behavior	3
BUS 530	E-Commerce Management	3
Concentration /Elective Module		12
ELE I	(Any graduate course that is not required for the Core Module)	3
ELE II	(Any graduate course that is not required for the Core Module)	3
ELE III	(Any graduate course that is not required for the Core Module)	3
ELE IV	(Any graduate course that is not required for the Core Module)	3
Master of Business Administration		30

DOCTOR OF BUSINESS ADMINISTRATION (DBA)

Program Description

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

Foundation Courses

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

Graduate Research Course

All Students are required to complete a graduate research course, or equivalent, after completing required graduate coursework. This course is designed to prepare Students to develop a scholarly and "well thought out" piece of research.

Literature Review Courses

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

Comprehensive Examinations

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

Graduate Thesis Proposal Course

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

Doctoral Thesis

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

Mode of Instruction

Instruction can be completed through residential 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;
- Acquired the expertise in research design and methods necessary to be able to undertake a doctoral-level research project;
- Acquired a 'state of the art' understanding of theory and practice in their area of research;
- Achieved 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 appreciate the wisdom of acquiring lifelong learning.

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
Core Module		18
BUS 505	Marketing	3
BUS 510	Financial Management	3
BUS 515	Business Strategy	3
BUS 520	Human Resource Management	3
BUS 525	Organizational Behavior	3
BUS 530	E-Commerce Management	3
Elective Module		12
ELE I	(Any graduate course that is not BUS 500-550)	3
ELE II	(Any graduate course that is not BUS 500-550)	3
ELE III	(Any graduate course that is not BUS 500-550)	3
ELE IV	(Any graduate course that is not BUS 500-550)	3
Research Module		3
GRC 600	Research Methodologies	3
Literature Review Module		3
LIT 900	Literature Review	3
LIT 901	Literature Review	3
LIT 902	Literature Review	3
LIT 903	Literature Review	3
Comprehensive Examinations Module		3
CMP 900	Comprehensive Examinations	3
Doctoral Thesis Module		12
THS 900	Graduate Thesis Proposal Course	3
THS 901	Doctoral Thesis	9
Doctor of Business Administration Total		60

INFORMATION TECHNOLOGY**ASSOCIATE OF SCIENCE IN
INFORMATION TECHNOLOGY (ASIT)****Program Description**

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

Mode of Instruction

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

Program Goals

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

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

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
General Education Module		15
GED 100	English	3
GED 110	Mathematics	3
GED 120	Environmental Science	3
GED 130	Introduction to the Humanities	3
GED 140	Psychology of Adjustment	3
Major Module		15
INT 100	Computer Concepts	3
INT 105	PC Windows Essentials	3
INT 110	A + PC Hardware	3
INT 115	Introduction to Mass Communication Technology	3
INT 200	Introduction to PC Networking Fundamentals	3
General Electives Module		30
Students complete 10 general elective courses. Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.		
Associate of Science in Information Technology		60



BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)

Program Description

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

Mode of Instruction

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

Program Goals

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

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

Graduation Requirements

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

Program Requirements

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

Students complete 20 general elective courses. Elective requirements can be completed through transfer credit, standardized exams or specialized training completed through company training, professional workshops, etc.

Bachelor of Science in Information Technology 120

MASTER OF SCIENCE IN COMPUTER SCIENCE (MSCS)

Program Description

Designed to meet the diverse needs of computer science professionals, the Master of Science in Computer Science (MSCS) offers a practitioner-oriented curriculum that emphasizes the study of microprocessors, data structures and operating systems. Further specializations include networks, Internet programming, artificial intelligence, graphics and other areas.

The primary goal of the MSCS program is to prepare graduates to apply technology to real world systems and problems. Graduates have a solid background in core areas ranging from algorithms to machine architecture from higher-level programming to software design.

Mode of Instruction

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

Program Goals

The Master of Science in Computer Science (MSCS) degree program will allow students to:

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

Graduation Requirements

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

Program Requirements

Code	Course Title	Units
Core Module		30
BUS 530	E-Commerce Management	3
CSC 500	Computer Architecture	3
CSC 505	Management Information System	3
CSC 510	Software Engineering	3
CSC 515	Operating System	3
CSC 520	Parallel Computing	3
CSC 525	Algorithm Analysis & Design	3
CSC 530	Cryptography & Network Security	3
CSC 535	Relational Database Management System	3
CSC 540	Advances in Database System	3
Master of Science in Computer Science		30



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STUDENT SERVICES

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

Admissions Evaluation

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

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

Student Visas

International American University is approved 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 degrees. The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at IAU. Rules for Visa Application may vary in each country. You should contact the U.S. Consulate in your country for the latest instructions on how to apply for a Student Visa. IAU will update our website with the latest information on SEVIS for international students.

SEVIS school code#: LOS214F01373000

English Instruction

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

Housing

For international and American students whose needs require year-round housing, the University provides extended housing in residential living quarters near the university in Palmdale. For information on housing, please contact the IAU.

Transportation

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

Student ID Card Services

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

Academic Advising

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



Study Groups

Residential Students

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

Distance Learning Students

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

Library Services

Residential Students

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

Distance Learning Students

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

Transcript Services

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

See also Student Records Policies

Career Planning & Placement

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

Alumni Association

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

UNIVERSITY POLICIES

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

ATTENDANCE, WITHDRAW, LEAVE-OF ABSENCE POLICIES**Withdraw / Drop Policy**

A student may withdraw / drop from the University at any time during the term by the last day of regularly scheduled classes by completing the proper forms from the Office of Admissions & Records. Official notification in writing must be received before any withdrawal from the University is processed. Student's cancellation notices must be in writing and that a withdrawal may be noticed by a student in writing or by the student's conduct including lack of attendance.

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

Office of Admissions & Records
International American University
 17300 17th St. #J-453
 Tustin, CA 92780

The e-mail address is registrar@iau.la. The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. *See Tuition Refund Policy - General herein*

Attendance Policy**Residential Students**

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

Distance Learning Students

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

Leave Of Absence

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

The student must direct such a request to the Office of Student Services by writing a note clearly stating the reason for the request for leave of absence and stating the date of the request, the anticipated date of return, and signing the request. The LOA may be granted if sufficient reason is provided. When a student is granted a leave of absence, consequences may include:

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

International Students

The United States Immigration and Naturalization Service requires international students to be enrolled as full-time students.

ACADEMIC & GRADING POLICIES**Academic Year**

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

Spring:	January – April
Summer:	May – August
Fall:	September - December

Units of Credit

IAU utilizes the semester unit to award credit. One semester unit is equivalent to fifteen contact hours or the equivalent in accelerated or distance learning terms.



Course Repetition Policy

Students may repeat for course credit for which they have received a substandard grade: "D" or "F". Upon student request, when such repetition has taken place, the prior grade will be replaced with current grade for grade point computation.

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.

Grades and 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

AU	=	Audit
CE	=	Credit By Exam
CR	=	Credit
EC	=	Experiential Credit
IP	=	In Progress
NC	=	No Credit
PA	=	Portfolio Assessment
SE	=	Standardized Exam
W	=	Student Withdrawal

Time Between Grading & Evaluation

Submitted assessments shall be graded and returned to students within 5 business days. Doctoral Thesis will be reviewed and returned to students with comments after 60 business days. This will allow faculty ample time to review, critique, and provide constructive feedback.

Grade Reports

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

Satisfactory Academic Progress

Students must achieve a 1.0, or "D", average to receive credit for a particular class. Students may retake any classes for which they have not achieved this passing grade. Standard tuition fees are applicable.

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 2.5 must receive academic advising. A graduate student who falls below a cumulative grade point average of 2.5 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 2.5 for 3 consecutive terms is academically dismissed.

Completion Time**Minimum Completion Time**

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

Maximum Completion Time

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

Program	Stnrdr (Yrs)		Max (Yrs)	
	F/T	P/T	F/T	P/T
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 - SOBT	0.75	1.5	1.5	3.0
Certificates - ESL	N/a	N/a	N/a	N/a

RULES OF CONDUCT**Cheating and Plagiarism**

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

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

Grievance Procedure

Students have the right to address grievances to the Director. The Director shall immediately investigate the situation and shall have the power to question persons with pertinent information, examine any pertinent materials, and question the student. Within fifteen (15) school days, exclusive of weekends and holidays, of notice to the student, the Director shall determine whether a complaint shall be filed with the Executive Office. If a complaint is filed, the person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence, the time and place of the hearing, a statement that the accused has the right to be represented by counsel or representative of his/her choice, and an opportunity to review any information gathered by the Director.

If no complaint is filed with the University because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Director shall keep a record of the allegation, nonetheless. The student shall be informed accordingly.

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.

STUDENT RECORDS POLICIES**Family Educational Rights and Privacy Act (FERPA)**

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



Availability of Student Records

Student records are maintained on-site for a minimum of five (5) years. Students have access to their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty-authorized University representative. Transcripts are available for fifty (50) years.

Disclosure of Student Records

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

Rights and Access by Others

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

Right to Withhold Transcripts And Grades For Nonpayment Of Tuition

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

Address Change

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

Name Change (Student or Graduate)

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

Deceased Students (Updating Records)

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

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. The University does not currently participate in state or federal financial assistance programs. Financial assistance may come in the form of Financing Plans, private scholarships, or the President's Scholarship.

Financial Suspension

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

Tuition

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

Enrollment Agreement

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

Release Of Information

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

Tuition Refund Upon Cancellation Prior To First Day Of Instruction

For all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$75, if notice of cancellation is made prior to or on the first day of instruction.

Tuition Refund Policy - General

Students may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition if the student has completed 60% or less of the instruction. The University shall pay or credit refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which the student's official withdrawal has been determined.

Tuition Refund Calculation

The refund calculation for students shall be calculated as follows:

- i. Deduct a \$75 registration fee.
- ii. Take the number of weeks that have lapsed divided by the number of weeks of the course (16).
- iii. The quotient is the proportion of class time that has lapse and that the student is responsible.
- iv. Take the quotient and multiply it by the total cost of the course.
- v. If the product is more than what the student paid, the student owes the University. If the product is less than what the student, paid, the University owes the student the difference.

<u>Weeks Lapsed</u>	<u>Refund Amount</u>
1.6	10%
3.2	20%
4.8	30%
6.4	40%
8.0	50%
9.6	60%



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SCHEDULE OF FEES

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

Financing Plan

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

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

President's Scholarship

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

Based on merit & academic criteria, scholarships are granted as discount awards from 25% - 100% off the current tuition.

Tuition Fees**Classroom Program*****Resident***

Undergraduate (per unit)	\$100.00
Graduate (per unit)	\$150.00

Non-Resident International student

Intensive ESL: (per unit)	\$100.00
Undergraduate: (per unit)	\$75.00
Graduate: (per unit)	\$100.00

Online Program

Undergraduate (per unit)	\$150.00
Graduate (per unit)	\$200.00

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

Non-Tuition Fees

Admissions Application Fee	\$75.00
Admissions Application International Fee.....	\$175.00
Request for Experiential Learning Credit (per course)	\$150.00
Application for Bachelor Waiver	\$500.00
Official Transcript	\$10.00
Textbooks.....	Varies
Thesis Bindery	Varies
Duplicate Diploma.....	\$100.00
Duplicate Student ID card	\$10.00
8.5"x11" Diploma Frame	\$150.00
11"x14" Diploma Frame	\$160.00
Diploma Frame Shipping (domestic)	\$25.00
Diploma Frame shipping (international)	\$100.00
Late Tuition Payment Fee	\$25.00
Returned Check Fee	\$25.00

**Fees subject to change without prior notice.*



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COURSE DESCRIPTIONS

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.

100-299	Undergraduate courses lower division	ACC	Accounting
300-499	Undergraduate courses upper division	BUS	Business
500-799	Graduate master courses	ENG	English
800-999	Graduate doctoral courses	ESL	English as a Second Language
		CMP	Comprehensive Examinations
		GED	General Education
		GRC	Graduate Research
		HTM	Hospitality and Tourism
		INT	Information Technology
		LIT	Literature Review
		MGT	Management
		PAD	Public Administration
		PRM	Project Management
		SCM	Supply Chain Management
		THS	Graduate Level Thesis
		TRL	Transportation and Logistics
		TSL	Teaching English to Speakers of Other Languages

**ACC 500 Accounting for MBA's (3 units)**

This course is an understanding and analysis of financial and managerial accounting information to enable internal/external users to make informed business decisions.

ACC 504 Accounting for Non-Profit (3 units)

This course is an examination of accounting, financial reporting, and budgeting for state and local governments, the Federal government, and not-for-profit entities.

BUS 105 Introduction to Business (3 units)

This course is a basic overview of the business world and the functions of management and the environment in which business operates.

BUS 110 Principles of Marketing (3 units)

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

BUS 115 Business Communications (3 units)

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

BUS 139 Business Interviews (3 units)

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

BUS 200 Principles of Management (3 units)

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

BUS 210 Organizational Theory and Behavior (3 units)

This course is an examination of research and theory on the forces underlying the way members of an organization behave. Topics include the behavior of work groups and supervisors, intergroup relations, employees' goals and attitudes, problems in communication, the circumstances of change in an organization, and the goals and design of an organization.

BUS 250 Business & Society (3 units)

This course discusses how business functions in, reacts to, and affects its social environment. It covers the socioeconomic model, power responsibility model, pluralistic social system model, cost benefit model, and government regulatory model.

BUS 255 Psychology & Work (3 units)

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

BUS 245 Customer Relationship (3 units)

This course will help students identify customers and meet customer needs. Students will be introduced to the customer/supplier chain and examine how employees' actions can directly impact customers' impressions of the organization. Participants will learn and practice techniques to identify customers' needs and solve problems.

BUS 260 Consumer Behavior (3 units)

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

BUS 265 Marketing Hospitality (3 units)

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

BUS 300 Introduction to Financial Management (3 units)

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

BUS 305 Principles of Economics (3 units)

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

BUS 310 Introduction to Accounting (3 units)

This course is a basic approach to accounting emphasizing recording, measuring, and communicating the accounting data of business.

BUS 315 Introduction to Data Processing (3 units)

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

BUS 350 Information Management (3 units)

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

BUS 355 International Business (3 units)

This course introduces basic principles of foreign trade and finance, an analysis of character and importance to the United States, theory of comparative costs, balance of trade, and tariffs.

BUS 360 Advertising (3 units)

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

BUS 366 Business Ethics (3 units)

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.

BUS 400 Business Law (3 units)

This course discusses law in business context, rather than in the abstract and using the law to make it easier to reach business objectives. The concept of preventive law is central to a law course designed for business students.

BUS 450 Public Relations (3 units)

This course is an introduction to the field of public relations designed to present to students the effective practices in the field of public relations and to prepare students to deal with the situations and arrive at the solutions that distinguish the field of public relations.

BUS 455 Human Resources Management (3 units)

This course introduces aspects of the individual and the work environment which influences people at work. An emphasis is placed on recent and relevant findings from the behavioral sciences and other disciplines.

BUS 455 Operations Management (3 units)

This course emphasizes on the systems approach to tie information together and present a philosophy of management. It is an introduction to theory and practice of industrial management.

BUS 460 Introduction to E-Commerce (3 units)

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

BUS 501 American Business Culture (3 units)

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 502 Business Writing for Professionals (3 units)**

This advanced writing course will prepare you for the demands of writing quality communications in the fast-paced business environment. Participants will learn to write effective persuasive documents by mastering style, grammar principles and punctuation.

BUS 503 APA Writing for Business (3 units)

This course provides the foundation necessary for academic writing. Topics include formats, literature reviews, citations, problem statements, research proposals, research questions, hypotheses.

BUS 504 Business Career Strategies (3 units)

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 (3 units)

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 (3 units)

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 (3 units)

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

BUS 514 Financial Management for Non-Profit (3 units)

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 (3 units)

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

BUS 520 Human Resource Management (3 units)

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

BUS 525 Organizational Behavior (3 units)

This course 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 530 E-Commerce Management (3 units)

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

BUS 535 Business Law (3 units)

This course 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 Public Relations (3 units)

This course provided 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 560 Accounting Management Applications (3 units)

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

BUS 600 Business Planning For The Entrepreneur (3 units)

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 650 Entrepreneurship (3 units)

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.

CMP 900 Comprehensive Examinations (3 units)

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

ENG 030 Business English (3 units)

This course focuses primarily on helping students develop and master effective communication skills that are necessary for them to function as effective employees in a multicultural business environment.

ENG 035 Business Writing (3 units)

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

ESL 010 Beginner I (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 (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 (3/6 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 (3/6 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 (3/6 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 (3/6 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.

GED 100 English (3 units)

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

GED 105 Communication (3 units)

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

GED 110 Mathematics (3 units)

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

GED 120 Environmental Science (3 units)

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

GED 125 Introduction to Biology (3 units)

This course is an introduction to biology, the science of life. It includes: origin and nature of life, from simplest single-celled forms to complex plants and animals and human beings.

GED 130 Introduction to the Humanities (3 units)

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

GED 132 United States Government (3 units)

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

GED 135 World Civilizations (3 units)

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

GED 140 Introduction to Psychology (3 units)

This course explores examines human and animal behavior, relating experimental studies to practical problems. It includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology.

GED 145 Intro to Sociology (3 units)

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

GED 150 United States History (3 units)

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

GED 212 Introduction to Philosophy (3 units)

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

GRC 600 Research Methodologies (3 units)

This course is designed for the student to develop and demonstrate competency in business research methodology and techniques. This course teaches the student proper research techniques and includes a research proposal.

GRC 604 Research Methodologies for Public Administrators (3 units)

The course acquaints students with social science research methods. The course introduces the philosophy of science and the design, conduct, and review of empirical research in public and nonprofit administration, with special emphasis on evaluating organizational programs and management initiatives. Emphasis is also placed on understanding both economic approaches and traditional social science research methods for analyzing public and nonprofit programs.

HTM 650 Hospitality and Tourism (3 units)

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

HTM 655 Marketing for Hospitality and Tourism (3 units)

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

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

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

INT 100 Computer Concepts (3 units)

This course is an introduction to basic computing and Internet literacy for information technology students including terminology and operation used in a networking environment. Emphasis includes hardware, software applications and operating systems, networking concepts, email, and basic computer security. It is intended for students with little or no computer experience.

INT 105 PC Windows Essentials (3 units)

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

INT 110 A + PC Hardware (3 units)

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

INT 115 Introduction to Mass Communication Technology (3 units)

This course is a study of the evolution, concepts, principles, forms, characteristics and technology trends for communication and mass media; study the equipment, tools and the technology applications for mass communication.

**INT 200 Introduction to PC Networking Fundamentals (3 units)**

This course is an introductory course in PC networking with an emphasis in terminology, communication concepts, network components, cabling, internet working, network design (topologies), and administration.

INT 400 Server Fundamentals (3 units)

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

INT 401 Systems Analysis and Design (3 units)

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

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

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

INT 404 Management Information Systems (3 units)

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

INT 405 Internet Security Management (3 units)

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

INT 406 Java Business Programming (3 units)

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

INT 407 Database Design and Management (3 units)

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

INT 415 Introduction to Linux (3 units)

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

INT 499 Project (3 units)

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

INT 650 Competitive Analysis for Technology Managers (3 units)

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

INT 655 Managing People in Technology Companies (3 units)

This course is an in-depth study of the principles of effective leadership and people management in technology-driven firms.

INT 660 New Product and Internet Marketing (3 units)

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

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

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

MGT 650 Coaching & Developing (3 units)

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

MGT 655 Leading And Building Teams (3 units)

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

MGT 660 Facilitating Change (3 units)

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

MGT 665 Managing Diversity In The Workplace (3 units)

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

PAD 650 Public Administration (3 units)

This course is an examination of the political, institutional, organizational, ethical, social, legal and economic environments in which public administrators operate.

PAD 655 Public Policy (3 units)

This course provides a broad perspective on the policy process, recognizing that both public and nonprofit administrators are intimately involved in executive and legislative/board policy- and decision-making. It focuses on how policy is initiated, researched, shaped for decision-making, decided, implemented, and then evaluated.

PAD 660 Administrative Law (3 units)

This course is an in-depth study of the political process and administrative procedures used in American state and local governments to address social, economic and political issues. Comparative analysis of relevant actors and strategies across the states is incorporated.

PAD 665 Public Administration Capstone (3 units)

This course is intended to integrate learning from all the public administration master's courses to demonstrate a stronger, more intellectually cohesive understanding of public and nonprofit administration by providing hands-on exercises that expose them to a wide range of practical applications. Connecting theory to practice, a brief theoretical introduction precedes each exercise, explaining why the technique is important and how it is relevant to the study and practice of public administration.

PRM 650 Project Management (3 units)

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

PRM 655 Project Management Strategy and Tactics (3 units)

This course provides the tools to understand, design, and apply systematic project management organization and administration. In addition to learning how to satisfy customer needs, this course will assist Students learn how to apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements.

PRM 660 Managing Project Teams (3 units)

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

SCM 650 Marketing and Supply Chain Networks (3 units)

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

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

This course investigates the role of information management and decision support methods in the planning and management of supply chains and related processes. The course addresses techniques and methods used in facility location; forecasting; inventory control; routing and scheduling; purchasing; warehousing and other activities.

SCM 660 Quality Management (3 units)

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

TSL 500 Second Language Acquisition (3 units)

This course focuses on the distinctly human instinct of language acquisition. Particularly, it examines how, why, and under what conditions human beings acquire language, both their first and—more to the point of this course—their second. While such a focus may seem simple and clear to language teachers, the human instinct of language acquisition comprises several complex dimensions or facets that are explored in this course, including the linguistic, psycholinguistic, cognitive, socio-pragmatic, micro sociolinguistic, and macro sociolinguistic dimensions.

TSL 500 Teaching English Pronunciation (3 units)

This course investigates the development of learners' pronunciation as a function of the sound structure of English, the mechanisms of speech perception and production, and the constraints imposed by the mother-tongue. The implications for systematic pronunciation teaching, as well as learner self-help strategies, are explored.

TSL 520 Teaching English Grammar (3 units)

This course is a study of English grammar rules and their application in the ESL and EFL classroom. It focuses on teaching of grammar within the context of student writing and speaking. Further, the course examines parts of speech and functions in English sentences, verb tense-aspect system, sentence patterns, sentence types and troublesome aspects of English grammar.

TSL 530 English for Academic Purpose (Methodology) (3 units)

This course surveys methods for preparing ESL students to function in academic English and classrooms where English is the language of instruction, especially in EFL (English as a foreign language) settings.

TSL 540 Course Design for Language Learning (3 units)

This course provides a foundation for designing appropriate programs and course sets for ES/FL programs. In addition to examining general English programs, the course focuses on English for Specific Purposes and, in particular, needs analyses and custom course design.

TSL 550 Current Issues in Language Teaching (3 units)

This course introduces selected issues of contemporary significance in several areas in applied linguistics and second-language teaching.

TSL 560 Classroom Management / Conflict Resolution Teaching (3 units)

This course is designed to examine, evaluate and practice theories and strategies of classroom management, which will be looked at as a process for organizing and controlling the total classroom environment. Classroom management, school safety, and law and ethics pertaining to classroom management will be the primary focus.

TSL 570 Authentic Assessment Strategies for The Classroom Teaching (3 units)

This course examines and evaluates multiple theories of testing in ESL. Methods of testing grammar, speaking, listening, reading, and writing skills are introduced along with criteria for ensuring reliability and validity.

TSL 580 Leadership Theory and Group Performance (3 units)

This course analyses of the development of various leadership theories and the practice of leadership within profit and non-profit organizations. Intellectual, psychological, political, and social sources of leadership are studied for their theoretical foundation and practical application to group performance.

TRL 650 Logistics and Transportation (3 units)

This course analyses the activities and decisions necessary to plan, implement and control private and public physical distribution and transportation channel systems. There is an emphasis on physical, human informational and organizational system components. Students are required to complete a research project in the course area.

TRL 655 Logistics Model (3 units)

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

TRL 660 Logistics and Transportation Strategy (3 units)

This course analyses comprehensive cases incorporating strategic and tactical decisions throughout the materials and logistics marketing and management process. Cases include identification / definition of transportation and logistics problems.

THS 900 Doctoral Thesis Proposal (3 units)

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

THS 901 Doctoral Thesis (9 units)

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



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