California International University

International Education for International Success

Bachelor’s Degree in Business Management – Master’s Degree in International Business – English as a Second Language

2012-2013 Catalog
MESSAGE FROM THE PRESIDENT

Dear Students,

On behalf of the administration, faculty and staff, I would like to welcome you to California International University (CIU). I am sure that you, like most embarking on an exciting and rewarding educational experience, are striving for a higher level of knowledge and skills, as well as happiness, security, and a sense of personal fulfillment. The educational journey that you are now beginning will help you attain these important personal and career goals in your life, as well as sustain and broaden your horizons. The Dean, the members of the faculty, and I are all deeply committed to helping you develop your potential and prepare for future accomplishments.

You will find CIU a friendly place, with a dedicated, skilled, and caring faculty and a staff that is ready to assist you in every possible way. California International University is very conveniently located in a dynamic area in the city of Los Angeles. You have joined us at a time of great importance, as well as a time of unparalleled opportunity.

Sincerely,

Dr. Moon K. Park
President
California International University
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Academic Calendar

**SUMMER QUARTER 2012**

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<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Registration period</td>
<td>June 1-22*</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>June 25</td>
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<tr>
<td>Independence Day holiday</td>
<td>July 4</td>
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<tr>
<td>Instruction ends</td>
<td>August 31</td>
</tr>
<tr>
<td>Labor Day holiday</td>
<td>September 3</td>
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<tr>
<td>Final examinations</td>
<td>September 4-7</td>
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**FALL QUARTER 2012**

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<td>September 4-21*</td>
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<tr>
<td>Instruction begins</td>
<td>September 25</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>October 8</td>
</tr>
<tr>
<td>Thanksgiving holiday</td>
<td>November 22-23</td>
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<tr>
<td>Instruction ends</td>
<td>November 30</td>
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<tr>
<td>Final examinations</td>
<td>December 3-7</td>
</tr>
<tr>
<td>Winter recess</td>
<td>Dec 8-Jan 1, 2013</td>
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**WINTER QUARTER 2013**

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<td>December 3-31*</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>January 2</td>
</tr>
<tr>
<td>M. L. King Jr. holiday</td>
<td>January 21</td>
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<tr>
<td>Presidents' Day holiday</td>
<td>February 18</td>
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<tr>
<td>Instruction ends</td>
<td>March 8</td>
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<tr>
<td>Final examinations</td>
<td>March 11-15</td>
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<tr>
<td>Spring recess</td>
<td>March 19-25</td>
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**SPRING QUARTER 2013**

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<td>Registration period</td>
<td>March 1-22*</td>
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<tr>
<td>Instruction begins</td>
<td>March 25</td>
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<tr>
<td>Memorial Day holiday</td>
<td>May 27</td>
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<tr>
<td>Instruction ends</td>
<td>May 31</td>
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<tr>
<td>Final examinations</td>
<td>June 3-7</td>
</tr>
<tr>
<td>Commencement</td>
<td>June 7</td>
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*Last day to pay fees for the quarter without a late charge.*
INTRODUCTION

History of California International University

California International University (CIU) was established in 1973 as a business administration university for international students. Since that time, the University has provided international students with degree programs in management and international business, as well as an ESL program.

Situated in downtown Los Angeles, CIU is in an ideal location for students of international business. Los Angeles is one of the world's great marketplaces and lies in the center of one of the world’s most dynamic economies. Additionally Southern California is known for its moderate, Mediterranean climate, its many tourist attractions, and the diversity of its people.

Since 1976 CIU, a private nonprofit, has been licensed to operate as a degree-granting institution by the State of California’s licensing authority, currently the Bureau for Private Postsecondary and Vocational Education.

Today, located on Wilshire Boulevard in Los Angeles, California International University continues to provide a faculty and staff of qualified professionals dedicated to the spirit of learning and to the educational enrichment of each individual student. The University is an international community of students and teachers, one in which a tradition of mutual respect, appreciation for the diversity of our community, and the free exchange of ideas create a stimulating intellectual environment. This tradition also helps prepare students to be productive members of our increasingly global society, as well as promotes many lasting international friendships.

The University’s Mission

California International University’s mission is to promote the intellectual growth and well being of its students by providing quality degree programs in the field of international business at both the undergraduate and graduate levels.

The University strives to help its students apply their qualities of self discipline, critical thinking, effective social interaction, and creativity to the acquisition of knowledge and skills necessary for a career in business leadership and management. It seeks to do this by providing a traditional, institutionally-directed program of instruction involving individual and group learning in a classroom environment.

All courses are conducted in English exclusively and held on-ground at the University’s sole campus location, 3130 Wilshire Boulevard, Los Angeles, California, 90010.

In offering an undergraduate program of study leading to the Bachelor of Science degree in Business Management, the University's specific objectives are to provide the student with the following:

• a program of general education courses in the social sciences, behavioral sciences, humanities, and basic subjects;
• a foundation of knowledge in the areas of finance, marketing, management, and business law;
• group learning opportunities through teacher directed class discussion which will challenge the student's critical thinking, communication and social skills, and leadership ability;
• instruction in the use of computers as tools for business communication, planning, and control;
• and English instruction to international students who otherwise may be unable to complete the language requirement for matriculation into the degree program.
In offering a program of study leading to the Master of Science degree in International Business, the University's specific objectives are to provide the students with the following:

- the opportunity to develop the interpersonal skills needed to conduct business in today’s global environment;
- knowledge of basic research concepts and analytic methods;
- cooperative learning opportunities in the form of group projects which will challenge the student’s critical thinking, communication, social skills, and leadership ability;
- familiarity with the problems and methods of international marketing, finance, and management;
- and opportunities to pursue individual topics in depth.

In offering a program in English as a Second Language for the purpose of providing English language instruction to international students who need English for academic purposes, as well as for business, travel, and daily life, the University's intentions are to provide the following:

- an English Language Center whose main purpose is developing communicative and literacy skills;
- instruction in conversation, reading, writing, listening, pronunciation, and grammar;
- a positive intercultural understanding of behavior by presenting language and social skills in practical intercultural contexts;
- a listening lab for instruction, practice, and self-evaluation of pronunciation and aural comprehension; and
- ESL training of a quality such that all who have completed the six courses will be able to score a minimum of 450 on the TOEFL test.

LEGAL CONTROL

California International University Foundation is a private non-profit corporation registered with the State of California and enjoys a tax exemption privilege from Internal Revenue Service.

The Board of Trustees may exercise all powers of the corporation and do all lawful acts set forth in its Articles of Incorporation and Bylaws, provided that anything in the bylaws of the contrary notwithstanding, the Board shall not have the power to act in a manner which would cause the corporation to lose its tax-exempt status under the Internal Revenue Code and the statutes of the State of California and acts amendatory thereof.

The Board of Trustees by a two-thirds vote of the trustees present at the meeting appoint the President and Vice President of the University.

The President is the Chief Executive Officer responsible to the Board.

The chairman and chief executive officer of California International University is Moon K. Park. The secretary of the corporation is Sue Park. The treasurer is Chris Lee. Other members of the board include Cheryl Chanson and Kay Chang. Each of the above are voting members of the board.
STUDENT SERVICES

Counseling
The Dean and the President counsel and assist students with academic planning and provide orientation to new students. Visa counseling is available in the Admissions Office, 9:00 a.m.-7:00 p.m. Monday to Friday, by appointment.

Financial Aid
Applications to initiate institutional scholarship assistance or work study are available in the Admissions Office. CIU does not participate in federal or state financial aid programs.

Academic Scholarship Opportunities at California International University
CIU’s scholarship and internship committees award a limited number of tuition-waiver scholarships based on academic achievement. Applications to initiate or renew scholarships are available in the Admissions Office. Below are the minimum requirements to apply for a tuition-waiver scholarship. Merely meeting the minimum requirements does not entitle a student to a scholarship. The faculty scholarship committee will make all decisions regarding final scholarships offers.

Minimum Requirements to Apply
1. Legally eligible to study in the U.S.
2. Minimum TOEFL score of 600 (IBT 100) for graduate students; 560 (IBT 84) for undergraduate students.
3. A tuition deposit commitment fee of $750.
4. An obligation to register for at least three successive academic quarters.
5. Students must not have had practical training in the U.S.
6. Students who apply for work permits during their first or second quarter lose eligibility for scholarships as of the beginning of the quarter that they initiate the work permit application.
7. Students with scholarship must maintain an overall GPA of 3.75. Graduate students must make no grade lower than a B-, and an undergraduate must make no grade less than a C.
8. Applications must be submitted by the registration deadline of the given term in which the student is applying for scholarship.

The scholarship committee is composed of at least 3 faculty members including the academic dean. The committee makes a final decision before the second Friday of each term.

International students who qualify for scholarship assistance must provide an affidavit of support or sponsor’s letter and the original TOEFL score.

Academic Internship Opportunities at California International University
California International University offers internships to both undergraduate and graduate students. This is an opportunity for students to gain experience tied to academic progress. Students who are granted internship status do not pay tuition. The internship is offered for one quarter with an opportunity for extension.

Minimum requirements to apply:
1. Must be currently enrolled at CIU with a minimum GPA of 3.75.
2. Must have a TOEFL score of 500 for undergraduate students or 550 for graduate students.
3. Must pass an interview with CIU’s Internship Committee.
4. Must provide two letters of recommendation (one from a CIU faculty, one from an outside source)
5. Must submit a 400 word essay describing his or her qualifications for the internship
6. Applications must be submitted by the registration deadline of the given term in which the student is applying for scholarship

All research will remain the property of California International University.
Minimum requirements to continue the internship beyond one quarter:
1. Maintain GPA of 3.75
2. The professor provides a letter of satisfaction
3. Maintain perfect attendance for the quarter
4. Give a brief presentation of the research project to CIU’s internship committee.

Work-Study
Full time students have a limited number of work-study opportunities available to them on the basis of financial need.

TOEFL Test
CIU provides the institutional TOEFL test, as well as the IBT TOEFL test each month except December. Applicants may register in the Admissions Office. Passport identification is required for all applicants.

Housing
The school operates a small dorm near the campus and interested students may inquire at the admissions office for information on the availability of rooms in the CIU dorm. The monthly rent varies. For a single room, monthly rent is 600 dollars. Beyond this, the University retains no responsibility to secure housing for its students.

Student Lounge and Recreational Facilities
A spacious and well equipped student lounge is available for social activities. There is a snack bar and a small café and coffee shop on the campus and there are many restaurants nearby.

University Library
CIU provides a ten thousand volume library. CIU furnishes all current textbooks required in our bachelor’s and master’s courses on
a non-circulating basis. Three copies of each are set aside for the exclusive use of currently enrolled CIU students. Course required textbooks do not circulate and may not be removed from the library. They are located behind the librarian’s desk. Students requesting a copy from the librarian on duty and are required to exchange their photo identification while using each book.

A credentialed librarian supervises the library operation and is ready to help students. The library's periodical section contains a diverse variety of international newspapers and magazines. CIU’s library is enhanced with ProQuest, an academic database of peer-reviewed business journals and periodicals for students. Library hours are Monday to Friday, 9:30 A.M. until 10:00 P.M.

**Computer Center**

The University's computer center is available Monday through Friday from 10:30 a.m. until 6 p.m. for student use. The Computer Center features personal computers and printers available for instruction as well as personal use. The personal computers are equipped with broadband Internet connections, allowing students to access email and the World Wide Web for research.

**Practical Training in Employment and Job Placement**

At the completion of their studies, CIU graduates may be eligible to apply for Optional Practical Training (OPT). Additional information is available in the Admissions Office or Registrar’s Office. The University does not provide job placement service.

**Hours of Administration and Instruction**

Administrative offices are open between 9:00 a.m. and 7:00 p.m. Monday–Friday. The hours of instruction vary according to program, but generally occur from 9:30 a.m.–10:00 p.m. (Monday–Friday). Please consult the academic calendar for a schedule of observed holidays.

**Instructional Aids and Materials**

In addition to library and computer facilities, the faculty also uses overhead projectors, liquid crystal displays and VCR's to facilitate and supplement instruction. Students are expected to obtain the required textbooks selected for each course.

**Study Groups**

Student groups may convene in the library during posted library hours for study or group projects required for their courses. Students may also use vacant classrooms or the student lounge prior to class time for group work. A portion of class time is also allotted for group planning and management where course syllabi specify group project requirements.

**International Students**

This school is authorized under Federal law to enroll non-immigrant alien students.

**ACADEMIC REGULATIONS**

**Student Responsibilities**

Each student is responsible for compliance with regulations contained in this bulletin. Failure to read and comply with regulations does not relieve the student of his or her responsibilities to the school and to the program requirements.

**Attendance Requirements**

1. All students are expected to attend every scheduled class. Instructors must be informed in advance of any absences. Student attendance is used as a criterion in grading the student’s overall performance.
2. Failure to comply with course attendance requirements may cause a student's grade to be lowered or jeopardize the student’s status at CIU.

3. CIU regulations require students in degree programs to enroll full time for 3 consecutive quarters (9 months) of study per year with a minimum of 12 units per quarter for undergraduate students and 9 units per quarter for graduate students.

Vacation and Leave of Absence
1. A written request for a vacation or leave of absence must be submitted to the admissions office for approval by the Director of Admissions and the Dean.

2. Students are eligible for a 3-month vacation only after completing 3 consecutive quarters of study.

3. Students who transfer from the English Language Center to the degree program are eligible for a one-month vacation before entering a degree program if they have been enrolled for a minimum of 6 months in the English Language Center.

4. Students who transfer from the English Language Center to the degree program and have been enrolled for less than six months in the English Language Center are not eligible for a one-month vacation before entering the School of Business.

Request for Medical Leave of Absence
All students who request a medical leave of absence must first make the request in writing by completing the University's Leave of Absence Form. The student must provide a signed written statement from the doctor that describes the condition of the student's health. The doctor must state that the student cannot attend school, how long the student will be unable to attend school, and what treatment the student will receive during his or her absence from school. To maintain a full time status with the University, a leave of absence may not extend for more than one quarter.

Unit of Credit
Academic work at CIU is organized by quarters, each of which is eleven weeks in length. One quarter unit is equal to 33 contact hours of lecture. Courses carry 3 (BS) or 4 (MS) units of credit. A study load for full time undergraduates is 12 – 20 units per term; for full time graduate students it is 9 – 15 units. It is not permitted by INS for students to be enrolled in fewer than 12 units at the undergraduate level or fewer than 9 units at the graduate level. The maximum load per quarter for a full time undergraduate student is 20 units and a full time graduate student is 15 units.

Adding a Class
Only registered students may add a class. The registered student must complete an "add/drop" form obtained from the Admissions Office. Classes may be added through the third week of the quarter. A student is permitted to take a maximum of five classes per quarter. The add/drop form must include the student’s name, signature, date, course name and number, and the instructor’s and the Dean’s signatures. After the form is completed, the student will deliver it to the business office and pay the add fee. The Registrar will indicate the added class on the class roster within five working days.

Dropping a Class
The registered student must obtain an "add/drop" form from the Admissions Office. Classes may be dropped through the eighth week of the quarter. Nonattendance is not an indication of withdrawal. A student who fails to officially drop a class will receive a failing grade. International students must maintain full time
status throughout the entire quarter. **Requests for Graduation**  
Candidates for graduation must complete the Diploma Request form, available in the Admissions Office, one quarter prior to graduation. The Registrar will verify course and minimum GPA requirements to approve the degree request. **Withdrawal from the University**  
To withdraw from the University, the student must follow the drop procedure outlined above and also complete the Student Checkout Form issued in the Admissions Office. **Auditing a Class**  
A student may audit an undergraduate course provided the student has paid the required fees and fulfilled the required prerequisites for the course. Students who audit an undergraduate course do not receive credit for the course. The student may request that the teacher evaluate the student's work and progress throughout the completion of the course. A student may repeat a course for the purpose of meeting course requirements or improving a grade. Students who audit a graduate level course do not receive credit for the course. However, the student may request that the teacher evaluate the student's work and progress throughout the completion of the course. **Repeating a Course**  
A student may repeat a course for the purpose of improving a grade. Both the original grade and the repeated course grade will be included on the student's transcript. However, only the higher grade will be computed in the cumulative grade point average. After the degree has been granted the student may repeat a course but not for the purpose of improving a grade. **Academic Probation**  
A student whose quarterly GPA falls below the minimum standard (2.0 for undergraduates overall course work while at CIU and 3.0 for graduates in their required courses) is automatically placed on academic probation. The student must bring his or her GPA up to the University's standard within 3 quarters of study. **Student Discipline**  
If a student has not brought his or her grade point average up to the minimum standards described above after 3 quarters of probation, the student will be disqualified. **Criteria and Process of Academic Disqualification from the University**  
If a student's grade point average is below the University's minimum standard (2.0 for undergraduates and 3.0 for graduates in their required courses) for a period of three consecutive quarters of enrollment, a notice will be sent to the student informing him or her of his or her disqualification from attending the University and the reason for the action. If the student believes an error has been made, the student must notify the Dean immediately upon receiving the disqualification notice. If the Dean determines an error has been made, the student will be notified in writing that the disqualification has been withdrawn. **Academic Dishonesty**  
Maintenance of academic integrity and quality education is the responsibility of both the student and California International University. Academic dishonesty is considered a serious offense that diminishes the quality of scholarship and injures those who depend on the integrity of the degrees offered at California International University. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, and plagiarism.
• Cheating is the unauthorized use of shared study aids, examination files, and other related materials and forms of assistance during any academic exercise.
• Fabrication is the falsification or invention of any information or citation in an academic exercise.
• Facilitating academic dishonesty is intentionally helping or attempting to help another to commit an act of academic dishonesty.
• Plagiarism is intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

Disqualification Due To Academic Dishonesty

It is the responsibility of the faculty members to establish the policies and procedures with regard to examinations and other academic exercises in the course syllabus. Students are obligated to comply with the course requirements as set by the instructor. If an instructor finds a student is cheating, falsifying information, facilitating academic dishonesty, or plagiarizing another's work, the instructor will notify the Dean in writing. The student will be directed to see the Dean for counseling. In the event that the student continues his or her dishonest behavior, a hearing will be held with the student, the instructor(s), and the Dean. A decision to suspend, expel or apply other disciplinary action by the Dean in consultation with the president and the instructors will be provided to the student in writing with the reasons for the action.

Conduct Policy

Only the Administration, state, or federal officials can dismiss students.

Students may be expelled, suspended, placed on probation, or given lesser penalties for the following behavior:
1. Cheating or plagiarism in connection with an academic program.
2. Forgery, alteration, or misuse of campus documents, records, or identification, or knowingly furnishing false information.
3. Representing oneself or an organization as being an agent of the University.
4. Obstruction or disruption of the school's educational process or other functions on or off campus.
5. Physical abuse, on or off campus property, of any member of the campus community or members of his or her family or the threat of such physical abuse.
6. Theft of or non accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community.
7. Unauthorized entry into, unauthorized use of, or misuse of campus property.
8. Distribution, use, or possession of alcoholic beverages or illegal drugs on campus.
9. Possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function.
10. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
11. Insubordination of university officials or designated agents in the performance of their duties.
12. Harassment of any university employee, student, or guest.
13. Soliciting or assisting another to do any act that would subject a student to disciplinary action.
14. Conducting a social, political, religious, or commercial activity not previously approved by the Administration.
Student Grievance Procedures

Student grievances should first be brought to the instructor, administrator, or staff member involved with the problem. In the event that the problem is not satisfactorily resolved, the student must see one of the following:
- For admissions applications or tuition: Director of Admissions
- For admissions counseling, the library, or financial aid: Dr. Haddad or Dr. Park
- For program requirements, academic counseling, or classroom instruction: Dr. Haddad or Dr. Park
- For registration, transcripts, and graduation: Dr. Haddad or Nina Kang.
- ESL students please see the ESL Director or Dr. Park for all issues or concerns.

Student Petitions

In the event a problem remains unresolved, the student may petition the president to hold a special review of the matter. To submit a petition, the student must comply with the following procedure:
1. Discuss the issue with the person directly involved in order to reach an agreement. If discussion with the person directly involved is not possible the student may go to the administrator directly in charge of the function in question. (See the student grievance procedures above.)
2. Present the problem to the administrator directly responsible for the function in question, i.e., the Director of Admissions for refunds, the Dean for grades, the President for financial aid, and the ESL Director for ESL-related issues.

Complete the Petition Request form. The President, Dean, Director of Admissions and/or the Director of ESL will consider the matter and develop recommendations. The President will make the decision.

All decisions made by the President are final. If the issue has not yet been resolved satisfactorily, the State of California provides the student with the following option:

Any questions or problems concerning this institution or its catalog which have not been satisfactorily answered or resolved by the institution can be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The Policy Making Process

The Board of Trustees oversees the affairs of the corporation, the sole purpose of which is to sponsor and operate California International University. The President of the University serves at the pleasure of the Trustees and is responsible for the administration of all University policies and procedures.

The Administrative Staff Council reviews school administrative policies and procedures. The Council provides recommendations to the President in the implementation of state and federal education requirements in such areas as, assessment of tuition and fees, refund policies, personnel qualifications, institutional facilities, and enrollment regulations.

The Faculty Council reviews the University’s academic programs, policies, and procedures. The Council provides recommendations to the President on the
implementation of academic requirements in such areas as degree program admissions requirements, curriculum development, academic standards, and faculty qualifications.

The students participate in the policymaking process by completing course and program evaluations at the end of each quarter and upon completion of their programs. Students may also provide suggestions to the Dean or other members of the Faculty Council for programs and services.

Satisfactory Academic Progress Policy (SAP)

Master’s Program
Each student is required to maintain a GPA average of 3.0. For students with a GPA below 3.0, the registrar will send them a warning letter. The SAP committee is composed of the Dean, Registrar and faculty members assigned to regulate SAP, or those who taught courses wherein students failed to get a passing grade, will counsel the students about retaking the course. A student must finish the M.S. program within 3 years or 11 academic quarters. A student may withdraw from a course, with permission of the Dean. However, the student must comply with immigration law and school regulations. Incomplete grades are to be changed within a month when a student fulfills the course requirement. If not, it is automatically recast as an F. Students have rights to appeal to the school authority concerning this policy.

Bachelor’s Program
A student is required to maintain a GPA average of 2.0. For students with a GPA below 2.0, the registrar will send them a warning letter.

The SAP committee is composed of the Dean, Registrar, and faculty members assigned to regulate SAP, or those who taught the courses wherein the students failed to get a passing grade, will counsel the students about retaking the course. A student must finish the B.S. program within 6 years or 24 academic quarters.

A student may withdraw from a course with permission of the Dean. However, the student must comply with immigration law and school regulations. Incomplete grades are to be changed within a month when a student fulfills the course requirement. If not, it is automatically recast as an F. Students have rights to appeal to the school authority concerning this policy.

Undergraduate students who already have a B.S. degree may transfer to the M.S. program if they satisfy the requirements of admission. If their admission is cancelled because a previous bachelor’s degree was not equivalent to a U.S. bachelor’s degree (4 years college or university diploma according to professional evaluation company) the student may transfer to the B.S. program. If a student cannot satisfy the TOEFL requirement in the first TOEFL test (500 for M.S. students) conducted at CIU after the student’s arrival at CIU, the student’s enrollment in the M.S program is automatically terminated. In that case, the student may transfer into the ESL program.
arrival at CIU, the student’s enrollment in the B.S program is automatically terminated. In that case, the student may transfer into the ESL program.

**English as a Second Language Program**
A student is required to attend 70% of their classes. Failure to attend 70% of classes will result in warning letters and possible termination. Students will pass from one course to the next only if they earn a minimum of 75% on each exam. Students who fail to reach 75% must repeat the course. A student should finish the ESL program within 3 years.

Withdrawal from the ESL program is allowed by permission of the Director as far as it complies with immigration law and school regulations. There are no incomplete grades in this program. If a student does not take the test on the day of the test, their score will be zero.

A student has the right to appeal to the school authorities if he or she feels they were treated in an unfair academic manner by the school.

ESL students who already have a bachelor’s degree may transfer to the M.S. program if he/she satisfies the requirements of admission to the M.S program. Students who satisfy the B.S program admission requirements may transfer to the B.S. program.

CIU maintains a dedicated staff of administrators and faculty to ensure the proper and effective implementation of institutional policies and procedures for the benefit of all of the students at California International University.

**UNDERGRADUATE DIVISION**

**ADMISSIONS**

**Applications for Undergraduate Admissions**
California International University admits qualified students without discrimination with regard to race, color, creed, sex, or national origin. It welcomes applicants from all nations who understand the purpose and objectives of the University and who feel qualified and motivated to complete its programs. Each applicant must provide the following items for evaluation:

The applicant for admission must submit a complete application packet to The Admissions Office, California International University, 3130 Wilshire Blvd. Los Angeles, CA 90010 USA. Once the Admissions Office receives the complete application packet, it will process the application promptly. For students who are accepted, CIU will normally mail the acceptance letter and related documents within two weeks of the date that the complete application packet is received by CIU. The application packet should include all the items listed below:

1. A completed application form.
2. Official transcripts from previous academic work, along with English translations of these transcripts. (Transcripts issued from schools or universities outside of the United States must be evaluated by the Credentials Evaluation Service for comparability to regionally accredited schools in the United States. A $150.00 nonrefundable fee is required for the evaluation and is listed in item 6 below.) Transcript should indicate a minimum of a high school graduation or equivalent for an international applicant.
3. TOEFL or IELTS score. For full admission, a TOEFL score of at least 450 or an IELTS score of at least 4.0 is required.
4. Brief Statement of Purpose, explaining why you would like to study business at California International University.
5. Fees:
Application Fee.............................$  100
Int’l Transcript Evaluation Fee*...$  150
Tuition Deposit**..........................$ 900
Total Fees Due at Application.......$ 1150

* If applicable. This fee is for an outside service to evaluate transcripts from universities outside the U.S.
**This will be applied toward the first quarter's tuition. In the event that the student's visa is denied, this deposit will be refunded to the student.

6. Copy of passport (including all attachments and stamps), including two passport-sized photographs.

7. Certified letter from Bank confirming account balance for sponsor. If an applicant wants CIU to send his/her letter of acceptance by express mail, he/she should include an express mail fee of $35. This is an optional fee.

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

Evaluation of Applications
All applications to California International University are reviewed by an evaluation committee, which consists of the Director of Admissions, Dean, and President. The criteria for admission are as follows:

1. All requested documents have been submitted on time.
2. All documents are determined to be authentic.
3. All academic credentials have met regionally accredited, state-approved or comparable standards.
4. Transcripts, diplomas, and other documents should evidence minimum of high school graduation (or equivalent for international student) and indicate ability to successfully pursue and benefit from undergraduate study at CIU.
5. All required admissions fees have been paid.

Applicants whose applications are incomplete will be asked to provide necessary information to the University in a timely manner or will be denied admission.

Conditional Status
California International University understands the special needs of international students. The University recommends to all applicants that they submit their applications well in advance of their desired date of admission (six months prior to admission is preferred). However, if the applicant has submitted the application and all requested documents before or during the scheduled registration period but evaluation of your credentials requires additional time, the University may allow the applicant to take 12 units of work on a conditional basis.

Conditional status does not mean that the applicant has been accepted to the degree program but it does provide the applicant with the opportunity to study. Course work taken during the conditional period may be considered for credit after the applicant has been officially admitted to the degree program.

Applicants whose evaluations are not complete by the end of one quarter of study are officially denied admission and must reapply if they desire reconsideration. Students must pay all required admissions fees when a new application is submitted.

Transfer of Credit
California International University accepts
credit for transfer from regionally accredited or state approved institutions or programs determined to be comparable to accredited programs by the Credentials Evaluation Service. Courses are considered for transfer when they are applicable to degree program course requirements in general education, business, or elective areas. A grade of “C” or higher must be earned in any course for it to transfer. CIU accepts up to half the credit requirements to graduate from other accredited universities. Credits transferred may not, however, be applied as equivalent for the master’s program three elective course requirements.

CIU does not maintain any articulation agreements with any other institutions providing for the transfer of credits.

California International University does not provide academic credit for life or work experience earned prior to enrollment.

California International University does not accept credit for academic work over 10 years old unless the applicant can demonstrate the previous academic work's relevance to the intended program of study at CIU.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits, degrees or certificates you earn in our English as a Second Language program, our bachelor of science in international business program, or our master of science in international business program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California International University to determine if your credits, degree, or certificate will transfer.

Undergraduate Residence Requirement

The quantity of units of credit used for transfer is subject to California International University's residence requirement. A transfer student must complete a minimum of forty-five (45) quarter units (including the final twelve quarter units) while in residence at CIU.

Tuition and Fees

Scheduled to take effect in the fall quarter, 2012, tuition for the full time student is $1,800 or $150 per unit per quarter. A full time student must take a minimum of 12 units per quarter but may choose to take 16 units per quarter at no additional charge. Tuition for part time students who take less than 12 units is $600 per course or $150 per unit. A student is allowed to take a maximum of five courses or 20 units per quarter. Tuition for a student taking five courses or 20 units per quarter is $2,400.

Method of Payment

Tuition is assessed on a quarter by quarter basis in advance of instruction. Students may choose to pay the entire tuition in full or select a payment plan prescribed by the University. Part time students pay by the course in advance of each quarter of instruction.
Late Registration

Students who are unable to enroll during the regular registration period may enroll during the late registration period designated in the Academic Calendar. Returning students who do not pay their fees during the regular registration period must pay the late registration fee of $100.00. New students who enroll for the first time are not required to pay the late registration fee. Applications for enrollment are not accepted for new or returning students after the third week of the quarter.

Deferred Payments Options

After completion of one quarter of study, a student may choose to use a two-payment-per-quarter schedule. The University assesses a $100.00 fee for this service. For example, the full time student who takes three courses per quarter must pay $900 at the time of registration and $900 by the end of the sixth week of the quarter.

Application Fees and Tuition Deposit

Applicants must submit the fees and deposits listed below. If an applicant is unable to attend CIU, the tuition deposit will be refunded. The other fees are non-refundable. Required fees and deposits of $1050.00 includes:

Application Fee: $100.00
Credentials Evaluation Fee: $150.00
Tuition deposit: $900.00

List of Fees for Undergraduate Programs

Application Fee (nonrefundable): $100
Credentials Evaluation Service Fee for foreign transcripts (nonrefundable): $150
Tuition per quarter: ($125/unit) $1,800
Late Registration Fee: $100
Add/Drop Fee: $3
Graduation Fee (includes diploma, four official transcripts and gown rental): $100
Official transcript: $15
Charge for delinquent account: $50
Optional Deferred Tuition Fee: $100

The estimated total in tuition fees to complete the bachelor’s program is approximately $27,000, depending on whether coursework at other universities qualifies for credit at CIU.

Contract Cancellation and Tuition Refunds

Any written contract or agreement signed by a prospective student away from the institution premises shall not become operative until the student makes an initial visit to the institution. The student has the right to cancel or withdraw the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or, or the seventh day after enrollment, whichever is later. Refunds are to be made after the seventh day. There is no "cooling off" period. Only registration fees identified above are “non-refundable.”

1. Tuition refunds are payable within 20 working days (one month) after receipt of a written request from the student.
2. If an applicant is denied a student visa, he/she may request a refund of the tuition deposit. A student must submit a written refund request and return all acceptance documents to the Admissions Office before a refund can be processed.
3. Refunds of tuition fees are available to students through the fifth week of the quarter and are computed using the following formula. The refund will be the amount paid for instruction multiplied by the following fraction: The numerator is the number of hours of instruction the student has not received (but has paid for) and the denominator is the total number of hours of
inSTRUCTION. For example, if a student completes only 15 hours of a 33 hour course and paid $500 tuition, the student would receive a refund of $227.27. ($500 x 15/33 = $227.27)

4. The University provides the full time student with the option to take a fourth course during the quarter at no additional cost. Therefore, the University does not provide a refund should the student decide to withdraw from a fourth course.

5. Students who take the maximum number of courses allowed, five courses, may request a refund for the fifth course should they decide to withdraw.

Application for Refunds
Refund request forms are available in the Admissions Office. The form must be completed by the student and submitted to the office. Students who request a refund by mail must include their passport name, date, signature, mailing address, phone number, amount paid, amount of anticipated refund, and reason for refund.

Student Tuition Recovery Fund
Each student at CIU has rights and responsibilities concerning California’s Student Tuition Recovery Fund. You are required to pay a state-imposed assessment for the Student Tuition Recovery Fund if all of the following applies to you:

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

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

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Debts Owed to the University

A student may not receive any transcript, diploma, or certificate until all debts to the University have been paid. Such documents will be retained by CIU as security until the student's financial obligations to the University are satisfied. The security interest shall not be discharged by bankruptcy or other creditor arrangements.

Readmission of Students

Students previously enrolled in the University who plan to return after an absence of one or more quarters and who were not eligible for a leave of absence from CIU must file a new application for admission. The application fee is required of students not enrolled in either of the two quarters prior to the quarter of reapplication and who were not eligible for a leave of absence, or if they were enrolled in another institution during their absence from CIU. Students must submit official transcripts of all college work attempted during their absence from the University. Students must comply with the catalog policies in effect at the time of readmission.

Students Formerly On Probation

Students who were on probation at the end of their last quarter of enrollment may be readmitted on probation provided any work they may have completed elsewhere is satisfactory. Students who are readmitted on probation must comply with the academic standards of the University or be disqualified.

Students Formerly Disqualified

Disqualified undergraduate or graduate students who have been absent from the University for one or more quarters must apply for readmission and submit all forms for consideration of reinstatement and transcripts of any college work completed in the interim.

Readmission decisions will be based on a review of the student's academic record and life situation. If readmitted, the student may be placed on probation.

UNDERGRADUATE DEGREE PROGRAM

Bachelor of Science (B.S.) in Business Management

The purpose of the undergraduate program at CIU is to promote the students' intellectual, social, and moral development; as well as to help them acquire a knowledge and skill set supportive of their future professional goals.

Bachelor of Science Program Requirements

Candidates for the B.S. degree in Business Management must complete a total of 180 quarter units of course work. One quarter unit equals ten hours of instruction.

Candidates are required to complete 72 units of general education in basic subjects, behavioral science, intercultural studies, natural science, humanities, and social science. In addition, candidates are required to complete a minimum of 68 units in their major with 48 units being business core requirements and 20 units in the management concentration.

40 units of electives are required to complete the degree. Electives may be in business fields listed in this catalog.

The purpose of the general education requirement is to provide the student with a broad introduction to subjects that promote civic and cultural awareness, critical thinking, and basic
skills in communication and computation. A cumulative grade point average of 2.0 is required to graduate.

The normal period of time required to complete the Bachelor of Science degree is 4 years. It is recommended that students plan their schedules accordingly.

The student, whether full time or part-time, must complete the entire program within 10 years or his/her degree candidacy will be automatically withdrawn.

Program Requirements

General Education Courses:

**BASIC SKILLS**
- EN100 Basic Writing I
- EN101 Expository Writing
- EN102 Basic Writing II
- EN105 Composition and Argumentation
- MA111 College Algebra I
- MA112 College Algebra II
- HU136 Critical Thinking

**CORE COURSES**
- HS108 United States History Until 1876
- HS109 United States History Since 1876
- PS112 Institutions of American Government
- BH114 Contemporary Social Issues
- CC116 Intercultural Communications
- HU121 Comparative Studies in World Culture
- HU124 Introduction to World Literature
- NS140 Environmental Science
- MA219 Statistics

**Take 2 of the following general education courses:**
- BH113 Psychology in the Workplace
- HS127 History of American Business
- PS249 The U.S. and Developing Nations

**BUSINESS CORE REQUIREMENTS:**

**Lower Division**
- MG200 Introduction to Business
- LW201 Fundamentals of Business Law
- AC250 Principles of Accounting I
- AC251 Principles of Accounting II
- EC255 Microeconomics
- EC256 Macroeconomics

**Upper Division**
- MG301 Principles of Management
- FN305 Foundations of Financial Management
- CC307 Business Communications
- MK313 Principles of Marketing
- MG322 Introduction to International Business
- AC353 Managerial Accounting
- MG456 Business Policy, Planning, and Strategy

**Management Concentration**
- MG311 Organizational Behavior
- HR400 Human Resource Management
- MG345 Cultural Influence in Business Ethics
- MG411 Entrepreneurship
- MG483 Directed Research- Management
- HS499 Directed Research – History of American Culture

**ELECTIVES**
(Select 9 courses from the following list of electives to complete your program.)

**Accounting**
- AC361 Income Tax Procedures

**Communications**
- CC368 Leadership in Human Relations

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1 All undergraduate courses are four quarter units and, unless otherwise noted, in lecture format.
Finance
FN354    Money and Banking

Information Systems
IS339    Business Information Systems
IS370    Database Management
IS372    Computer Applications in Business
IS373    Web Based Programming
IS375    Computers and Accounting

Management
MG317    Government Regulations in Business
MG484    Internship in Management
MG403    Labor / Management Relations

Marketing
MK221    Essentials of Salesmanship
MK330    Public Relations
MK352    Consumer Behavior

Human Rights
HT420    International Human Rights

Course Numbering System:
100-299    Introductory, lower division undergraduate
300-499    Advanced, upper division undergraduate
500-699    Graduate level

Subject Area Abbreviations:
AC    Accounting
HR    Human Resources
BH    Behavioral Science
HT    Human Rights
HU    Humanities
CC    Communications
IB    International Business
EC    Economics
IS    Information Systems
EN    English
MG    Management
FA    Fine Arts
MK    Marketing
FN    Finance
MA    Mathematics
FL    Foreign Language
PS    Political Science
HS    History
NS    Natural Science

ACADEMIC STANDARDS
Grading System
Grade points are a measure of the quality of the academic work completed just as quarter units are a measure of the quantity of academic work completed. The University uses a letter grade to indicate the level of individual student achievement. Each letter grade has a point value assigned for the grade achieved. The point value is as follows:

Excellent Work
A:    4.0 grade points
A:    3.7 grade points
B+:   3.3 grade points

Good Work
B:    3.0 grade points
B-:   2.7 grade points

Satisfactory Work
C+:   2.3 grade points
C:    2.0 grade points

Below satisfactory work but acceptable
C-:   1.7 grade points

Unsatisfactory work, barely passing
D+:   1.3 grade points
D:    1.0 grade point

Failure, no credit
F:    0.0
I:    Incomplete
W:    Withdrawal, no credit

Incomplete Work
No grade points are given when a student receives
an incomplete, or "I". A student's failure to satisfy all of the course requirements by the end of the following quarter will result in a failing grade.

**Concurrent Courses**
Students may not take scheduled courses concurrently. Independent study of a course offered concurrently with another course required to satisfy credit demands is not allowed.

**UNDERGRADUATE COURSE DESCRIPTIONS**

**ACCOUNTING**

AC250  Principles of Accounting I. This course is an introduction to accounting theory, principles and practices. The goal is to develop students' awareness of the functions of accounting in the modern economy. Topics include the uses, communication, and processing of accounting information, recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements, accounting for cash, purchases, sales, receivables, payables, and inventories, and accounting for merchandising companies.

AC251  Principles of Accounting II. This course, following AC250, is an introduction to accounting theory, principles and practices. Topics include the following: uses, communication, and processing of accounting information; recording, analyzing and summarizing procedures used in preparing balance sheets and income statements; accounting for plant and equipment, depreciation, natural resources, and intangible assets; liabilities; stockholder's equity and statements of cash flows; and management accounting, job order costing, and process costing. Prerequisite: AC250.

AC353  Managerial Accounting. This course is designed to include managerial accounting problems and practice exercises. Class time will involve discussion of various managerial accounting issues followed by the actual examples of our discussion. Key concepts of this course include the applications of accounting to management decision making, planning, and control: product/service cost analysis, pricing, and profit planning, flexible budgeting, accounting for overhead, using standard costing, time value of money applications, and quantitative methods for decision making. Upon completion of this class, students will be able to calculate many items relating to budgeting, cost analysis, profitability and decision-making and will be fluent in the business communication of financial matters. Prerequisite: AC250.

AC361  Income Tax. This course is designed to familiarize students with the basics of the American system of income tax. Upon completion of this class, students will be able to calculate many items relating to budgeting, cost analysis, profitability and decision-making and will be fluent in the business communication of financial matters. This will include depreciation, gain from sales of property, business credits and taxation of business entities, i.e., partnerships and corporations. Emphasis will be placed on individual tax preparation, as that is the starting point that most of us can identify with and understand. Class discussions will include the completion of tax forms.

**BEHAVIORAL SCIENCE**

BH113  Psychology in the Workplace. This course is a study of human behavior in the work environment. We examine the development of the science of psychology, biological processes and their roles in human behavior, cognitive
processes, motivation, and individual behavior as the result of social interaction.

BH114  Contemporary Social Issues. This course explores various personal, institutional, cultural, historical, and global problems that confront American society today. Problems range from drugs, divorce, crime, mental illness, and alienation in modern society to the environment and national and global economic and political conflicts. Special attention is paid to issues of technology and social change.

COMMUNICATIONS

CC116  Intercultural Communications. This course is designed to explore cultural self-awareness, other-culture awareness, and the dynamics that arise in interactions between people from different cultures. It explores the assumptions and values that affect communication between persons of different cultures as well as the means for fostering more effective communication within a diverse cultural setting.

CC307  Business Communications. This course will impart knowledge of business communications on a general level. In addition to practicing forms and customs of business communication in the United States, efforts to reconcile the expressions and conventions of the American business climate and that of the countries' of the students' origins.

Prerequisite:  EN101.

CC368  Leadership in Human Relations. This course is designed to discuss the nature of leadership in human society and the role of communication in human relations and develops techniques for fostering more effective human relationships within the organization. We will discuss many leadership theories from different perspectives. Our discussion will include different concepts of leadership, leadership styles, and leadership requirement. We will also examine case studies of leader's in the 20th century: Franklin Roosevelt, Gandhi, Rockefeller, and Ford. Other topics include: communication theory, self-disclosure, communication styles, and team building as a leadership strategy.

Prerequisite: MG301.

ECONOMICS

EC255  Microeconomics. This course is an introduction to microeconomic theory and principles as it applies to the economic behavior of decision-making units such as consumers, resource owners, and business firms. Topics include demand, supply, and equilibrium, the measurement of elasticities, consumer demand theory, theory of production, analysis of the costs of production, price and output under conditions of perfect competition and pure monopoly, and the influence of debt in the economic decisions and activities of consumers, producers, and governments.

EC256  Macroeconomics. This course is an introduction to macroeconomic theory and principles. It examines national income, Keynesian and monetary theories, macro equilibrium, business cycles, monetary and fiscal policy, and the dilemma of economic stabilization in today's world economy. Other topics include measures of output, prices, inflation, and employment, using models to understand spending and investment, monetary and fiscal policy in closed and open economies, aggregate supply and demand analysis, economic growth and business cycles, the supply and demand for money, consumption, and theories of investment.
ENGLISH

EN100  Writing Review I. This course involves intensive study of structure, usage, and vocabulary of English as a necessary prelude to effective writing. Emphasis is placed on development of paragraphs to communicate ideas in short papers. Students are encouraged to exercise critical thinking and clear, correct language in their written communications.

EN102 Writing Review II. This course continues EN 100 by deepening the student’s intensive study of structure, usage, and vocabulary of English as a necessary prelude to effective writing. Essays from selected authors are used as models for writing paragraphs and short essays. Emphasis is placed on development of paragraphs to communicate ideas in short papers. Students read essays, study common patterns of organization, write essays, and review problems in grammar, usage, and punctuation. Students are encouraged to exercise critical thinking and clear, correct language in their written communications.

EN101  Expository Writing. Expository writing focuses on composing and revising your ideas in English writing. Students in this course will study the meaning and purpose of reading and writing in English. This course involves intensive study of structure, usage, and vocabulary of English as necessary prelude to effective writing. Emphasis is placed on development of paragraphs to communicate ideas in short papers. Students are encouraged to exercise critical thinking and clear, correct language in their written communications.

EN105  Composition and Argumentation. As an introduction to writing persuasive essays, this course covers the role of facts and rules in the development of arguments. Students will learn how to concisely state the main point, organize arguments to best rely the message, address counterarguments tactfully, support stance, analyze and understand others’ arguments. Class will help students develop good logic, research, and style.

FINANCE

FN305  Foundations of Financial Management. This course is designed to build a foundation for the theory and practice of financial management for the students. Emphasis will be given to the basic concept of the financial world, and developing ability of actually calculating financial ratios, valuation of securities, and interest variations, present values and future values. Key concepts include analysis of financial statements, management of resources, budgeting and forecasting, costs of capital, business valuation, and current topics in finance.

Prerequisite: AC251.

FN354  Money and Banking. This course will provide students an understanding of the functions and operations of money, banking, financial instruments, financial institutions, and the federal government in our economy. Topics include the operations of central banks and the Federal Reserve system, theories of supply and demand for money, how money supply affects economic activity, the efforts and ability of the Federal Reserve to influence the economy, and the role of the gold standard in our economic history.

HISTORY

HS108  United States History Through 1877.
This course is designed to give an introduction of American history. It will cover the period from colonial times to the reconstruction. The primary objective of the course is to help students to have a comprehensive understanding of American history. The course will also emphasize historical events that can be interpreted in many ways. We compare and evaluate different interpretations of critical events in American history. We will focus on the discovery of the new world, the development of the colonies, the American revolution, the age of gentlemen, the Jacksonian revolution, expansion to the west, American civil war and the reconstruction.

HS109  United States History (1877 to the Present). The course focuses on the United States, beginning with the Reconstruction era. Topics for discussion will include race relations and class conflict. We will also study imperialism, World War I and II, the Great Depression, and the Cold War.

HS127  History of American Business. This course traces the development and modifications of the American business system from its beginning to the modern era. Special attention will be paid to the individuals who have shaped free enterprise in America.

HUMAN RESOURCES

HR400  Human Resource Management. The course examines the processes involved in the management of human resources: staffing, job design, justice determination, safety, compensation and reward, and training and development. Current research in the behavioral sciences will be reviewed. Prerequisite: MG301

HUMAN RIGHTS

HT420 International Human Rights. This course surveys basic Human Rights Law documents, beginning with the Universal Declaration of Human Rights up through current international treaties. HT420 will also cover how and when these treaties can be applied to these cases.

HUMANITIES

HU121  Comparative Studies in World Culture. The course explores and contrasts systems of the social and religious foundations of selected cultures from around the world. Students will exchange information and discussion each other’s cultures during the class. Special attention will be given to the similarities an differences between cultures (particularly western culture and Asian cultures). The theories of culture developed by Max Weber, Edward Shils, Talcott Parsons and K. Marx will be introduced.

HU124  Introduction to World Literature. The course introduces basic elements of fiction as a means to enrich the reader's experience. Emphasis is placed on developing interpretations of stories from different cultures. The course attempts to show how individual national histories, diverse language traditions, and local developments from the context that shape our reception and interpretation of stories.

HU136  Thinking Critically. This course presents fundamental thinking, reasoning, and language abilities as they apply to problem solving, value orientation, and concept formation. It aims to strengthen students’ abilities to read and listen critically, and to identify, analyze and evaluate formal and informal arguments in professional and everyday discourse. Using tools from both formal and informal logic, students will learn to distinguish valid from invalid arguments, identify
bias and evaluate evidence in arguments, respond reflectively to arguments, and generate well formed arguments of their own.

IN500 Internship.
Minimum requirements to apply:
1. Must be currently enrolled at CIU with a minimum GPA of 3.75.
2. Must have a TOEFL score of 500.
3. Must pass an interview with CIU’s Internship Committee.
(See page 6 for a detailed description.)

INFORMATION SYSTEMS

IS339 Business Information Systems
This course is designed to familiarize students with information systems. Information is vital to run a successful enterprise and using technology to its fullest to efficiently gather and process this data can help the entity to thrive and not merely exist. The Internet, Facebook, netbooks, iPads, Microsoft files and hundreds of other components work together to make your business, life or whatever is important to you function. Many of the terms and concepts taught in this class can be applied to all facets of the computing and business environment. Key concepts include an overview of information systems, computer concepts, microcomputer alternatives, databases, data communications, planning, controlling, implementing the development of information systems, and the future for information systems. Instruction: lecture format. Prerequisite: AC250.

IS370 Database Management. The objective of this course is to teach students how to use Microsoft Access. In different sessions, students will learn how to plan and create a database in Access, how to edit table data and field properties, how to define and execute queries, as well as how to perform join operations. Toward the end of the quarter, students will learn how to create reports with the Report Wizard, arrange and organize reports, and add bound and unbound controls to the report in Microsoft Access. In the session of advanced tasks, students will learn how to import data into Access databases, create Web hypertext pages based on Access objects, incorporate hyperlinks into Access objects, and perform administrative tasks such as backing up the database in Access.

IS372 Computer Applications in Business. This course is designed to familiarize students with Microsoft Excel. All class time will be spent in the computer lab and students with have hands on experience in Using Microsoft Excel 2003. Workbooks are collections of many worksheets containing information. Key concepts for this course include creating spreadsheets to plan and analyze business finances and operations, and creating and using various types of graphs, databases and macros. Students will learn how to create worksheets and use the contents for purposes or analysis and decision-making. Many of the terms and concepts taught in this class can be applied to all facets of the computing and business environment. Prerequisite: MG301 or instructor consent.

IS373 Web-Based Programming. The purpose of this course is to introduce the principals of Web based programming. Being a preparatory course for creating web pages, it will cover the HTML language, Java Script, and programming concepts.

IS375 Computers and Accounting. This course is designed to familiarize students with Quickbooks Pro and the various features available using the software. Quickbooks is the current
standard software used by most small and medium sized businesses. The focus will include some of the most frequently used transactions including recording transactions. Although the emphasis is on the Quickbooks Pro software, many of the ideas and techniques are available in most accounting packages. Students should have a good understanding of basic accounting. Students will prepare charts of accounts, journal entries, adjustments, trial balances, closing entries, financial statements, and other financial reports. Prerequisite: AC250.

BUSINESS LAW

LW201 Fundamentals of Business Law. The course will acquaint the student with a basic knowledge of business law concepts beginning with the idea of contracts, and includes how contracts are offered and accepted. Real life business examples will amplify the academic groundwork.

MANAGEMENT

MG200 Introduction to Business. This course is an introduction to issues such as teamwork, change, and leadership in business and provides an overview of the business enterprise, including functions of management, marketing, distribution, and other processes within the business setting. Topics include personal, interpersonal, and organizational needs, organizational design, human resource management, diversity, leadership styles and methods, career development, and ethical and strategic issues as these relate to development and growth of businesses.

MG301 Principles of Management. This course examines managerial functions, roles, skills and challenges. Topics include evolution of management theories and practice, planning and decision-making, time management, leadership, and problem solving. There will be a focus on organizational challenges in today’s business environment. In addition, this course will review the motivation theories and their applications for the managers, communication in today’s organizations, leadership theories, group dynamics, and performance evaluations. Causes and consequences of stress and methods of stress management will be extensively discussed in this course.

MG311 Organizational Behavior. This course examines the process of individual, interpersonal, and group behavior affects the overall results of small, medium and large corporations. Topics include: motivation theory, behaviorism, management by objectives, group decision theory, job design, job competencies, and a review of various organizational structures. We examine the structure of organizations, the process of organizational development, and the management of change. Theories of motivation as practiced by management are woven throughout. Prerequisite: MG301.

MG317 Government and Business. Exploring the close relationship and influence of government and business. Topics include government's role as regulator, consumer, and financier, and the impact of economic policy on business, as well as the influence of political action groups on government policy. Relationships among government, business, interest groups, consumers, and workers will be examined as these participants reciprocally influence each other in efforts to maximize desired outcomes and benefits arising from regulation. Prerequisites: PS112, MG301.

MG322 Introduction to International Business. This course is designed to cover the world of
global business. There will be an extensive discussion of culture and socio-cultural influences on international business, as well as analysis of economics, legal, and political forces when conducting business in a foreign environment. Additionally, similarities and differences between U.S. business and international business will be reviewed.

Prerequisite: MG313

MG345 Cultural Influences on Business Ethics. This course is designed to familiarize students with ethical questions and the many complex issues one may encounter. Emphasis will be placed on deciding what ethical issues exist, understanding the influence of culture on these issues and solving the situations. Many of the terms and concepts taught in this class can be applied to all facets of the business environment.

Prerequisite: MG301.

MG411 Entrepreneurship. The course presents a realistic view of the advantages and complexities of starting a small business. It introduces the process of conceiving, developing, implementing, and managing a new business venture and the concepts and skills required to do so successfully. Topics include the nature of the entrepreneurial spirit, feasibility studies, business planning, management team development, legal forms of organization, business ethics, planning for growth and managing change.

Prerequisite: MG301.

MG456 Business Policy, Planning, and Strategy. This course will focus on the fundamental techniques in planning, decision making, and policy and strategy formulation to be applied in the business world today. Prerequisite: MG301.

MG483 Directed Research in Management. Students will select a topic in the field of business management. Under the direction of a faculty advisor, the student will research the topic and prepare a written research paper for evaluation by the advisor. The course emphasizes self-motivation, planning, independent work, and library and internet research skills.

Prerequisite: Junior standing or instructor’s permission.

MG484 Internship in Management. This course examines the process by which management principles break down or stand up to the test of real world applications. Students apply management concepts to an employment experience under the direction of a faculty advisor and a business sponsor.

Prerequisite: Junior standing.

MARKETING

MK221 Essentials of Salesmanship. This course examines the process by which sales functions in organizations play a critical role in the life of the enterprise and the economy. Role play is an important aspect of this course, as applying the principles of salesmanship drives home the impact of selling tactics used throughout the world. Students will make sales presentations, study sales campaigns, and analyze the selling process.

MK313 Principles of Marketing. The purpose of this course is to introduce the principals of Marketing and apply them to contemporary real world situations. Familiarizes the student with the basic structure of marketing departments and the overall purpose of marketing. Pricing, product development, promotional efforts, and sound distribution policies will be discussed. There will be a special focus on marketing concepts, processes, research, systems and product
management.

MK330  Public Relations. This course is designed to help the student understand the role and responsibility of public relations in public and private companies, government, nonprofit organizations, and agencies. It develops students' understanding of public relations by focusing on current situations so that they may apply these lessons to their own professional theory, practice, mass media, and campaigns.  Prerequisite: MK313.

MK352  Consumer Behavior. This course examines the processes by which consumers make decisions about what they will buy. It provides students with a practical, managerial understanding of the forces and processes influencing how consumers behave in the marketplace and make decisions regarding products or services. The course also focuses on the role of consumer behavior in the overall marketing process.  Prerequisite: MK313.

MATHEMATICS

MA111  College Algebra I. This course provides a working knowledge of college-level algebra. Emphasis is placed upon the solution and the application of linear and quadratic equations, word problems, polynomials, and rational and radical equations. Students perform operations on real numbers and polynomials and simplify algebraic, rational, and radical expressions. Arithmetic and geometric sequences are examined, and linear equations and inequalities are discussed. Students learn to graph linear and quadratic functions.

MA112  College Algebra II. Familiarizes students with advanced formulae and applications: coordinate geometry and functions; exponential, logarithmic and trigonometric functions; systems; analytic geometry; sentences and series, and polar coordinates.

MA219  Statistics. This course explores the measures of central tendency, variation, analysis of probability, probability distribution, normal distribution, and sampling. We further discuss the nature of decision theory, regression and correlation analysis, nonparametric methods, time series, and index numbers. Other topics include: measures of central tendency, variation, analysis of probability and probability distribution, normal distribution, and sampling. Decision theory, regression and correlation analysis, nonparametric methods, time series and index numbers.

NATURAL SCIENCE

NS140  Environmental Science. This course examines local, state, national and international policies that relate to the environment. It is designed to provide an introduction to environmental science by exploring public policy issues associated with the environment and the basic underlying scientific concepts from biology, chemistry, and geology. We will especially be concerned with the relationship of the attempted regulation of the environment to economic and political issues, both domestic and international.

POLITICAL SCIENCE

PS112 American Government. This course is designed to examine the American government and explore the U.S. political process, value of freedom, order, and equality, and alternative models of government. It will cover the Constitution of the United States, three branches of the Government, election, political parties,
major policies and political behavior of American citizens. This course will discuss whether the political system of this country is democratic or not. In each session we will ask this question and examine the view pros and cons.

PS249 The United States and Developing Nations. This course is designed to examine the political and economic relationship between the United States and other countries. In the first part of the course, we shall discuss two different views on this issue: the optimistic view and the pessimistic view. While studying these views, we shall cover these theories: the division of labor theory (classical economics), development theory (functionalism), dependence theory and Marxist theory. In the second part of the course (after the midterm), we shall discuss more practical issues. We will cover American foreign policy, focusing on military strategy and political influence. Afterwards, we will spend a few sessions on the examination of economic matters, such as the role of multinational firms and the role of international financial organizations (such as I.M.F. or I.B.R.D), the problems in international trade, and the technology gap between the United States and the Third World. In the final session, we shall discuss the paths of development for Third World countries. The goal of this course is for each student to evaluate the developmental pattern of his/her own country.

GRADUATE DIVISION

ADMISSIONS

Admissions Procedures
The graduate program in International Business at California International University is a professional program designed to provide the knowledge and skills requisite for careers in international business. Applicants for admission to the Master of Science in International Business program should be motivated individuals who are ready to focus their attention on developing the knowledge and skills necessary for a career in international business.

The applicant for admission must submit a complete application packet to the Admissions Office, California International University, 3130 Wilshire Blvd., Los Angeles, CA 90010. Once the Admissions Office receives the complete application packet, it will process the application promptly. For students who are accepted, CIU will normally mail the acceptance letter and related documents within two weeks of the date that the complete application packet is received. The application packet should include:

1. A completed application form.

2. Official transcripts from previous academic work, along with English translations of these transcripts. Transcripts should indicate completion of either a bachelor’s degree from a regionally-accredited or state-approved college or university in the U.S. or equivalent foreign degree. (Transcripts issued from schools or universities outside the U.S. must be evaluated by the Credential Evaluation Service for comparability to regionally-accredited schools in the United States. A $150 non-refundable fee is required for the evaluation and is listed in item 5 below.)

3. TOEFL or IELTS score. For full admission, a TOEFL score or at least 500 or an IELTS score of at least 5.0 is required. Applicants with a TOEFL score less than 500 who have been provisionally admitted will be required to pass two English composition courses in addition to their required classes. (These two additional English courses will
not be included in the graduate student’s GPA.)

4. A brief statement of purpose, explaining why you would like to study business at CIU.

5. Fees and Tuition Deposit:
   Application Fee……………………..$100
   International Transcript Evaluation Fee*……………………..$150
   Tuition Deposit**…………………….$900
   Total Due at Application………………$1150

   * If applicable. This fee is for an outside service to evaluate transcripts from universities outside the United States.
   ** This tuition deposit will be applied toward the first quarter’s tuition. In the event that the student is unable to attend CIU, this deposit will be fully refunded.

6. Copy of passport (including all attachments and stamps), as well as two passport-sized photos.

   All records of previous academic training must be original and bear the stamp or raised seal of the school that issues the document. The transcript should be in detail, showing course titles, length of course, number of hours per week, and final grades received. The original transcript, if printed in the applicant’s native language, must be accompanied by a line-by-line translation into English. All documents submitted to the Admissions Office become the property of CIU and will not be returned to the student.

Evaluation of Applications

Completed applications will be evaluated by a committee consisting of the Director of Admissions, Dean, and President. Criteria for admission to the University are as follows:
1. All requested documents have been submitted on time.
2. All documents are determined to be authentic.
3. All academic credentials have met regionally accredited, state-approved or comparable standards.
4. Transcripts, diplomas, and other documents should evidence minimum of completion of U.S. bachelor’s degree from a regionally accredited or state-approved college or university (or equivalent for foreign universities) and indicate ability to successfully pursue and benefit from graduate study at CIU.
5. All admissions fees have been paid.

Conditional Status

CIU understands the special needs of international students. CIU recommends that applicants submit their applications well in advance of their desired date of admission. However, if an applicant has submitted the application and transcripts but not all of the requested documents by the scheduled registration period, or has not yet passed the TOEFL exam, CIU may allow the applicant to enroll on a conditional basis. A decision is based on other compelling evidence that the applicant has the ability to successfully undertake graduate study. Course work taken during the conditional period may be considered for credit after the applicant has completed all admissions requirements for the degree program. Everyone under conditional status must submit all documents by the end of 1 quarter of study. If conditional status is based on their failure to satisfy the TOEFL requirement, the applicant must enroll in an English class as well as take the TOEFL during their first quarter
at CIU. A student who has not passed the TOEFL by the end of one quarter must enroll in a second English class during the subsequent quarter.

**Transfer of Credit**

CIU may accept credit for transfer from regionally accredited or state approved institutions or programs determined to be comparable to accredited programs by the Credentials Evaluation Service. Courses are considered for transfer when they are applicable to master's degree program course requirements or elective areas. A grade of B or higher must be earned at the graduate level in any course considered for transfer. A maximum of half the required quarter units needed for graduation are allowed for transfer. Credit for undergraduate courses completed at other institutions which are comparable to CIU elective courses are not eligible for transfer in lieu of elective requirements.

CIU does not provide academic credit for life or work experience or accept transfer credit for academic work over 10 years old.

**University Residence Requirement**

A graduate student who is allowed to transfer nine units of graduate work at other universities must complete a minimum of 42 credit units in lecture format courses while in residence at CIU. It is also required that the final nine units must be completed while in residence at CIU.

**Tuition and Fees**

Tuition for the full-time student is $1,800.00 or $200 per unit per quarter. A student taking 9 units is considered to be full-time. A full-time student may choose to take 12 units per quarter at no additional charge. A student taking fewer than 9 units is considered to be part-time. Tuition for part-time students is $600 per course or $200 per unit per quarter. A student is allowed to take a maximum of five courses per quarter. Tuition for the student who takes five courses per quarter is $2,400.

**Method of Payment**

Tuition is assessed on a quarter by quarter basis in advance of instruction. Students may choose to pay the entire tuition in full or select a payment plan prescribed by the University. Part-Time students pay by the course in advance of each quarter.

**Late Registration**

Students who are unable to enroll during the regular registration period may enroll during the late registration period. (see academic calendar). Returning students must pay the late registration fee of $100. New students are not required to pay the late registration fee. Applications for enrollment are not accepted for new or returning students after the third week of the quarter.

**Deferred Payments Option**

After completing 1 quarter of study, a student may choose a two-payment-per-quarter schedule. The University assesses a $100 fee per quarter for this service. For example, the full-time student who takes 3 courses per quarter must pay $800 at registration and $800 by the end of the sixth week of the quarter.

**List of Fees for Graduate Programs**

- Application Fee (nonrefundable): $100
- Credentials Evaluation Service Fee for foreign transcripts (nonrefundable): $150
- Tuition per quarter: ($200/unit) $1,800
- Late Registration Fee: $100
- Add/Drop Fee: $3
- Graduation Fee (includes diploma, four official transcripts and gown rental): $100
Official transcript: $15
Charge for delinquent account: $50
Optional Deferred Tuition Fee: $100

The estimated total in tuition fees to complete the master’s program ranges from $5,400 to $10,800, depending on whether coursework at other universities qualifies for credit at CIU.

**Tuition Refunds**

Any written contract or agreement signed by a prospective student away from the institution premises shall not become operative until the student makes an initial visit to the institution. The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, with no money to be retained by the school, excluding the application fee and foreign student fee.

1. Tuition refunds are payable within 20 working days (one month) after receipt of a written request from the student.
2. If an applicant is denied a student visa to study in the U.S., they may request a return of the tuition deposit and all refundable fees. All acceptance documents and forms issued to the student from CIU must be returned to CIU, along with a written refund request, before a refund can be processed.
3. Refunds of tuition fees are available to students through the sixth week of the quarter and are computed using the following formula. The refund will be the amount the student paid for instruction multiplied by the following fraction: The numerator is the # of hours of instruction the student has not received but for which the student has paid and the denominator is the total # of hours of instruction. For example, if the student completes only 15 hours of a 33-hour course and paid $500 tuition, the student would receive a refund of $272.73. ($500 x 18/33 = $272.73)
4. The University provides the full-time student with the option to take a fourth course during the quarter at no additional cost. Therefore, the University does not provide a refund should the student decide to withdraw from a fourth course.
5. Students who take the max number of courses allowed, 5 courses, may request a refund for the fifth course should they decide to withdraw.

**Application for Refunds**

Refund request forms are available in the Admissions Office. The form must be completed by the student and submitted to the office before a refund can be processed. Students who request a refund by mail must include their name (passport name), date, signature, mailing address, telephone number, amount paid, amount of anticipated refund, and reason for refund.

**Debts Owed to the University**

A student may not receive any transcript, diploma, or certificate until all debts to the University have been paid. California International University will retain such documents as security until the student's financial obligations to the University are satisfied. The security interest will not be discharged by bankruptcy or other creditor arrangements.

**GRADUATE DEGREE PROGRAM**

**Master of Science in International Business**

The Master of Science in International Business is a program designed to provide international students with an advanced understanding of the core disciplines of international business.
Degree Requirements

A total of 54 quarter units is required for the degree. Each quarter unit equals 10 hours of instruction. The candidate is required to complete 12 units of elective courses in business, computers, or accounting. Elective work may be graduate level work with course numbers 500 and above or upper-division undergraduate work with course numbers 300 and above earned in addition to any bachelor's degree coursework previously completed.

The candidate is required to have at least a 3.0 cumulative GPA to graduate. The suggested time to complete the degree is from 1 – 2 years.

Course Prerequisites

The candidate must complete all prerequisite requirements to be eligible for matriculation into the program including the following courses: Principles of Accounting I, Principles of Accounting II, Principles of Management and Principles of Marketing. Students who have graduated from an accredited or state approved university and who have completed the four prerequisites during their undergraduate program may waive the prerequisite requirement. However, because accounting methods differ around the world, a brief accounting assessment test is used for students who wish to waive the accounting prerequisite.

Residence Requirement

The student must complete a minimum of 42 units while in residence at CIU. The units must be earned in lecture format courses. Courses commonly referred to as thesis, directed study, or independent study do not meet the residence requirement. A total of half the required credits needed for graduation may be transferred to the degree from previous academic work. The University does not accept credit for life or work experience earned prior to enrollment.

Prerequisites:

Principles of Accounting I, Principles of Accounting II, Principles of Management, and Principles of Marketing. Candidates who have not satisfied these prerequisites before enrolling should complete them within their first 3 quarters at CIU, depending upon when courses are offered.

Master of Science in International Business Required Core Courses:

- BA500 Cultural Foundations of the U.S. Business Environment
- BA581 Marketing Management
- BA582 Research Methodology
  Prerequisite: Satisfactory TOEFL score
- BA589 International Marketing
  Prerequisite: BA500 or BA581
- BA596 International Business Law
- BA600 International Personnel Management
- BA605 International Business Policy
- BA637 Organizational Behavior
- BA649 Principles of Finance
  Prerequisite: AC250
- BA656 Managerial Finance
  Prerequisite: AC250
- BA678 Theory of Investment
- BA682 World Politics and International Business
- BA686 Export Trade Operations
- BA690 Import Trade Operations

2 All graduate level courses carry three quarter units credit and include a prerequisite of graduate standing. Under special circumstances, the dean may grant permission for an advanced undergraduate (senior standing) to enroll in one graduate course per quarter.
Electives:
3 electives must be chosen from other graduate courses or the University's upper-division courses (those numbered in 300 or 400 series).

Summary of Degree Requirements
Assuming Prerequisites Already Satisfied
- Required courses: 42 units
- Electives: 12 units
- Total: 54 units

Assuming Prerequisites Not Already Satisfied
- Required courses: 42 units
- Electives: 12 units
- Prerequisites: 16 units
- Total: 70 units

Suggested Sequence of Core Courses:
Master of Science in International Business
(Assuming Prerequisites have been satisfied)

FIRST QUARTER
- BA500: Cultural Foundations of the U.S. Business Environment
- BA596: International Business Law
- BA649: Principles of Finance
- BA682: World Politics and International Business

SECOND QUARTER
- BA582: Research Methodology
- BA605: International Business Policy
- BA637: Organizational Behavior
- BA690: Import Trade Operations

THIRD QUARTER
- BA589: International Marketing
- BA600: International Personnel Management
- BA686: Export Trade Operations

FOURTH QUARTER
- BA581: Marketing Management
- BA656: Managerial Finance
- BA678: Theory of Investment

ACADEMIC STANDARDS

Grading System
Grades are given based on the following scale:

- A: 4.0 grade points per unit for superior work.
- A-: 3.7 grade points per unit for very good work.
- B+: 3.3 grade points per unit for good work.
- B: 3.0 grade points per unit for satisfactory work.
- B-: 2.7 grade points per unit for marginal work.
- C+: 2.3 grade points per unit for unsatisfactory work and barely passing.
- C: 2.0 grade points per unit for unsatisfactory work and barely passing. A grade of C+, or C, will be accepted for courses when the cumulative grade point average is not lower than 3.0 for all required courses.
- C-: 0.0 grade points per unit is unacceptable. The course must be repeated.
- F: 0.0 grade points per unit is a failure. The course must be repeated.
- W: No grade points are given for a withdrawal.
- I: Incomplete.

Incomplete Work
No grade points are given when a student receives an incomplete "I". A student's failure to satisfy all of the course's requirements by the end of the following quarter will result in a failing grade.
Grade Point Average (GPA)

The graduate student must maintain a minimum GPA of 3.0 in the Required Courses to graduate with a Master of Science degree. (The term Required Courses includes the prerequisites, core courses and electives, but does not include the additional English classes that are required of a student with a TOEFL score of less than 500.) Any student whose quarterly GPA falls to 2.9 or less must achieve a quarterly GPA of 3.0 or better within the following 2 quarters. A minimum 2.0 is required for prerequisite and elective courses. Failure to achieve the GPA requirement will result in disqualification. A student disqualified from CIU must reapply to be considered for readmission.

GRADUATE COURSE DESCRIPTIONS

BA500 Cultural Foundations of the American Business Environment. This course examines the nature and practices of the social environment Americans create, live, and work in. It explores social and cultural factors shaping how business and management are conducted in the U.S. Topics include historical patterns of U.S. political, economic, and social development and structures; demographic characteristics; regional financial and trade centers; government structure and practice, cultural traditions, including religious and ethnic traditions and values; economic policies and practices; and the U.S. legal environment.

BA581 Marketing Management. This course examines what marketing is, how it plays a role in our society, the fundamentals involved in the marketing mix variables, and the overall marketing management strategies used to face the competition.

BA582 Research Methodologies. In this course you will study quantitative and qualitative scientific research methods used to investigate questions related to human social research. You will learn to gather and evaluate information from multiple sources, synthesize findings from available literature into specific research questions, and design effective methods to address those questions. An emphasis will be placed on critical thinking, problem solving, and developing writing skills in a style appropriate to the level of a master of science in business administration. You will begin to hone your writing skills adhering to MLA format in your papers. Topics include research design, problem identification, topic selection, creating an hypothesis, identifying variables, data collection/analysis, writing mechanics, and the research proposal.

BA589 International Marketing. This course examines the concepts and applications of marketing in the international arena. This includes an overview of marketing mix - product, price, place, and promotion - in international markets and explores international marketing concepts through various learning activities. Moreover, different forces, such as economic and financial, political and legal, socio-cultural and competitive, influence the screening and selecting of foreign markets and will be thoroughly discussed.

Prerequisite: BA565 or BA581.

BA596 International Business Law. This course examines the process by which nations form and

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3Unless otherwise noted, all graduate level courses carry three quarter units credit, are conducted in lecture format, and include a prerequisite of graduate standing. Under special circumstances, the dean may grant permission for an advanced undergraduate (senior standing) to enroll in one graduate course per quarter.
abide by international policies and the law. BA 596 introduces the basic doctrines, institutions, and methodology of modern public international law. Topics include problems of definition, international and domestic application of international law, historical origins and developments of law, international organizations, dispute settlement, treaties, rights of individuals, jurisdiction, U.S. foreign relations law, and immunities. Prerequisite: BA565.

BA600 International Personnel Management. This course covers critical issues facing organizations in simultaneously managing their human resources at home and abroad. It focuses on the connection between corporate strategies and the effective management of human resources. Topics include international management and personnel, social responsibility, the functions of management and the international manager, and disputes and negotiation.

BA605 International Business Policy. This course will introduce students to the world of international business. It covers the uncontrollable forces of foreign environment that the management has to deal with. These include financial, economic, socioeconomic, sociocultural, political, legal, physical, environmental, labor, and competitive forces. This course also covers different theories relevant to international trade.

BA637 Organizational Behavior. This course examines how the processes of individual, interpersonal, and group behavior affect the overall results of small, medium and large corporations. We examine the structure of organizations, the process of organizational development, and change management. Theories of motivation as practiced by management are woven throughout.

BA649 Principles of Finance. This course is designed to familiarize students with managerial finance concepts and terminology used in the financial market, and to provide students with knowledge on how to interpret the information for planning and control purposes. Emphasizing application and actual calculation of ratios and completion of projections, so that students can utilize the knowledge in the actual business environment right away. Topics include financial statements, ratio analysis, time value of money, forecasting, budgeting, the U.S. tax system, and of issues affecting international financial management. Prerequisite: AC250.

BA656 Managerial Finance. This course is designed to familiarize students with managerial finance procedures and how to manage the finances of an enterprise. Emphasis will be placed on financing techniques used in the day to day (or long term) operations of an enterprise. Special topics include capital budgeting, working capital management, and analysis of alternatives available for financing a business enterprise. Many of the terms and concepts taught in this class can be applied to all facets of the business environment. This is a continuation of BA649. Prerequisite: AC250.

BA678 Theory of Investment. This course is designed to familiarize students with various aspects of investments. It will introduce the fundamentals of investment through discussion of investment returns, time value of money and compounding, fixed and variable income, sources of capital gain, tax on investment, and high and low risk investments. Students will be able to demonstrate a solid understanding of investment concepts and apply their knowledge to a variety of real-life investments.
BA682 World Politics and International Business. This course is designed to give business students a better understanding of world politics within the environment of international business. It will discuss, using theoretical and empirical perspectives, political, economic and managerial matters which occur in the world community. The course is devoted to a critical review of the theories of international relations. Our goal is to provide the student with systematic insights into international politics and the world’s economy. Topics include balance of power, systems theory, decision-making, game theory, imperialism and dependency, the role of multinational corporations, organizational culture and intercultural management, and social organization and international businesses.

BA686 Export Trade Operations. This course is designed to provide an extensive knowledge of export procedures and application of this knowledge in the current business world. In this course, principles, information resources, laws and regulations, and methods of payment will be broadly discussed. The course’s intent is to provide an understanding of the importance of export trade operations to a nation's economy, and theoretical training in the creation of export operations.

BA690 Import Trade Operations. This course will cover the practices, places, and procedures of import trade operations. Understanding and preparing import documents such as customs forms, packing lists, and commercial invoices will be emphasized. Government laws and regulations, including Homeland Security Department rules, will be discussed.

IN500 Internship. Minimum requirements to apply:

1. Must be currently enrolled at CIU with a minimum GPA of 3.75.
2. Must have a TOEFL score of 500 for undergraduate students or 550 for graduate students.
3. Must pass an interview with CIU’s Internship Committee.
(See page 7 for detailed description.)

ENGLISH LANGUAGE CENTER

The English Language Center offers language courses to prepare international students for future study at either CIU or in undergraduate or graduate programs at other American universities and to provide opportunities to polish their communication skills for business.

The program is designed for international students with little or no English proficiency, as well as more advanced speakers. The Center offers morning, afternoon and evening ESL classes. Students are required to attend seventy percent (70%) of class time.

Characteristics of the ESL program

Students from all over the world, such as Europe, Latin America, South East Asia, the Middle East and Africa come to study English at CIU. Our Asian population is by far the largest, but everyone comes with varying reasons to learn English. Many English learners have academic goals and plan to attend a college or university. Others are interested in the arts and want to study makeup, dance, acting, music, etc. Some students are interested in business and want to work for international companies, and a few are sent here by their companies. Even though our student body is very diverse, they share the desire to learn English.

Hiring standards for ESL teachers
Teachers must have at least a Bachelors Degree and at least one year of teaching experience in the field.

**Faculty Development Plan**
We have had two teacher training workshops this year and have two more planned. All workshops this year will be conducted by Christian Chung, PhD, who is currently a professor at the University of Southern California, and he is teaching students to be ESL instructors. The first session was held on January 31, 2012 and the topic was current trends in ESL pedagogy. The second session was held on April 10, 2012 and the topic was about the current approaches to teaching grammar. Our plan is to have four workshops every year.

The director attends the yearly TESOL conferences; for example, Boston in 2010, New Orleans in 2011, and Philadelphia in 2012. Books, materials, ESL websites and valuable new ideas are then shared with the teachers.

The ESL program director and faculty continuously explore new ways to further the skills of our instructors and enhance the effectiveness of the program.

**ESL admissions**
High school graduation is required. Any transcripts above the high school level must be submitted. If the transcript is written in a foreign language, a notarized English translation is required.

**Conditional admissions**
All admissions requirements should be satisfied within 2 weeks after a student arrives at the school besides the TOEFL score. A student without a satisfactory TOEFL score is required to take the first TOEFL test conducted at CIU after the student arrives at CIU. If the student fails to get the TOEFL score at that test, the student is automatically terminated from the degree program.

**ESL Course Descriptions**

ESL 11A Beginning Conversation, Grammar, and Reading, Level 1. Intensive conversation, grammar, and reading skills for beginning students who are non-native speakers of English. Practice in spontaneous conversation, small group discussion, and introduction to English grammar.

ESL 11B Beginning Conversation, Grammar, and Reading, Level 2. Continuation of intensive conversation, grammar, and reading skills for beginning students who are non-native speakers of English. Practice in spontaneous conversation, small group discussion, and introduction to English grammar.

Prerequisite: ESL 11A or equivalent.

ESL 11C--Beginning Conversation, Grammar, and Reading, Level 3. Continuation of intensive conversation, grammar, and reading skills. Student should possess basic skills in conversation and grammar and be able to read simple articles by course completion. Prerequisite: ESL 11B or equivalent.

ESL 21A--Intermediate Conversation, Reading, and Writing. Intensive intermediate level conversation, reading and basic writing skills for those students who are non-native speakers of English.

Prerequisite: ESL 11C or equivalent.
ESL 21B--Intermediate Conversation, Reading, and Writing. Continuation of intensive intermediate level conversation, reading and basic writing skills for students who are non-native speakers of English. Prerequisite: ESL 21A or equivalent.

ESL 21C--Intermediate Conversation, Reading, and Writing. Continuation of intensive intermediate level conversation, reading and basic writing skills for students who are non-native speakers of English. Prerequisite: ESL 21B or equivalent.

ESL 31--Advanced Comprehension. Designed for advanced students who have mastered basic English but want improved comprehension skills and more practice in daily conversation. This course draws on newspapers, magazines, and audio and videotapes. Prerequisite: ESL 11C or equivalent.

ESL 35--TOEFL Preparation. This course is designed to prepare students for the Internet Based TOEFL (IBT) examination. It covers Speaking (Independent and Integrated), Writing (Independent and Integrated), Listening and Reading, as well as English Structure. Prerequisite: ESL 11C.

ESL Grading Scale
A  93-100
B  84-92
C  75-83

(Students must attain 75% in order to pass ESL)

ESL 2012 – 2013 Academic Calendar

Summer Quarter 2012: July 9 – September 28
Fall Quarter 2012: October 1 – December 21
Winter Break: December 24- January 4
Winter Quarter 2013: January 7 – March 29
Spring Quarter 2013: April 1 – June 21

ESL Fee Structure:
One month: $290
Three months: $830
Six months: $1,500
One academic year: $2,800

APPLICATION FEE: $100. *All students must pay a non-refundable application fee to register.*
All new students must pay at least three months tuition ($830).

Additional ESL admissions information is available from the University Admissions Office or call (213) 3813719. Also see the English Language Center’s web site at www.ciula-esl.org or email the ESL director at director.esl@ciula.edu.
ADMINISTRATION & FACULTY

California International University
Board of Trustees

Chairman  Dr. Moon Kyu Park
Secretary  Mrs. Sue Park
Treasurer  Ms. Chris Lee
Member  Ms. Cheryl Chanson
Member  Ms. Kay Chang

Administrative Officers

President  Moon Kyu Park, D.A.
Dean of Faculty  David B Haddad, Ph.D.
Director of English as a Second Language  James K. Proctor, B.A.
Director or Finance & Facilities Management  Mr. Hong Lee, B.S.
Fiscal Officer  Chris Lee, C.P.A.
Executive Officer of Admissions & Administration  Joon Oh, M.S.
Registrar  Nina Kang, M.A.
Librarian  Patricia Tarango, M.L.I.S

Degree Program Faculty

DeSorbo, Barbara, Ph.D., Southern Illinois University, English Composition and Research Methodologies.


Haddad, David, Ph.D., Fielding Graduate University, Human and Organizational Systems; MA Fielding Graduate University, Organizational Development; BA, Michigan State University, Research Methodologies, Organizational Behavior.

Jewell, Paul, MBA, York University, Accounting Finance, Economics, Human Resource Administration, Management, & Supervision.

Johnson, Neil E., CPA, M.S., University of Wyoming. Accounting, finance and income tax computer software application, real estate taxation

Lewis, Mark, MBA, Pepperdine University. Finance, Theory of Investment

Lindsey, Michael, MBA, Anderson School of Management, the University of California, Los Angeles, Business Management, Computer Applications. Office Technology.

Mohseni, Masoud, Ph.D., United States International University, Management and Organizational Behavior, Need Theories and Motivation, International Business and Marketing.


Park, Moon Kyu, B.A., Seoul National University, M.A., University of Chicago, D.A., Idaho State University. World Politics, Politics in Developing Countries, American Government, Comparative Political Leadership.
Tarango, Patricia, Master of Library and Information Science, UCLA. Public Librarianship

Wood, Judith, J.D. of Law, Pepperdine University, Masters of Education, Highlands University; BA, City College of New York. Immigration Law

Part-Time / Adjunct Faculty

Lee, Kenneth, Ph.D., Columbia University, Comparative Religion; AB, Occidental College, Psychology; Master of Divinity, Princeton Theological Seminary. Humanities, World Religions, Expository Writing, US History, and Intercultural Communication.

UNIVERSITY COMMITMENT AND ASSURANCES

The Board of Trustees of CIU assures the consumer student that the University will provide an education that is consistent with the requirements, standards, and procedures set forth in this catalog. All program requirements described herein will be offered to the consumer student so that he or she may complete his or her program of study within the normal period of time stated in this catalog.

Financial Status

CIU has no petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Affirmative Action/Equal Opportunity/Title IX

California International University is committed to nondiscrimination in providing equal opportunity for admission, student financing, student support facilities and activities, and employment regardless of race, religion, sex, age, marital status, handicap status, or national origin.

The designated coordinator at the University for compliance with Section 104 of the Rehabilitation Act of 1973 for the handicapped, as amended, is Dr. David Haddad. The designated coordinator for compliance with Title IX prohibiting discrimination on the basis of sex at CIU is Dr. David Haddad. Dr. Haddad is also the designated officer for Affirmative Action and Equal Opportunity for the University.

CIU is an EEO/AA Employer and does not discriminate on the basis of race, religion, color, national origin, age, Vietnam era veterans' status or handicap.

CIU is a private, nonprofit, educational institution. It is recognized by the Internal Revenue Service as organized and operated for educational purposes and, therefore, is exempt from taxation, pursuant to IRC Section 501 (c)(3).

Privacy Rights of Students

The Family Educational Rights and Privacy Act of 1974, as amended, requires annual notification of students' rights. The purpose of this legislation is to protect the privacy of educational records and to provide standards for the correction of inaccurate or misleading data through hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Acts Office concerning alleged failures of an institution to comply with the Act.

Adult students, parents of minor students, and parents of tax-dependent students have the right to inspect, review, and challenge information contained in their educational records or the records of their minor or tax-dependent
children. Education records are defined as files, materials, and documents that contain information directly related to a student and are maintained by the University. Written consent is required before educational records may be disclosed to a third party with the exception of accrediting commissions or governmental agencies so authorized by law. The California Education Code, Section 94312.1 stipulates that an institution is required to maintain records for a period of not less than five years. Student transcripts, however, are maintained on a permanent, continuing basis.

California State Licensure
Assembly Bill 48 stipulates that “An institution that had a valid approval to operate on June 30, 2007, issued by the former Bureau for Private Postsecondary and Vocational Education . . . shall maintain that approval under this chapter. For the purposes of this chapter, the approval to operate shall be valid for three calendar years after the expiration date of the approval, as it read on June 30, 2007.” CIU’s approval is automatically extended until December 31, 2011. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site www.bppe.ca.gov.

Notice Concerning Transferability of Units and Degrees Earned at Our School.
Units you earn in our Master of Science or Bachelor of Science program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Master of Science or Bachelor of Science program, in most cases it will probably not serve as a basis for obtaining a higher degree at another college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at California International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits, degrees or certificates you earn in our English as a Second Language program, our bachelor of science in international business program, or our master of science in international business program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California International University to determine if your credits, degree, or certificate will transfer.
APPENDIX

Disciplinary and Adverse Actions (Conduct Policies)

Employees are expected to maintain high standards of integrity, conduct, and effectiveness. When such standards are not met, it is essential that prompt and just corrective action be taken. When a disciplinary action or adverse action is warranted, the discipline will be in proportion to the character of the offense or series of offenses.

The University will not hire or continue to employ any member of the faculty or staff who is found in a judicial or administrative proceeding to have violated any provision of the Private Post-secondary Education Act or to have committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

Academic Freedom
The teacher is entitled to full freedom in conducting research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon a mutual understanding with the administration of the University.

The teacher is entitled to freedom in the classroom in discussing the course’s subject but should be careful not to introduce into the lectures controversial matter which has no relation to the course’s subject.

Instructors of California International University are members of a learned profession and are considered officers of the institution. When an instructor writes or speaks as a member of the community, he or she is free from institutional censorship or discipline but his or her special position in the community imposes certain obligations. As a person of learning and an educational officer, the instructor should remember that the public may judge the education profession and the institution by his or her utterances. Hence, the instructor should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not a spokesperson for California International University.

Sexual Harassment and Assault
The University strives to maintain a secure environment free from harm or harassment for all of its constituents, faculty, staff, and students. The University will not tolerate any form of harassment, sexual harassment, or sexual assault. Therefore, the University will not employ or continue to employ any faculty or staff members who have been found in a judicial or administrative proceeding to have committed sexual assault towards another while employed at the University. The University will not enroll any student who has been found in a judicial or administrative proceeding to have committed sexual assault while enrolled at the University.

Any student, staff, or faculty who believe that they have suffered harassment or assault of any kind from any other member of the University's staff, faculty, or student body should notify the Dean, President, or Director of the ESL Program immediately. All notices of this nature are to be forwarded to the President who will conduct an investigation of any allegations. The University will also cooperate with all law enforcement agencies in the event of an arrest. In an emergency, where a person feels that he or she is in physical danger, the University recommends that the person should notify police at once by dialing 911. For additional support services, you may contact the Asian Pacific Counseling and Treatment Center at the following numbers: (213) 252-1200 or (213) 252-1250. The address is
Asian Pacific Counseling and Treatment Center, 3550 West 6th Street, Suite 500, Los Angeles, CA 90020.

**Dates Covered by this Catalog.** This catalog is in effect from June 1, 2012 until May 31, 2013.

**Graduation Rate**

The graduation rates of students enrolled at California International University are as follows: Of the 119 new students who enrolled in the M.S. degree program in International Business during 2007, 86 (72%) have completed or are on track to complete their degrees. Of the 24 students who began the B.S. program in business during 2005, 9 (37.5%) have finished or are on track to finish. The combined graduation rate is 95 out of 143 students, or 66%.

**Notice of Disclaimer.** Every reasonable effort has been made to determine that catalogue is accurate as of September 1, 2011. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of California International University. Some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the Administration. The University further reserves the right to modify its tuition and fees and to add, amend, or repeal any of its rules, regulations, policies, procedures, and location. If any of these changes are made, an addendum will be attached to this catalog.