



California University of
Management and Sciences

CATALOG

Welcome to California University of Management and Sciences!
A Personal Message from the President

On behalf of the school's faculty, staff, administration, and student body, I welcome you to our institution with much enthusiasm and joy. It is our privilege to help you achieve your career goals and personal endeavors by offering no less than the quality of education that you deserve. As you have taken your first step in making CalUMS your "intelligent choice," allow me to briefly convey this message in the spirit of scholarly altruism and the hope that this choice is certainly worth everything you expect it to be.

CalUMS unceasingly strives for academic excellence in the dynamic fields of business and healthcare. Deeply rooted in this quest are the three main principles on which this school was founded: Technology, Values, and Versatility. Our team of professional and highly motivated faculty is dedicated to imparting knowledge and skills that are aligned with technological advancements. Our learning systems and processes also promote values for students in keeping with responsible roles in society. In this institution, two underlying values abound: Respect and Respectability. Students are respected as individuals and encouraged to be creative and active learners. Your ideas and previous experiences contribute to the intellectual vitality of the campus. Ultimately, we are committed to the development of well seasoned and versatile professionals with the innate capacity to adapt to a globally-competitive and multi-cultural environment.

We understand your concern as a student for the training and education that will lead to your success in life. Our success factors are all anchored on this same concern which, therefore, not only makes it mutual but a sincere pledge as well.

The purpose of this school catalog is to guide the students as they experience student life at CalUMS.

Congratulations on making an intelligent choice for your future. You are adding valuable learning and experience to your personal growth.

Sincerely,

Jason Shin
President



ABOUT THIS CATALOG

ABOUT THIS CATALOG

This document, the California University of Management and Sciences (CalUMS) Catalog 2009-2010, is published to help the prospective and enrolled students make decisions toward fulfillment of their academic goals. It does not constitute an unchangeable contract, but instead, serves as an announcement of current policies. Implicit in each student's matriculation at CalUMS is an agreement to comply with University rules and regulations which the University may modify to properly exercise its educational responsibility. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and the appropriate instructional departments or administrative offices should be consulted for updates, including catalog supplements.

This catalog is available at the CalUMS library for reference and can be purchased at the University's administrative office.

This publication is effective as of July 1, 2009.

CATALOG OF RECORDS

Because of ongoing modifications and changes in courses and program requirements, it is the policy of CalUMS to clear each student for graduation, insofar as possible, under the program requirements stated in the Catalog of Record, i.e., the catalog in effect when he/she enrolled and under which he/she maintained continuous residence. The program must, however, reflect at least the total number of units required in the catalog under which the student petitions to graduate. If this latter requirement necessitates further course work, it will be kept to a minimum. Academic advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

CUSTODIAN OF RECORDS

The University maintains student records in accordance with Bureau of Private Postsecondary and Vocational Education (BPPVE) guidelines in the State of California. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof files. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

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2009 ACADEMIC CALENDAR

January							February							March							April						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7			1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May							June							July							August						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6			1	2	3	4						1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

September							October							November							December						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

WINTER QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR SPRING 2009
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 WINTER QUARTER BREAK

JANUARY 05 (MON)
 JANUARY 14
 FEBRUARY 09 - MARCH 08
 FEBRUARY 16 (PRESIDENT'S DAY)
 MARCH 09 - MARCH 15
 MARCH 15- APRIL 05

SPRING QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR SUMMER 2009
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SPRING QUARTER BREAK

APRIL 06 (MON)
 APRIL 15
 MAY 11 - JUNE 07
 MAY 25 (MEMORIAL DAY)
 JUNE 08 - JUNE 14
 JUNE 14 - JULY 05

SUMMER QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR FALL 2009
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SUMMER QUARTER BREAK

JULY 06 (MON)
 JULY 15
 AUGUST 10 - SEPTEMBER 06
 JULY 04 (INDEPENDENCE DAY)/ SEPTEMBER 07 (LABOR DAY)
 SEPTEMBER 08 - 14
 SEPTEMBER 14 - OCTOBER 04

FALL QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR WINTER 2010
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 FALL QUARTER BREAK
 UNIVERSITY CLOSED

OCTOBER 05 (MON)
 OCTOBER 14
 NOVEMBER 09 - DECEMBER 06
 NOV. 26 & 27 (THANKSGIVING HOLIDAY)
 DECEMBER 07 - DECEMBER 13
 DEC. 14, 2009 - JAN. 03, 2010
 DECEMBER. 24,25,26 AND 31, 2009 /JANUARY 01 AND 02, 2010

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ACADEMIC CALENDAR 2010

January							February							March							April						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	16	17	18	19	20	21	14	16	17	18	19	20	21	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	23	24	25	26	27	28	21	23	24	25	26	27	28	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

May							June							July							August						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1			1	2	3	4	5					1	2	3							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	31																										

September							October							November							December							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	16	17	18	19	20	21	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	23	24	25	26	27	28	19	20	21	22	23	24	25	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
							31																					

WINTER QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR SPRING 2010
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 WINTER QUARTER BREAK

JANUARY 04 (MON)
 JANUARY 13
 FEBRUARY 08 - MARCH 07
 FEBRUARY 15 (PRESIDENT'S DAY)
 MARCH 08 - MARCH 14
 MARCH 15- APRIL 04

SPRING QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR SUMMER 2010
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SPRING QUARTER BREAK

APRIL 05 (MON)
 APRIL 14
 MAY 01 - JUNE 06
 MAY 31 (MEMORIAL DAY)
 JUNE 07 - JUNE 13
 JUNE 14 - JULY 05

SUMMER QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR FALL 2010
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SUMMER QUARTER BREAK

JULY 06 (MON)
 JULY 14
 AUGUST 09 - SEPTEMBER 05
 SEPTEMBER 06 (LABOR DAY)
 SEPTEMBER 07 - 13
 SEPTEMBER 14 - OCTOBER 03

FALL QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR WINTER 2011
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 FALL QUARTER BREAK
 UNIVERSITY CLOSED

OCTOBER 04 (MON)
 OCTOBER 13
 NOVEMBER 08 - DECEMBER 05
 NOV. 25 & 26 (THANKSGIVING HOLIDAY)
 DECEMBER 06 - DECEMBER 12
 DEC. 13, 2009 - JAN. 02, 2010
 DECEMBER. 24,25 AND 31, 2010 / JANUARY 01, 2011

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GENERAL INFORMATION

FOUNDING PHILOSOPHY

California University of Management and Sciences was founded on three principal objectives: Technology, Values, and Versatility.

Technology

The University encourages students to acquire the knowledge and skills in the business and sciences to align advanced technology with the rapidly changing global environment.

Values

The University encourages each student to examine his/her values in the light of changing technology and value systems in society. The educational values of California University of Management and Sciences rest upon guiding the student to discover these values, applying them in acquisition and application of knowledge to better their own well-being, as well as their community's.

Versatility

The University encourages students to adapt to the increasingly sophisticated world. The rapid influx of information and knowledge is affecting the ways we work and live. Thus, general education is considered as an important factor contributing to a versatile foundation to meet the future.

California University of Management and Sciences does not discriminate and admits all qualified applicants regardless of race, sex, creed, national origin, or disability.

California University of Management and Sciences is fully committed to the protection of academic freedom to inquire and express truth in whatever forms it is found. A diversity of opinion, course contents, and teaching methods are welcome and seen as contributing to the growth of the University and the professionalism of its faculty.

MISSION

The mission of California University of Management and Sciences is to provide high quality and affordable education to serve the intellectual and professional needs of individuals and organizations.

CalUMS endeavors to instill in students the value of lifelong learning and ethical choices. The University also seeks to cultivate in its students the capacity for critical

thinking, willingness to accept challenges, commitment to social responsibility, and ability to respond creatively to the ever dynamic global environment.

CalUMS prepares its graduates for personal and professional development in business and science careers. Its graduates can manage problems with confidence from an informed perspective, and can utilize the theories and concepts learned in their educational experiences to create practical and innovative solutions.

CalUMS encourages the interplay of individual creativity and intellectual diversity as the source of true understanding. It cultivates an appreciation of human capabilities and cultural diversity as the pathway to individual achievement and self-esteem. Therefore, the University is committed to creating and maintaining an intellectual and educational environment that reflects diverse values. It fosters appreciation of a multi-cultural society and seeks greater involvement with an increasingly interdependent world.

EDUCATIONAL OBJECTIVES

In order to fulfill its mission, California University of Management and Sciences is committed to the following objectives:

1. To educate students in modern techniques necessary for efficient management of business organizations.
2. To provide programs with an emphasis on quality education to meet the needs of the community and the changing times.
3. To provide business concepts and administrative skills for students who are interested in the healthcare professions.
4. To provide and promote timely and pertinent educational opportunities to increase the competence of those who enter into careers in the healthcare field.
5. To prepare students to become successful working professionals.
6. To create opportunities for students to gain experience in technical and academic skills.
7. To offer students affordable and quality undergraduate programs that provide a comprehensive general education, as well as specialized career preparation for an increasingly versatile global economy.
8. To provide graduate students with a professional perspective, broad exposure to the functional areas of business, specialized instruction in the leadership aspects of business, and an opportunity to gain expertise in a specific field of business or science.
9. To help students understand the institution's academic programs, purposes, policies and procedures by disseminating information in a consistent manner.
10. To provide students with prompt, courteous, and respectful service.

GENERAL INFORMATION

ACCREDITATION AND APPROVALS

CalUMS is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, associate's, bachelor's and master's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA). ACICS address is as follows:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

CalUMS is approved and authorized by the Bureau for Private Postsecondary and Vocational Education (BPPVE) of California, to provide degree and non-degree programs: Associate of Science in Healthcare Business Administration, Associate of Science in Professional Golf Management, Bachelor of Science in Business Management, Bachelor of Science in Economics, Bachelor of Science in International Business, Bachelor of Science in Computer Information Systems, Master of Business Administration, Master of Science in Economics, Master of Science in International Business, Master of Science in Computer Information Systems, and English as a Second Language. The BPPVE address is as follows:

Bureau for Private Postsecondary and Vocational Education (BPPVE)
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834-1924

The Bureau's mailing address is as follows:

Bureau for Private Postsecondary and Vocational Education (BPPVE)
Post Office Box 980818
West Sacramento, CA 95798-0818

The Bureau's main phone and facsimile numbers are:

Telephone: (916) 574-7720
Fax Number: (916) 574-7796
www.bppve.ca.gov

CalUMS is authorized under Federal Law to enroll non-immigrant alien students (F-1).

STATEMENT OF OWNERSHIP

California University of Management and Sciences was incorporated as a non-profit, public-benefit corporation under the laws of the State of California in May of 1998.

UNIVERSITY BACKGROUND

California University of Management and Sciences (CalUMS) was organized as a non-profit, public benefit corporation, chartered in the State of California. CalUMS is an institution of higher education which offers associate's degrees in Healthcare Business Administration and Professional Golf Management; bachelor's degrees in Business Management, Economics, International Business, and Computer Information Systems; master's degrees in Business Administration, Economics, International Business, and Computer Information Systems. CalUMS also offers a program in English as a Second Language.

In 1998, the Bureau of Private Postsecondary and Vocational Education of the State of California approved California College of Management and Sciences to grant Bachelor's and Master's degrees. In June 2002, the school changed its name to "California University of Management and Sciences".

BOARD OF TRUSTEES

California University of Management and Sciences was incorporated as a 501 (c) (3) non-profit, public-benefit corporation under the laws of State of California in May of 2000.

The Board of Trustees of CalUMS, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders and rules of procedures, in whole or in part, at its discretion. None of these shall have the effect of an abridgement of limitation of any rights, powers, or privileges of the Trustees.

NON-DISCRIMINATION POLICY

California University of Management and Sciences does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any University-administered programs and activities.

GENERAL INFORMATION

STATEMENT OF ACADEMIC FREEDOM

California University of Management and Sciences is fully committed to the protection of academic freedom to inquire and express truth in whatever forms it is found. A diversity of opinion, course content, and teaching methods are welcome and seen as contributing to the growth of the University and the professionalism of its faculty.

DRUG-FREE CAMPUS

It is the objective of California University of Management and Sciences to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds and in any of University's offices. Violations of this policy are grounds for disciplinary action as described in Student Handbook, Faculty Manual, and Personnel Manual. Detailed copies of this policy may be obtained from the Administration Office of California University of Management and Sciences.

COMPLIANCE

Statements regarding tuition and fees contained in this Catalog comply with the California Private Post-Secondary Education Act of 1977 and adopted regulations with regard to this law as mandated by the Superintendent of California Post-Secondary Education. Enrollment at California University of Management and Sciences, or payment of fees in advance, does not constitute a contract beyond any single quarter. The administration of California University of Management and Sciences reserves the right to alter curriculum, schedules, tuition, fees and academic requirements at any time without notice. This Catalog supersedes and replaces previously published editions or versions.

The Academic and graduation requirements and curriculum outlined herein apply to all students enrolled at California University of Management and Sciences as of the Summer Quarter 2009 and thereafter.

ADMISSIONS POLICIES

California University of Management and Sciences admits all qualified applicants regardless of sex, nationality, creed, disability, or ethnic origin. The University recruits and admits only those students who have the potential to complete the programs successfully. The prospective student's motivation and interest in succeeding in his/her chosen field are important factors for admission consideration, as well as the student's academic qualification.

UNDERGRADUATE ADMISSIONS

Admission Requirements

At least a high school education must be completed in order to apply for the Associate's Degree and the Bachelor's Degree at California University of Management and Sciences.

Application Procedures

Students applying for Undergraduate Program (Associate and Bachelor's Degree) must observe the following procedures:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education; or official transcript from former college/university attended, to the Office of Admissions.

Admission to the California University of Management and Sciences is based on the combination of strength of educational curriculum attempted and cumulative grade point average. Prospective students' applications will be reviewed and decided for admission on an individual basis by the Admissions Director, and the student may be asked to provide additional evidence of academic proficiency.

Once a student is admitted to a program, he or she will be assigned to an Academic Advisor, who will assist the student with academic planning. Orientation for new students will be held during the first week of each quarter. All students will receive information regarding student services, student expectations, student rights and

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responsibilities, student conduct policies, library services, and learning resource services.

GRADUATE ADMISSIONS

Admissions Requirements

An applicant to the Master's Degree Program at California University of Management and Sciences must possess appropriate Bachelor's Degree with a minimum GPA of 2.0 (on a 4.0 scale). Applicants for Master of Business Administration (M.B.A), Master of Science in Economics (M.S.E.), and Master of Science in International Business (M.S.I.B.) must provide proof that they have completed a Bachelor's degree in a business related area such as business administration, economics, or international business from a recognized school. Those applicants who have not completed their Bachelor's degree in a business related area are required to meet the prerequisite courses. Applicants for Master of Science in Computer Information Systems (M.S.C.I.S.) must provide proof that they have completed a Bachelor's degree in a computer information related area such as computer engineering or information systems from a recognized school. Those applicants who have not completed their Bachelor's degree in these areas are required to meet the prerequisite courses.

Application Procedures

Students applying for admission to the Master's Degree programs must observe the following admission procedures:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of the Bachelor's Degree diploma and its corresponding official transcript to the Office of Admissions. The official school transcript must be sent by the issuing institution directly to the Office of Admissions.
- Submit at least one (1) letter of recommendation.

Prospective students' applications will be reviewed and decided for admission on an individual basis by the Admissions Director, and may be asked to provide additional evidence of academic proficiency. The University's admission decisions are based upon the academic and professional background of the applicant, as well as competitive and programmatic factors.

Once a student is admitted to a program, he or she will be assigned to an Academic Advisor, who will advise the student with academic planning. Orientation for new students will be held during the first week of each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

ESL (NON-DEGREE) ADMISSIONS

CalUMS is approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) of the State of California to offer the English as a Second Language (ESL) Program. ESL is designed for those students whose native language is not English.

Admission Requirements

An applicant to ESL program must have completed a high school education.

Application Procedures

Students applying for the ESL Program must submit the following documents;

- The completed Application for Admission (available in the Office of Admissions.)
- A \$100 application fee (non-refundable)
- A copy of high school diploma evidencing completion of at least a high school education.

INTERNATIONAL STUDENT ADMISSIONS

CalUMS is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (I-20 Form) enabling students to enter the U.S. with a student visa (F-1).

Application Procedures

International Students applying for a Degree or Non-Degree program at CalUMS must submit the following additional application documents; (see procedures for each program for complete application documents)

- Mailing Fee of \$20 (non-refundable)
- Foreign Transcript Evaluation Fee of \$100 (non-refundable) for general evalua-

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- tion or \$200 (non-refundable) for course by course evaluation. Transcripts from international institutions of higher education require an evaluation from a recognized evaluation service selected by the University.
- Financial Statement that shows adequate fund to support tuition and fees for completion of the course.
 - Copy of Passport (photo with date of birth)
 - TOEFL score of at least 450 PBT, 133 CBT, or 45 iBT for Associate and Bachelor's Degree program and 500 PBT, 173 CBT, or 61 iBT for Master's Degree program. (Applicants who do not possess and meet these TOEFL score requirements must take the school's Assessment (English proficiency) test and obtain a passing score. Those who did not obtain passing scores shall be required to register and attend appropriate English remedial class until they achieve adequate proficiency in the English language.
 - International Students who have earned a secondary education diploma or at least one year of higher education in the U.S. in which English was the major language of instruction do not have to submit a TOEFL score and may be exempted from taking the English assessment test.

Once an application and all supporting documents have been received by the Office of Admissions, approximately three to four (3-4) weeks should be allowed for processing. To receive the earliest consideration, an applicant requiring an F-1 visa should submit an application and supporting documents according to following academic schedule:

Applying For:	Documents should be received by:
Fall	August 1st
Winter	November 1st
Spring	February 1st
Summer	May 1st

The Office of Admissions will issue the letter of acceptance with I-20 Form to applicants who have been accepted to CalUMS.

CalUMS will not issue an I-20 Form (Certificate of Eligibility) until the student has been admitted and his/her financial status has been verified by the University.

Students who have been issued an I-20 Form must report to the University within seven (7) days after arriving in the U.S. or the I-20 will be voided.

ENGLISH LANGUAGE PROFICIENCY

An applicant must provide an official document showing a TOEFL score of at least 450 PBT or 133 CBT (Associate's and Bachelor's) or 500 PBT or 173 CBT (Master's). Any applicant who fails to meet the above requirement must take an English remedial course until he/she achieves adequate proficiency in the English language before registering for degree courses at the University. California University of Management and Sciences offers an English Language Development (ELD) program as well as ESL classes.

International Students who have earned a secondary education diploma or degree from higher education institutions in the U.S. in which English was major language of instruction do not have to present a TOEFL score and may be waived from the equivalent test.

TRANSFER STUDENT ADMISSIONS

An applicant who wishes to transfer to CalUMS from another institution of higher education must undertake the same application procedures for each program. Upon admission, the credits earned in other institution will be evaluated and appropriate credit will be granted for equivalent courses at CalUMS.

Following is the transfer credit policy for each program;

Program	Maximum Quarter Units Acceptable for Transfer Credit	Major Units required to be completed in residency at CalUMS.
Associate's Degree	40	20 (in Major courses)
Bachelor's Degree	128	52 (in Major courses)
Masters Degree	16	24

READMISSION

Students who have been dismissed from the University must wait at least one quarter before applying for re-admission and must submit a Petition for Re-admission to the Academic Dean. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result

ADMISSIONS INFORMATION

in improved academic performance. The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the students in writing concerning readmission. If readmission is granted, a student may resume course work at CalUMS.

ASSESSMENT TESTS

All first time matriculating students are required to be evaluated for English/ Mathematics proficiency prior to registering for their first quarter at the University. Failure to take these tests will prevent students from registering. Those who do not reach satisfactory score on the Assessment test will be guided to take remedial courses until they achieve adequate proficiency to register for available courses at CalUMS.

CATALOG RIGHTS

CalUMS publishes a catalog describing its course offerings, as well as the general policies and procedures in effect at the University. This catalog is published not more frequently than once each year. The Academic Dean is responsible for the content of the catalog. The catalog is made available to students for a fee of \$10 prior to enrollment each quarter. It may be amended, changed, or supplemented after the quarter has started. Such modifications will be typed, dated and posted by the Office of Admissions.

TUITION FEE* AND SCHEDULE

Students are required to pay tuition and fees during registration. Cash, money orders, credit cards, and checks are acceptable modes of payment.

COST SCHEDULE

Tuition per unit (Associate)	\$150.00
Tuition per unit (Bachelor)	\$150.00
Tuition per unit (Master)	\$170.00
Internship per Hour	\$30.00
Application Fee (Non-Refundable, One-Time)	\$100.00
Foreign Transcript Evaluation Fee/ Course-by-Course Evaluation	\$100/\$200
Make-up Examination Fee	\$50.00
Registration (Non-Refundable, per quarter)	\$55.00
Readmission Fee (Non-Refundable)	\$100.00
Late Registration Fee	\$200.00
Catalog Fee	\$10.00
Transcript Fee	\$7.00
Student's ID Card fee	\$10.00
Graduation Fee	\$200.00
Returned checks Fee	\$20.00

TOTAL COST OF DEGREE PROGRAMS

Estimated Cost of an Associate's Degree at California University of Management and Sciences, Based on 96 Units, 6 Quarters.

Application Fee (one-time non-refundable)	\$100.00
Tuition (96 units x \$150)	\$14,400.00
Internship Fee (230 hours x \$30, if applicable)	\$ 6,900
Graduation Fee	\$200.00
Registration Fee (6 quarters x \$55)	\$330.00
Estimated cost of Textbooks	\$500.00
Total	\$ 22,430.00

* Tuition rates may be adjusted in accordance with academic policies and regulations approved by the school.

FINANCIAL INFORMATION

Estimated Cost of a Bachelor's Degree at California University of Management and Sciences, Based on 180 Units, 12 Quarters.

Application Fee (one-time non-refundable)	\$100.00
Tuition (180 units x \$150)	\$27,000.00
Graduation Fee	\$200.00
Registration Fee (12 quarters x \$55)	\$660.00
Estimated cost of Textbooks	\$1,200.00
Total	\$ 29,160.00

Estimated Cost of a Master's Degree at California University of Management and Sciences, Based on 56 Units, 6 Quarters.

Application Fee (one-time non-refundable)	\$100.00
Tuition (56 units x \$170)	\$9,520.00
Graduation Fee	\$200.00
Registration Fee (6 quarters x \$55)	\$330.00
Estimated cost of Textbooks	\$800.00
Total	\$10,950.00

PAYMENT POLICIES

After registration and payment of registration fee, students must pay at least 50% of the tuition and other applicable fees prior to the beginning of instruction. The remaining 50% of the tuition and fees must be paid during the grace period ending on the Wednesday of the 2nd week of the quarter (last day to Add and Drop). Late payment of the remaining 50% tuition and fees are subjected to a penalty charge. Students, who are not able to make payments as of the above schedule, may request a payment plan with installments spread over the course of the quarter. If approved, student should fill out and sign the tuition deferment request form attached to the registration form.

DEFERMENT OF TUITION

Application for deferment of payment will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled in less than four (4) units.

REFUND POLICY (BUYER’S RIGHT TO CANCEL POLICY)

The student pays tuition and registration fee quarterly. The student may cancel an enrollment agreement at any time on or before the first day of instruction each quarter without any penalty. The student will be refunded full amount of all monies paid less \$100 application fee if he/she is a new student and \$55 registration fee if he/she is a continuing student.

For students who have completed 60% or less of the 10 weeks quarter instruction period, the refund shall be on a pro rata basis. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction (credit units x 10) which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction (credit units x 10) for which the student has paid.

The student will not get a refund after more than 60% of the instruction of that quarter has been presented. For example, if the student completes only 20 hours of a 4 unit (40 hours) course and paid \$1000.00 tuition, the student would receive a refund of \$500.00.

$$\begin{aligned} & \$1000 - (\$1000 \times \frac{20 \text{ hours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}}) \\ & = \$500.00 \text{ (Amount of refund)} \end{aligned}$$

CalUMS refunds tuition to all students who qualify, which includes those registered in degree programs and the English as a Second Language program. Students must submit their request to cancel the enrollment agreement to the Registrar. No refund will be issued unless the student’s account has credit balance. The refund check will be given to the student or mailed within 30 days after the official withdrawal or dismissal.

STUDENT TUITION RECOVERY FUND(STRF) POLICY

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

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To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.”

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary and vocational Education, 1625 North Market Boulevard, Suite S-202 Sacramento, CA 95834-1924 Telephone: (916)574-7720

SCHOLARSHIP OPPORTUNITIES

California University of Management and Sciences offers two types of scholarship opportunities: Quarterly Tuition Scholarship Awards and President Scholarship Awards. The Quarterly Tuition Scholarship Award is limited to up to five (5) students per quarter. Each award is no more than one half of the quarterly tuition. A student cannot receive the award for more than two consecutive quarters.

The President’s Scholarship Award on the other hand is not limited in the number of recipients, but the amount of award can not exceed the quarterly tuition.

Quarterly Tuition Scholarship Award

Qualification

In order to receive the Quarterly Tuition Scholarship, the student must meet the following qualifications:

1. A student must be currently enrolled.
2. A student must have completed three or more courses per quarter at CalUMS for at least three quarters.

3. A student must have no outstanding balance in the tuition.
4. A student must have at least 3.0 (for Associate's and Bachelor's) and 3.5 (for Master's) in overall GPA.
5. A student must be active in the CalUMS Student Body Association.

Selection Procedures

1. Student must apply for this award at least four (4) weeks prior to the beginning of the quarter. Applications are available at the Registrar's office.
2. The Registrar checks the GPA of those who apply for this award, and submits the list of applicants with their GPAs to the Academic Dean.
3. Nominees will be presented to the President.
4. The President makes the final decision. The Registrar informs the applicants of the President's decision. Awards will be made at the end of the second week of the quarter with adjustments made to the student's account.

Criteria for Quarterly Scholarship Awards

The decision will be made based on the student's a) GPA; b) contributions to Cal-UMS; c) participation in student activities d) faculty recommendations. Economic need is considered when all other criteria are equal.

Restrictions

A student cannot receive the award for more than two consecutive quarters. English as a Second Language students are not eligible.

President Scholarship Award

The decision is made solely by the President. He determines the amount of the award. Once the decision is made, he informs the person who is recommended for the award as to the conditions of receiving the award and amount of the award. The maximum award can not exceed the student's quarterly tuition.

STUDENT RIGHTS

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California University of Management and Sciences (CalUMS) maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers. Student understanding and cooperation are essential to the successful implementation of this legal structure.

FREEDOM OF ACCESS

California University of Management and Sciences is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all CalUMS services and facilities for which he or she is qualified. Access will be denied to persons who are not CalUMS students.

CLASSROOM RIGHTS AND PRIVILEGES

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of their duties are confidential.

RIGHT TO APPEAL

The University has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

Students have the right to appeal any academic policy or requirement if either of the following conditions are present:

- Extenuating circumstances make it impossible to comply with the policy or requirement
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

The purpose of appeal procedures is to provide a system that will represent “fairness and the absence of arbitrariness.” The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

NON-DISCRIMINATION POLICY

California University of Management and Sciences does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status in the administration of its educational programs, admission policies, or any other University-administered programs and activities.

STUDENT RECORDS POLICY -FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

Right to Access

With a few exceptions provided by law, students at CalUMS may see any of their educational records upon request. Access must be granted no later than 15 working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

Disclosure of Student Records

With several exceptions provided by law, the University can not release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student’s file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The

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provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

At the discretion of CalUMS officials, the following directory information will be provided: student's name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at CalUMS's Registrar's Office. This must be done within the first ten working days of enrollment of a quarter. The privacy request will be valid for one calendar year.

Inquiries regarding the Family Educational Rights and Privacy Act should be directed to the Registrar.

RIGHT TO FILE A COMPLAINT POLICY

In case a student, the parent of a student or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-5920
(202) 260-3887

DISABILITIES POLICY

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Academic Dean and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

HEARING COMMITTEE

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that he/she believes is unfavorable.

STUDENT GRIEVANCE PROCEDURE

General Information

Students who feel aggrieved in their relationships with the University, its policies, its practices and procedures, or its faculty and staff should submit their grievance in writing to the Dean, who will act upon it, or direct it to the President of the University. A response will be made within five working days upon receipt of the written grievance.

Dismissal of a student will not take place without a formal hearing. Should the student(s) feel aggrieved with the Dean, a petition should be submitted to the President, who, if necessary, will arrange a hearing with the Management Committee for the student and Dean. Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the University should be directed to the following:

Bureau for Private Postsecondary and Vocational Education (BPPVE)
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834-1924
Telephone: (916) 574-7720

or

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

Complaint Procedure

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature may be more appropriately handled through the complaint process. In these instances a complaint may be filed with

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the Academic Dean, director, or the responsible administrator requesting an investigation into the alleged action(s).

Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating, or unusual circumstances.

Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a formal grievance procedure.

Formal Grievance Procedures

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings causing the proceedings to terminate immediately.

Copies of all correspondence shall be forwarded by the student and by the other party to the appropriate dean to be retained in a confidential file pending resolution of the grievance or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the Dean.

For All Grievances

Step 1

1.1 The student shall give written notification to the person he/she alleges has aggrieved him/her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party

- cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
- 1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:
- a. agreeing to grant the remedy(ies) requested in full,
 - b. agreeing to grant the remedy(ies) requested in part with an explanation, or
 - c. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.
- 1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 2

- 2.1 Within 30 days of receipt of the response in Step 1 or, in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.
- 2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 3

First Appeal Level

A. Student V. Student

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Student Services Director within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days has elapsed.

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2. The Student Services Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Director.
 - a. The Committee shall be appointed by the Student Service Director within 10 calendar days after receiving the written notice of grievance or notice of appeal.
 - b. The committee shall forward its recommendations to the Student Services Director within 30 days of its appointment.
 - c. The committee shall include one student member with voting privileges for each faculty, staff or administrative member with voting privileges.
 - d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.
3. The Student Services Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Dean's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

B. Student V. Staff

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Dean.
2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days had elapsed.
3. The Dean shall follow the procedures outlined in Step 3, A, 2 (a-d), and 3 above.

C. Student V. Faculty

1. Steps 1 and 2 of the grievance procedure are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Dean.
2. The Dean shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.

3. If the grievant is not satisfied with the results at Dean's level, he/she can appeal to the President within 30 days of receiving the written response from the Dean or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
 - a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
 - b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Dean's and the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

D. Student V. Dean/Director and Staff V. Staff

1. Steps 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the President within 30 days of receiving a written response from the Dean/Director or, in the absence of a written response, 30 days but not more than 45 days has elapsed.
2. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
 - a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
 - b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.

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STUDENT EVALUATION PROCEDURE

Students at CalUMS are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluation forms are distributed toward the end of each quarter. The evaluation forms, completed anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the Academic Dean and distributed to the individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

SEXUAL HARASSMENT POLICY

California University of Management and Sciences strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment of employees and students and unacceptable behavior. It will not be tolerated.

California University of Management and Sciences is committed to a work and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the school in any capacity. Sexual harassment violates the University's policy as well as local, state, and federal laws.

It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment.

Any person violating University policy on sexual harassment is subject to appropriate disciplinary action, such as reprimand, suspension, or termination of employment or enrollment. Disciplinary action imposed depends on the severity of the offense.

GENERAL DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join California University of Management and Sciences. When an individual is in a position to influence the education, employment, or participation in a University activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status in a program, academic decision, employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker.

STUDENT RESPONSIBILITIES

PERSONAL CONDUCT

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is **STRICTLY PROHIBITED**.

CODE OF CONDUCT

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community.

At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests.

All amendments of the standards must be approved by the which Dean in conjunction with the Board of Trustees. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or with the amendments prominently displayed in the quarterly CalUMS News, the campus newsletter.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- possession of alcoholic beverages on campus or at any school activities at any time or, for all
- intoxication of the student
- no student will threaten another student, faculty, staff or administrator
- falsification of University documents, records, or identification
- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University
- cheating or compromising test materials
- removal of library materials without permission
- Disruption of class or academic activities
- use of abusive language to another student, faculty, staff, or administrator

STUDENT RESPONSIBILITIES

- theft or damage of University property or fellow student's property
- illegal intoxication with controlled substances
- physical assault for any reason except clear self-defense
- vandalism of University property
- conviction for a crime beyond normal traffic violations
- aiding and/or abetting in any of the above situations
- possession of firearms or illegal weapons as defined by state and federal guidelines
- violation of any state policies or regulations governing student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private; the accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

Dismissal:

Separation of the student from the University on a permanent basis.

Suspension:

Separation of the student from the University for a specific length of time.

Probation:

Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude them-

STUDENT RESPONSIBILITIES

selves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission after two quarter's separation.

Students who have not fulfilled their financial obligation to the University are in violation of the University contract. Said students may be denied the right to graduate, take examinations, receive degrees, or obtain/request transcripts of their grades.

STUDENT OBLIGATIONS

In order for students to remain in good standing at the University, they must:

- maintain academic standards, attend classes, and meet all financial obligations;
- be respectful in dealing with faculty, administrators, staff, and fellow students; and
- comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the University.

Additionally, international students must:

- enroll in a minimum of twelve (12) units per quarter in the undergraduate program or a minimum of eight (8) units per quarter in the graduate program, and
- complete three consecutive quarters before being entitled to annual vacation. Undergraduate students must complete a minimum of thirty six (36) units per year, and graduate students in the master's program must complete twenty four (24) units per year.

UNIVERSITY CATALOG

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the later catalog.

CLASS ATTENDANCE

Regular and prompt attendance at all University classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

CHEATING AND PLAGIARISM POLICIES

Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at CalUMS includes but is not limited to:

1. copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;
2. submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen;
3. or fabricated data;
4. consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
5. employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
6. falsification of or misrepresentation of class attendance or role sheets; and
7. aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

STUDENT RESPONSIBILITIES

Plagiarism

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer. More specifically, plagiarism is:

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course. Academic sanctions include:

- a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- a specified reduction in the course grade;
- a failing grade in the course; or
- referral to the Academic Dean and/or the appropriate committee.

Students accused of cheating or plagiarisms are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Handbook and the Student Handbooks.

DRUG, ALCOHOL AND SMOKING POLICIES

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community, which include administration, faculty, staff, students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Student Services Director for referrals to agencies providing assistance with alcohol or drug related problems.

STUDENT RESPONSIBILITIES

It is the policy of CalUMS that smoking is prohibited in all University buildings. At the discretion of the administration, outside areas may be set aside on University property to accommodate students, staff members, and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

STUDENT SERVICES

STUDENT ADVISING

Several advising options are available to California University of Management and Sciences. First, full-time faculty members are available for academic advising. Faculty are available during regular business hours for consultation with regard to academic and career planning.

The scope of the academic advice includes:

1. analyzing interests related to academic and career planning or
2. determining the best educational program for achieving a chosen career or goal
3. selecting courses and student activities that maximize opportunities and potential
4. developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides assistance in finding part-time employment while at the University. This Office also provides confidential and personal advice concerning life situations which may affect the student's learning or personal development.

NEW STUDENT ORIENTATION

The New Student Orientation program assists first-time students and new transfer students in their transition to CalUMS. This program exposes new students to broad-based educational opportunities on campus and introduces students to college life. This orientation is also designed to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The University offers this orientation during the first week of each quarter.

LIBRARY ORIENTATION

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held at the beginning of each quarter for all students. The University also offers this orientation, by appointment, at any time.

JOB PLACEMENT SERVICES

In order to assist its degree students, the University provides job placement assistance within the University and through its network affiliations with computer, business, and healthcare related companies. Assistance in the preparation of a resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities. Students' personal resumes are maintained for alumni at their request. These services are provided at no cost to the student. The University, however, does not guarantee employment nor a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

TUTORIAL SERVICE

California University of Management and Sciences provides tutorial assistance to students who indicate a need for such service. Course instructors are the primary source for this assistance. The purpose is to permit in-depth discussions regarding class presentations and materials presented in class. The service is provided at no cost to the student. The University encourages students to take advantage of the free tutoring services.

HOUSING SERVICE

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. The Student Services Office helps students find appropriate housing.

STUDENT HANDBOOK

Students are strongly encouraged to familiarize themselves with this handbook as it offers current and pertinent information. It describes various student activities available on campus, as well as the rules and regulations affecting the students.

EXTRA CURRICULAR ACTIVITIES

The University provides a student lounge with lunch room, vending machines and telephone services. Every quarter the University hosts a party for students, faculty, and staff to welcome new students and as a reunion for returning students.

STUDENT SERVICES

STUDENT BODY ASSOCIATION

All students are encouraged to participate in CalUMS's Student Body Association. This organization is recognized by the faculty and administration as important to the student's education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving college life.

REFUSAL OF SERVICE

The University may refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse a student who has left matriculation with financial obligations uncleared.

LIBRARY

The CalUMS library supports and enriches the programs of study in the University. The library maintains a collection of resources devoted to the areas of business, business management, international accounting, healthcare, marketing, investment and finance, information technology, and information management as well as variety of books, journals, periodicals, audio and video tapes, disks, and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice.

Access to the Internet is available for library users. The library offers maps, on-line and interactive CD ROM, pamphlets, brochures, career and college information resources, music compact disks, and videos. Library resource cataloging is done online and can be retrieved through the library database system. The library also offers the following services to students, faculty, and staff;

- Circulation
- Copy Center
- Group Discussion Room
- Computer systems
- Reference and Research Services

Library Hours

The library is open 9 am to 6 pm, Monday through Friday, closed on Saturday and Sunday. Library will be open until 9 pm if there are evening classes.

Library hours may vary during the summer, between quarters, and on holidays. Hours will be posted in the library and on a link at the CalUMS Library home page. See <http://www.calums.edu/library> for most current posting.

COMPUTER LABORATORY

The computer laboratory helps students learn and practice their computer skills as well as language skills. It is equipped with desktop computers and a network laser printer. A computer laboratory coordinator is assigned to assist students in their use of the computers.

All desktop computers in the computer laboratory have been installed with software that includes business applications (e.g., word processing, electronic spreadsheet, database management, and presentation), programming languages, and tutorials. In addition, these multimedia computers provide an opportunity for student to practice their speaking and listening skills by using the software programs installed for this purpose. By using a headset and a microphone, a student can listen, repeat, and compare the instructor's pronunciation with their own.

GOLF SWING SIMULATOR LABORATORY

The Golf Swing simulator helps ASPGM students learn and practice their golf skills. This room is especially designed with simulated turfgrass, computer-aided swing motion analysis equipment, and a wide screen HDTV.

NEW POLICIES AND PROCEDURES OF BPPVE

California University of Management and Sciences makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Post Secondary and Vocational Education. In instances where these policies and procedures have been implemented before the publication of a new Catalog, the University will bring these to the attention of the students in the following ways:

- Posting on the bulletin boards in the Administration office, student lounges, and study rooms.
- Flyers with the necessary information will be available in the Administration Office or through the CalUMS
- Newsletter.
- Instructors will announce the new changes to students in classes, if necessary.
- The University's web site.

ACADEMIC POLICIES

REGISTRATION AND ENROLLMENT

California University of Management and Sciences admits new students every quarter. All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites. All students are strongly encouraged to meet with their academic advisors before class enrollment and at least once each quarter. Registration materials are available in the Registrar's office.

Enrollment Agreement

Any written contract or agreement signed by a prospective student will not become operative until the student makes an initial visit to the institution or attends the first class of instruction. The University encourages all prospective students to visit the University prior to the first day of class for a tour of the campus facilities and to ask questions about the programs, the University's performance, and other information that may affect student's decision to enroll.

Add and Drop Policy

During the first two weeks of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). No other Adds are allowed after the second week except under the same kind of emergency circumstances that would apply in the case of incomplete grades.

A student who wishes to ADD a class must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the academic advisor's approval to add a class.
3. Submit the completed Add/Drop Request Form to the Registrar's Office immediately.

A student who wishes to DROP a class must:

1. Make a request to drop a class by completing an official Add/Drop Form.
2. Obtain the Instructor's approval to drop any class not appearing on your original Class Registration Form.
3. Submit the completed Add/Drop Request Form to the Registrar's Office immediately.

Study Loads

A minimum study load for a full-time undergraduate student is twelve (12) units per quarter. A minimum study load for a full-time graduate student is eight (8) units per quarter.

Late Registration

Students who have not completed registration by the last day of the registration period may enroll in courses during the first two weeks after classes begin upon paying a late registration fee of \$200. Students are not allowed to register after the end of the second week each quarter. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the Dean.

Minimum Required Units for Graduation

Program	Units
Associate of Science in Healthcare Business Administration	96
Associate of Science in Professional Golf Management	96
Bachelor of Science in Business Management	180
Bachelor of Science in Economics	180
Bachelor of Science in International Business	180
Bachelor of Science in Computer Information Systems	180
Master of Business Administration	56
Master of Science in Economics	56
Master of Science in International Business	56
Master of Science in Computer Information Systems	56

Attendance Policy

Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments.

Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his absence. Students who miss

ACADEMIC POLICIES

twelve hours of class time or three consecutive classes during any regular quarter may be dropped from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed to the instructor's satisfaction within a reasonable period of time, the student may continue with the class. Any student missing twelve hours of class time or three consecutive classes during the quarter will be reported to the Academic Dean by the Instructor. The Academic Dean will then initiate the process of counseling or dropping that student from the class.

Auditing a Class

An applicant wanting to audit a course or courses must apply for admission. For an upper level class, the applicant must demonstrate sufficient knowledge so he/she can benefit from auditing the class. No more than two auditing students will be accepted for any one class. The application fee is waived, but the applicant is required to pay 50% of the course tuition and a registration fee and materials fee. Audit Grades are recorded in the official transcript.

Class Schedules

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with Registrar's Office. The class schedule may be revised after the quarter has begun before the Add and Drop deadline. All revisions are filed with the Registrar's Office. The initial class schedule and any revision thereafter must be approved by the Academic Dean.

GRADING SYSTEM

The instructor, in conjunction with the Academic Dean, determines the course requirements and methods of evaluating student performance. Grades can be given for attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform students of the class requirements and the grading procedures at the beginning of the course. At the end of each quarter, the University posts students' grades for every course undertaken.

Standard letter grades (A, B, C, D, and F) are used for both undergraduate and graduate degree programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA). Instructors may use plus (+) or minus (-), but such notations are not used in final GPA computations and transcripts. Students of the English as a Second Language (ESL) program courses will receive letter grades which are not included in the GPA calculation.

The conversion equivalents of the University grades are shown in the following table:

Grade	Achievement Description	Grade Point
A	Outstanding	4
B	Good	3
C	Average	2
D	Below Average	1 (for Associate and Bachelor Level) 0 (for Master Level)
F	Failure	0
CR	Credit	N/A
I	Incomplete	N/A
TC	Transfer credit	N/A
W	Withdrawal	N/A
R	Repeated Course	N/A
IP	In Progress	N/A
AU	Audit	N/A
NC	No Credit	N/A
NG	No Grade	N/A

NOTE; Asterix symbol (*) indicates the prerequisite course. The grade with * is not included in the calculation of the student's GPA.

Unit of Credit

CalUMS academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours); or at least twenty (20) clock hours of laboratory or supervised work as determined by the University. One (1) clock hour equals 50-60 minutes.

Credit (CR)

The grade of CR is used to denote “pass with credit” when no letter grade is given. This grade is assigned to a grade of C or better for undergraduates and a grade of B or better for graduate students. The CR grade is not included in the GPA.

Incomplete (I)

Incomplete (I) is given to students who, in the judgment of the Instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

To receive credit for the course, work must be finished within two quarters from the end of the quarter in which the incomplete was assigned. A final grade will be

ACADEMIC POLICIES

assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within two quarters, an “F” will be posted on the transcripts. For a time extension due to unusual circumstances, a student may file a petition with the Academic Dean. A student receiving an Incomplete (I) may re-enroll in the course with the permission of the Academic Dean.

No Credit (NC)

“NC” is used to denote “no credit” when no letter grade is given. NC grades are not included in the calculation of the GPA. No Credit grades will also be used for the University’s short-term offerings, including conferences, workshops or seminars.

No Grade (NG)

“NG” represents no grade and indicates that the instructor did not submit a final grade at the time grades were due. A grade of “NG” is recorded in consultation with the Office of the Registrar. An “NG” must be converted to a final grade by the end of the next quarter.

Repeated Course (R)

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as “R” in the official transcript. Only the higher grade is included in the GPA. A Student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the current published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

Audit (AU)

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. AU grades are not included in the calculation of the GPA.

Withdrawal (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result

in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “F” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

GRADE POINT AVERAGE (GPA)

A student’s grade point average (GPA) is computed by the following formula:

$$\frac{\text{Total Grade Points Earned}}{\text{Total units Attempted with Letter Grade}}$$

Undergraduate prerequisite courses required for the graduate degree program are not included in the GPA calculation.

GRADE CHANGES

A grade of “F” (Failure) may be remedied by repeating the course. Any course with a grade of less than “C” may be repeated. Upon the recommendation of the Academic Dean, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be removed from the record. All grades are final with the exception of those recorded through mechanical error or through an error in the calculation of a grade by an instructor. Otherwise, they will remain as reported on a student’s transcript.

All requests for grade changes must be submitted to the Registrar’s office by the instructor within two weeks following the date of issuance of the grade in question. A grade must not be changed after a degree has been awarded.

CREDIT EXAMINATION (CHALLENGE EXAMINATION)

Undergraduate students and Graduate students in good standing and with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered in full time status.

Undergraduate students must have completed four undergraduate courses and may challenge a maximum of three undergraduate courses. Graduate students must have completed two graduate courses and may challenge a maximum of two graduate courses.

ACADEMIC POLICIES

Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate and master's degrees. The passing grade for credit by examination at the undergraduate level is C and the graduate level is B. Credits earned by challenge examinations will be recorded as "CR" in the transcript. If a student does not pass the challenge examination, "NC" will be entered in the transcript. The tuition for credit awarded is the same as normal tuition. Credit Examinations cannot be taken for 500 level courses and above. Students wishing to earn credit by taking a challenge exam must consult the Academic Dean.

CREDIT BY ADVANCED PLACEMENT (AP)

An applicant may receive credit for up to forty-four (44) credits earned in high school Advanced Placement courses. Completed courses are accepted credit-for-credit for equivalent courses at CalUMS if the student has earned a score of three (3) out of possible five(5). Evaluation and approval of credits shall be done by the Academic Dean.

GRADE REPORT

Final grades will be issued by the instructor at the end of each quarter. The Registrar shall prepare a final grade report. In the absence of mistake, fraud or bad faith, the grades assigned by the instructor shall be final once they have been filed in the Office of the Registrar. Questions regarding final grades should be brought to the attention of the Registrar's Office during the quarter immediately following the grade assignment.

PREREQUISITE COURSES(*)

Prerequisite courses are required courses for those students with insufficient background in the chosen degree. Asterisk symbol (*) indicates the prerequisite course. The grade with * is not included in the calculation of the student's GPA.

STUDENT RECORDS

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their educational records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

The student's written consent is not required for the disclosure of grades, disci-

plinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

At the discretion of CalUMS officials, the following directory information will be provided: student’s name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at CalUMS’s Registrar’s Office. This must be done within the first ten working days of the enrollment period of a quarter. The privacy request will be valid for one calendar year.

STANDARDS OF SATISFACTORY PROGRESS

California University of Management and Sciences requires that all courses be successfully completed in order to graduate from the program A student must meet the following standards of academic achievement and successful course completion while enrolled at California University of Management and Sciences.

Maximum Program Length

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The Maximum Time Frame for Degree programs is shown in the following table:

Program	Required Unit for Graduation	Maximum Time Frame (MTF)
Associate of Science in Healthcare Business Administration	96	3 years
Associate of Science in Professional Golf Management	96	3 years
Bachelor of Science in Business Management	180	6 years
Bachelor of Science in Economics	180	6 years
Bachelor of Science in International Business	180	6 years
Bachelor of Science in Computer Information Systems	180	6 years
Master of Business Administration	56	3 years
Master of Science in Economics	56	3 years
Master of Science in International Business	56	3 years
Master of Science in Computer Information Systems	56	3 years

Evaluation

ACADEMIC POLICIES

CalUMS conducts evaluations of student progress quarterly, taking into consideration the following factors: a) the minimum cumulative GPA; b) the percentage of minimum courses successfully completed of courses attempted; c) the maximum time frame allowable. The following tables can be used as reference for evaluation.

Associate Degree Program

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Percentage of Minimum Courses Successfully Completed of Courses attempted.	Maximum Time Frame (MTF) (1.5 times the standard program length)
25%	1.25	55%	3 Years
50%	1.5	60%	3 Years
100%	2.0	---	3 Years

Bachelor Degree Program

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Percentage of Minimum Course Successfully Completed of Courses attempted.	Maximum Time Frame (MTF) (1.5 times the standard program length)
25%	1.25	55%	6 Years
50%	1.5	60%	6 Years
100%	2.0	---	6 Years

Master Degree Program

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Percentage of Minimum Courses Successfully Completed of Courses attempted.	Maximum Time Frame (MTF) (1.5 times the standard program length)
25%	2.25	55%	3 Years
50%	2.5	60%	3 Years
100%	3.0	---	3 Years

Minimum Academic Achievement

Associate's and Bachelor's Degree:

Students must achieve cumulative grade point average (CGPA) of the following: 1.25 at 25% of the maximum time frame; 1.5 at the midpoint of the maximum time frame; and a 2.0 at the maximum time frame. A student whose CGPA is below 1.5 at 50% of the maximum time frame will not be allowed probation and will be suspended for one quarter. Failure to maintain a grade point average (GPA) of 2.0 for any quarter will be placed on academic probation.

Master's Degree:

Students must achieve cumulative grade point average (CGPA) of the following: 2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student whose CGPA is below 2.5 at 50% of the maximum time frame will not be allowed probation and will be suspended for one quarter. Failure to maintain a grade point average (GPA) of 3.0 for any quarter will be placed on academic probation.

Academic Probation

Students who do not maintain satisfactory progress will be placed on probation for one quarter. All students placed on probation will be counseled by their academic advisor and will be given assistance, if needed, in order to improve their GPA. At the end of the one quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed for at least one quarter.

Dismissal and Extended Enrollment

Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies at CalUMS in an extended enrollment status. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all cost incurred during this quarter. At the completion of this quarter, students who have established satisfactory progress according to the above tables may apply to the administration to return to a regular student status. A meeting will be scheduled between the Academic Dean and the student applying for reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one quarter.

Mitigating Circumstances

ACADEMIC POLICIES

The Academic Dean may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

Appeals

Should a student disagree with the application of these standards of satisfactory progress, he/she must first discuss the problem with the appropriate instructor(s). If the student is still unsatisfied, he/she may then appeal to the Academic Dean. The decision of the Dean is final and may not be further appealed.

Readmission

Students who have been dismissed from the University must wait at least one quarter before applying for re-admission and must submit a Petition for Re-admission to the Academic Dean. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work at CalUMS.

Approved Leave of Absence

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that can not be assigned a final grade. Leave of absences may not be granted during a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

Change of Academic Programs

Students changing programs must follow the procedures below:

- a. Submit the Request for Change of Program to the Registrar
- b. Consult with Academic Dean or Program Director.
- c. Request a review of transfer credits if needed.

Transfer of Credit Policy

Students may transfer credits earned from another program within CalUMS after approval of the Academic Dean.

Credits earned in any course taken at this University may be accepted for transfer to schools with existing articulation agreements with the California University of Management and Sciences. Decisions concerning the acceptance of credits earned in any course at this University shall be made at the discretion of the receiving institution. CalUMS makes no representation whatsoever concerning the transferability of any credits earned at this University to any institution other than those with existing articulation agreements with California University of Management and Sciences. It is unlikely that any credits earned at this University will be transferable to or accepted by any institution other than those with existing articulation agreements with the California University of Management and Sciences.

Students who decide to continue education at, or transfer to, any institution other than those with existing articulation agreements with CalUMS must not assume that credits earned in any course here will be accepted by the receiving institution. Students are therefore advised to contact the Registrar of the receiving institution to verify credits which may be acceptable to said institution.

Addition of an Academic Program

CalUMS does not allow students to enroll in more than one program simultaneously. However, students who are seeking an additional program may do so upon satisfactory completion of the current program.

Maintaining Full-Time Status

In order to maintain full-time status, an undergraduate student must attempt at least twelve (12) quarter credits each quarter for academic credits. A graduate student must attempt at least eight (8) quarter credits each quarter for academic credits.

ACADEMIC POLICIES

LEAVE OF ABSENCE

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Dean has acted upon the request and granted permission. A student who has taken a leave of absence without the Dean's permission will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

During the leave of absence students are not entitled to assistance from the faculty or use of University facilities. If the leave of absence is approved, the leave is recorded on the student's transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Request for Leave of Absence, or for whom a leave has been denied or has expired, should refer to Re-admission.

Non-Medical (Personal) Reasons

The student requesting a Leave of Absence from the University who wishes to maintain his enrollment status may do so under the following conditions:

1. File a "Request for Leave of Absence" form, with the period of leave not to exceed 60 days per academic year, or to the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter.
2. Receive approval for the Leave of Absence request from the Academic Dean

Medical Reasons

The student requesting a Leave of Absence for medical reasons who wishes to maintain his enrollment status may do so under the following conditions:

1. File a "Request for Leave of Absence" form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed with the Admissions Office. If this length of time must be extended due to further medical reasons, the student in question and his/her physician/practitioner must file a new Request for Leave of Absence, indicating in the appropriate place that this is an extension.

There is no limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.

2. Receive approval for the Leave of Absence request from the Academic Dean.

CLASSIFICATION OF STUDENTS

Based on the number of units successfully completed, a student will be classified as Freshman, Sophomore, Junior, or Senior for the bachelor's degree, and as First Year or Second Year for the master's degree. Additionally, based on the number of units a student is carrying at any given time, he/she may be considered as a part-time or full-time student. The following standards are applied in this regard:

Associate Degree Program

Graduate	A student who has been awarded the Associate's degree or a higher degree by a recognized Institute.
Second Year	A student who has completed 48 units or more units.
First Year	A student who has completed less than 48 units.
Full-time	A student carrying 12 or more units.
Part-time	A student carrying less than 12 units.

Bachelor Degree Program

Graduate	A student who has been awarded the Bachelor's degree or a higher degree by a recognized Institute.
Senior	A student who has completed 135 units or more units.
Junior	A student who has completed less than 135 units and more than 90 units.
Sophomore	A student who has completed less than 90 units and more than 45 units.
Freshman	A student who has completed less than 45 units.
Full-time	A student carrying 12 or more units.
Part-time	A student carrying less than 12 units.

ACADEMIC POLICIES

Master's Degree Program

Graduate	A student who has been awarded the Master's degree or a higher degree by a recognized Institute.
Second Year	A student who has completed 28 units or more units.
First Year	A student who has completed less than 28 units.
Full-time	A student carrying 8 or more units.
Part-time	A student carrying less than 8 units.

AUTHORITY OF INSTRUCTORS

Students are expected to regularly attend all classes they are enrolled in and to comply with all assignments to the satisfaction of their instructor. Any instructor, with the approval of the Academic Dean, may at any time place on probation, or exclude from his/her course, any student guilty of unbecoming conduct toward the instructor or any member of the class, or may exclude any student who, in the instructor's judgment, has neglected the work of the course. A student thus excluded will receive a grade of "NG" (No Grade), in the course. The student may contest such an action by filing a student grievance petition through the Office of Student Services.

PROGRAM LENGTH

The normal length of the Bachelor's degree programs is 12 quarters (four academic years). The normal length of the Associate's and Master's degree at California University of Management and Sciences is 6 quarters (two academic years).

FINAL EXAMINATIONS

Student achievement will be evaluated in all courses. Students shall be fully informed as to the manner of evaluation (testing/term report), requirements, and assignments at the start of each quarter. CalUMS requires all instructors to give a final exam in each course during the last class period of each quarter.

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of "Incomplete" be assigned, and then follow the regulations for the removal of the "Incomplete" grade. The student also has to go to the Administration Office to fill out the make-up examination form and pay a \$50.00 fee. No exceptions will

be made to these regulations without the written approval of the instructor and the Academic Dean. All make-up finals will receive a letter grade corresponding to the score which is ten points lower than the numerical score achieved on the final.

INDEPENDENT STUDY

Independent Study is offered only to students during the last quarter of study. The Academic Dean must authorize a student seeking Independent Study only if a particular course is needed for the student's timely graduation and that course is not being offered in time for the student to graduate, or there will be a time conflict in the class schedule for the needed course with another course taken by the student.

To apply for Independent Study, students must plan at least three (3) quarters before graduation and must meet with the Registrar to determine graduation requirements. One quarter before graduation and, if justified, a student may apply for Independent Study for a maximum of three (3) courses. The Independent Study requirements must be followed and completed by the Faculty and student, and then submitted to the Program Director or Academic Dean for Approval. Meeting dates between faculty and student and assigned work must be planned ahead of time and recorded prior to submission of the Form.

WITHDRAWAL FROM CLASSES

Students may withdraw from courses (see Add and Drop) during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a class by the following procedures:

1. Make a request to withdraw by using an official Withdrawal Request Form.
2. Obtain the signature of instructors.
3. Submit the completed Withdrawal Request Form to the Registrar's Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals must be requested by completing the Drop Form. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

ACADEMIC POLICIES

WITHDRAWAL FROM THE UNIVERSITY

There are two ways to withdraw from the University:

- A.** Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Academic Dean.

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
 2. Clear all outstanding debt/s with the University.
 3. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form.
- B.** Students who fail to register two consecutive quarters, without the Academic Dean's approval, will be considered as automatically withdrawn from the University.

If a student fails to file his/her withdrawal notice within the two consecutive quarters period, the University will mail the refund check to the student at the address indicated in the student's registration record, within thirty (30) days from the last day of the second quarter.

A student may withdraw from the University on or before the first day of instruction without any penalty. The student will be refunded the full amount of monies paid less \$100 application fee if he/she is a new student and \$55 registration fee if he/she is a continuing student. For students who have completed 60% or less of the 11 week instruction period, the refund shall be on a pro rata basis. This policy is binding whether or not the student filed his or her withdrawal notice to the University.

CLEARANCE FOR GRADUATION

Prospective graduates must obtain an Application for Graduation from the Administration Office and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding the one in which they expect to graduate.

During each registration period, graduating seniors meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees.

All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.

ACADEMIC PROGRAMS

DEGREE PROGRAMS

California University of Management and Science, as a degree-granting institution, offers undergraduate and graduate programs leading to the following degrees as approved by the Bureau for Private Postsecondary and Vocational Education (BP-PVE).

- 1) Associate of Science in Healthcare Business Administration
- 2) Associate of Science in Professional Golf Management
- 3) Bachelor of Science in Business Management
- 4) Master of Business Administration (MBA)
- 5) Bachelor of Science in International Business
- 6) Master of Science in International Business
- 7) Bachelor of Science in Economics
- 8) Master of Science in Economics
- 9) Bachelor of Science in Computer Information Systems
- 10) Master of Science in Computer Information Systems
- 11) English as a Second Language (ESL)

GENERAL EDUCATION REQUIREMENTS

California State public institutions, private colleges, and universities require a certain number of units of General Education (G.E.) prior to the award of undergraduate degrees.

The following courses are included in the G.E. requirements for Associate's and Bachelor's degrees:

Area	G.E. Requirements for ASHBA Degree	G.E. Requirements for Bachelor's Degrees
Communications	8 units	16 units
Humanities and Arts	8 units	12 units
Social and Behavioral Sciences	8 units	16 units
Sciences and Technology	20 units	24 units
Total G.E. units required	44 units	68 units

LIST OF GENERAL EDUCATION COURSES

Communications (4 Courses)

Course #	Course Title	Units
CE 101	College English	4
CE 111	Reading and Composition	4
CE 121	Creative Writing	4
CE 131	Communication & Speech	4

Humanities and Arts (22 Courses)

Course #	Course Title	Units
HA 101	Introduction to Art	4
HA 102	Art History	4
HA 103	Art Appreciation	4
HA 111	History of Western Civilization	4
HA 112	History of Eastern Civilization	4
HA 121	American Literature	4
HA 122	World Literature	4
HA 131	Introduction to Philosophy	4
HA 132	Oriental Philosophy	4
HA 133	Western Philosophy	4
HA 141	U.S. History	4
HA 142	World History	4
HA 151	Religions of the World	4
HA 161	Introduction to Ethics	4
HA 171	Classics	4
HA 181	Logic	4
HA 191	Foreign Language (Spanish)	4
HA 192	Foreign Language (French)	4
HA 193	Foreign Language (German)	4
HA 194	Foreign Language (Russian)	4
HA 195	Foreign Language (Japanese)	4
HA 196	Foreign Language (Chinese)	4

ACADEMIC PROGRAMS

Social and Behavioral Science (18 Courses)

Course #	Course Title	Units
SB 101	Introduction to Economics	4
SB 102	Introduction to Business	4
SB 103	Consumerism	4
SB 111	Introduction to Sociology	4
SB 112	Introduction to Social Welfare	4
SB 121	Introduction to Family Issues	4
SB 122	Human Nature, Drug & Society	4
SB 123	New Perspectives on Aging and Health	4
SB 131	Introduction to Psychology	4
SB 132	Social Psychology	4
SB 141	U.S. Government	4
SB 142	Public Administration	4
SB 143	Minority Studies	4
SB 151	Introduction to Political Science	4
SB 152	Introduction to International Relations	4
SB 161	Introduction to Geography	4
SB 171	Cultural Anthropology	4
SB 181	Mental Health/Mental Hygiene	4

Science and Technology (17 Courses)

Course #	Course Title	Units
ST 101	General Biology	4
ST 102	General Microbiology	4
ST 103	General Ecology	4
ST 104	General Chemistry	4
ST 105	General Physics	4
ST 111	Introduction to Geology	4
ST 112	Introduction to Zoology	4
ST 113	Introduction to Botany	4
ST 121	Introduction to Health Science	4
ST 122	Nutrition	4
ST 131	College Algebra	4
ST 141	Calculus I	4
ST 142	Calculus II	4
ST 151	Statistics I	4
ST 152	Statistics II	4
ST 161	Introduction to Scientific Research	4
ST 171	Introduction to Computer	4

GRADUATION REQUIREMENTS**Associate of Science in Healthcare Business Administration (A.S.H.B.A.) Degree.**

The A.S.H.B.A. degree is conferred upon satisfactory completion of a minimum of ninety six (96) quarter units. The 96 quarter units shall be composed of 24 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

Courses	Units
General Education Courses	44
Major Courses	48
Electives	4
Total	96

Up to 40 quarter units (10 courses) of coursework can be accepted for transfer credits from another institution. At least 20 quarter units (5 courses) of Major Courses must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean before the start of classes.

Associate of Science in Professional Golf Management (A.S.P.G.M.) Degree

The A.S.P.G.M. degree is conferred upon satisfactory completion of a minimum of ninety six (96) quarter units. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

Courses	Units
General Education Courses	44
Major Courses	40
Internship	8
Electives	4
Total	96

Up to 40 quarter units (10 courses) of coursework can be accepted for transfer credits from another institution. At least 20 quarter units (5 courses) of major courses including internship must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean before the starts of classes.

ACADEMIC PROGRAMS

Bachelor of Science Degree

The Bachelor of Science degree is conferred upon satisfactory completion of a minimum of one hundred eighty (180) quarter units. The 180 quarter units shall be composed of 45 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

Courses	Units
General Education Courses	68
Major Courses	92
Electives	20
Total	180

Up to 128 quarter units (32 courses) of coursework can be accepted for transfer credits from another institution. At least 52 quarter units (13 courses) of Major courses must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean before the start of classes.

Master of Science Degree

The Master's degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required. The requirements can be summarized as follows:

Master Program with Prerequisite Courses:

Courses	With Thesis	With Project	With Comprehensive Exam
Prerequisite Courses	16 Units	16 Units	16 Units
Major Courses	44 Units	44 Units	44 Units
Electives	4 Units	8 Units	12 Units
Thesis/Project/ Comprehensive Exam	8 Units	4 Units	1 Units
Total	72 Units	72 Units	73 Units

Master Program without Prerequisite Courses

Courses	With Thesis	With Project	With Comprehensive Exam
Prerequisite Courses	0 Units	0 Units	0 Units
Major Courses	44 Units	44 Units	44 Units
Electives	4 Units	8 Units	12 Units
Thesis/Project/ Comprehensive Exam	8 Units	4 Units	1 Units
Total	56 Units	56 Units	57 Units

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credits from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

**ASSOCIATE OF SCIENCE IN HEALTHCARE BUSINESS
ADMINISTRATION (A.S.H.B.A.)****Program Objective**

The purpose of the Associate of Science in Healthcare Business Administration Program is to prepare students for entry-level positions in healthcare-related professions with the basic knowledge of business administration in addition to basic healthcare concepts. Given its short time frame, this program also aims to help students earn their degrees and start their healthcare professions early, as well as those who wish to pursue higher degrees in healthcare-related professional institutions.

- Graduates will be able to understand the functional areas of business and economics, and apply its principles especially in the healthcare environment.
- Graduates will be able to understand and appreciate basic knowledge of healthcare concepts and practices including terminology, insurance, health law, data systems, office management, and current public health issues.
- Graduates will acquire hands-on experience in using a computer as an analytical and statistical tool.

ACADEMIC PROGRAMS

A.S.H.B.A. Course Requirements

General Education Courses (11 Courses, 44 Units)

Classification	Units
Communications	8
Humanities and Arts	8
Social and Behavioral Sciences	8
Sciences and Technology	20

Major Courses (12 Courses, 48 Units)

Course #	Course Title	Units
BM 201	Principles of Management	4
BM 221	Business Statistics I	4
BM 231	Business Communications	4
EC 201	Principles of Economics	4
HM 201	Healthcare Concepts	4
HM 202	Healthcare Terminology	4
HM 251	Introduction to Healthcare Industry	4
HM 252	Principles of Insurance and Practice	4
HM 261	Healthcare Office Management	4
HM 271	Public Health Issues	4
HM 281	Business and Health Law	4
HM 291	Healthcare Data Systems	4

Elective Courses (Choose any one (1) course below)

Course #	Course Title	Units
HM 241	Healthcare Marketing	4
HM 262	Workplace Behaviors in Healthcare	4
HM 272	Healthcare Careers	4
HM 292	Healthcare Information Technology	4

**ASSOCIATE OF SCIENCE IN PROFESSIONAL
GOLF MANAGEMENT (A.S.P.G.M.)**

Program Objectives

The purpose of the Associate of Science in Professional Golf Management is to prepare students for a successful career in the golf industry integrating basic business competencies and professional golf skills. Extensive classroom studies, internship experience, and player development are utilized to enhance the curriculum.

- To provide students with a comprehensive review of the major components of the Professional Golf Management.
- To equip students with high-level knowledge and skills in order to excel in exciting and fulfilling management careers in the golf industry.
- To introduce professional preparedness and service learning through the development of leadership competencies in facilitating physical, mental, emotional, and spiritual growth.
- To instill exemplary personal character and values as well as deep respect for the history and culture of the game of golf.

A.S.P.G.M. Course Requirements

General Education Courses (11 Courses, 44 Units)

Classification	Units
Communications	8
Humanities and Arts	8
Social and Behavioral Sciences	8
Sciences and Technology	20

ACADEMIC PROGRAMS

Major Courses (11 Courses, 48 Units)

Course #	Course Title	Units
BM 201	Principles of Management	4
BM 205	Sports Marketing	4
BM 231	Business Communications	4
GM 201	History and Rules of Golf	4
GM 205	Turf Grass Management	4
GM 210	Golf Cart Fleet Management	4
GM 215	Advanced Golf Teaching	4
GM 220	Sports Psychology	4
GM 225	Club Fitting and Repair	4
GM 235	Country Club Management	4
GM 610	Tournament and Internship	8

Elective Courses (Choose any one course below)

Course #	Course Title	Units
BM 225	Sports Medicine	4
GM 227	The Scoring Game Techniques	4
GM 230	Golf Course Design	4
IT 202	Introduction to Internet Marketing	4

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (B.S.B.M.)

Program Objective

The purpose of the Bachelor of Science in Business Management program is to provide students with an understanding of the challenges, concerns, and responsibilities that they will experience in the business world. This is accomplished through (1) academic courses which cover the functional areas of business and (2) infusion of current trends and technologies into business management courses as part of the students' learning process.

- Graduates will have an intimate knowledge of, and practical skills in, modern techniques of management practice that can be implemented in organizations so that those graduates may step into positions of responsibility in any organizational setting.

- Graduates will have a clear understanding of ethical and behavioral concerns that managers face in the workplace to encourage respect for the individual and the environment.
- Graduates will acquire hands-on experience in using a computer as an analytical and managerial tool.

B.S.B.M. Course Requirements

General Education Courses (17 Courses, 68 Units)

Classification	Units
Communications	16
Humanities and Arts	12
Social and Behavioral Sciences	16
Sciences and Technology	24

Major Courses (23 Courses, 92 Units)

Course #	Course Title	Units
BM 201	Principles of Management	4
BM 211	Principles of Accounting I	4
BM 221	Business Statistics I	4
BM 231	Business Communications	4
BM 271	Business Law & Ethics	4
BM 281	Mathematics for Business & Economics	4
BM 311	Principles of Accounting II	4
BM 321	Business Statistics II	4
BM 331	Financial Management	4
BM 332	Investment Theory	4
BM 341	Human Resources Management	4
BM 342	Organizational Development	4
BM 351	Marketing Management	4
BM 352	Consumer Behavior	4
BM 361	Management Science	4
BM 362	Production & Operations Management	4
BM 371	Strategic Management	4
CS 211	Computer Applications in Business & Economics	4
CS 311	Management Information System	4
EC 201	Principles of Economics	4
IB 201	International Business Management	4
IT 201	Introduction to e-Commerce	4
IT 202	Introduction to Internet Marketing	4

ACADEMIC PROGRAMS

Elective Courses (5 Courses, 20 Units)

A total of twenty (20) quarter units of elective courses from other major programs is required in order to complete the program.

BACHELOR OF SCIENCE IN ECONOMICS (B.S.E.)

Program Objective

The purpose of the Bachelor of Science in Economics program is to provide students with a fundamental understanding of economic processes and the ability to critically analyze economic issues, so they can function as intelligent, informed business leaders, and productive members of society. Emphasis is placed on understanding how interactions among people in their roles as consumers and producers, and as individuals or members of social, cultural, political, and economic organizations are coordinated.

- Graduates will be able to critically analyze the economic effects, both intended and unintended, of decisions made under diverse institutional frameworks.
- Graduates will be able to effectively communicate economic theories and analyses.
- Graduates will have a broad understanding of the functional areas of business and the application of economics to business decision-making.
- Graduates will acquire hands-on experience in using a computer as a statistical tool.

B.S.E. Course Requirements

General Education Courses (17 Courses, 68 Units)

Classification	Units
Communications	16
Humanities and Arts	12
Social and Behavioral Sciences	16
Sciences and Technology	24

Major Courses (23 Courses, 92 Units)

Course #	Course Title	Units
EC 201	Principles of Economics	4
EC 211	Econometrics I	4
EC 213	Economic History	4
EC 311	Econometrics II	4
EC 321	Intermediate Microeconomics	4
EC 322	Intermediate Macroeconomics	4
EC 331	Economic Development	4
EC 341	Money and Banking	4
EC 342	Monetary Economics	4
EC 351	Economics & Politics	4
EC 361	Industrial Organization and Public Policy	4
EC 371	Labor Economics	4
BM 221	Business Statistics I	4
BM 231	Business Communications	4
BM 271	Business Law & Ethics	4
BM 281	Mathematics for Business & Economics	4
BM 321	Business Statistics II	4
BM 371	Strategic Management	4
CS 211	Computer Applications in Business & Economics	4
CS 311	Management Information System	4
IB 201	International Business Management	4
IT 201	Introduction to e-Commerce	4
IT 202	Introduction to Internet Marketing	4

Elective Courses (5 Courses, 20 Units)

A total of twenty (20) quarter units of elective courses from other major programs is required in order to complete the program.

BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS (B.S.I.B.)**Program Objective**

The purpose of the Bachelor of Science in International Business program is to prepare students to manage and lead in a variety of societies and organizations that exist in today's increasingly interdependent global economy. To achieve the objectives, students follow a comprehensive curriculum that includes business, language, and area studies. Also, students are strongly recommended to participate in and gain access to international exchange programs offered by the University.

ACADEMIC PROGRAMS

- Graduates will be able to understand, appreciate, and thrive in cultures other than their own, and in organizations composed of and serving individuals with diverse social and ethnic backgrounds.
- Graduates will be able to conduct business transactions in at least two languages using the practical skills and modern techniques of management practice.
- Graduates will feel comfortable in reconciling conflicting ethical, political, and economic dilemmas of the emerging global economy.
- Graduates will be able to incorporate both the broad and specific implications of global trends and unexpected events into the design and implementation of business strategies.
- Graduates will be ready to assume positions of responsibility in internationally-oriented organizations in which they can leverage their managerial skills and expertise.
- Graduates will acquire hands-on experience in using a computer as an analytical and managerial tool.

B.S.I.B. Course Requirements

General Education Courses (17 Courses, 68 Units)

Classification	Units
Communications	16
Humanities and Arts	12
Social and Behavioral Sciences	16
Sciences and Technology	24

Major Courses(23 Courses, 92 Units)

Course #	Course Title	Units
IB 201	International Business Management	4
IB 211	Intercultural Business Communications	4
IB 311	International Trade	4
IB 321	International Market and Export Management	4
IB 331	International Business Law	4
IB 332	Transportation & Logistics Management	4
IB 341	International Accounting	4
IB 351	Global Financial Markets	4
IB 352	International Finance	4
IB 361	International Marketing Management	4
IB 371	International Monetary Theory & Policies	4
BM 201	Principles of Management	4
BM 221	Business Statistics I	4
BM 231	Business Communications	4
BM 271	Business Law & Ethics	4
BM 281	Mathematics for Business & Economics	4
BM 321	Business Statistics II	4
BM 371	Strategic Management	4
EC 201	Principles of Economics	4
CS 211	Computer Applications in Business & Economics	4
CS 311	Management Information System	4
IT 201	Introduction to e-Commerce	4
IT 202	Introduction to Internet Marketing	4

Elective Courses (5 Courses, 20 Units)

A total of twenty (20) quarter units of elective courses from other major programs is required in order to complete the program.

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (B.S.C.I.S.)

Program Objective

The purpose of the Bachelor of Science in Computer Information Systems program is to prepare students for system analyst and management positions by providing state-of-the-art computer concepts, programming languages, systems analysis, network administration, and database management skills.

ACADEMIC PROGRAMS

- Graduates will be able to demonstrate the skills necessary to obtain an intermediate/advanced level position in computer and business related job industry.
- Graduates will be able to demonstrate the knowledge and skills needed to continue the educational process toward more advanced training leading to career advancement.
- Graduates will be able to design a complete software system using state-of-the-art microcomputer application software: a database management system package, a spreadsheet package, and a word processing package.
- Graduates will be able to verify and test accuracy and completeness of programs by preparing sample data and by using debugging techniques and software aids.
- Graduates will be able to communicate effectively regarding computer technology with other computer professionals.
- Graduates will be able to adapt to changing application software through the use of reference manuals and software updates.

B.S.C.I.S. Course Requirements

General Education Courses (17 Courses, 68 Units)

Classification	Units
Communications	16
Humanities and Arts	12
Social and Behavioral Sciences	16
Sciences and Technology	24

Major Courses (23 Courses, 92 Units)

Course #	Course Title	Units
CS 201	Introduction to Computer Information Systems	4
CS 211	Computer Applications in Business & Economics	4
CS 221	Introduction to Data Structures & Algorithms	4
CS 301	Information Technology for Networked Organizations	4
CS 302	Multimedia for Business Applications	4
CS 311	Management Information System	4
CS 321	Database Concepts	4
CS 331	Principles of Programming Languages	4
CS 332	Object Oriented Programming	4
CS 341	Business Telecommunications	4
CS 351	System Analysis & Design	4
CS 361	Digital Multimedia System Design	4
IT 201	Introduction to e-Commerce	4
IT 202	Introduction to Internet Marketing	4
IT 301	Principles of Web Design	4
BM 201	Principles of Management	4
BM 221	Business Statistics I	4
BM 231	Business Communications	4
BM 271	Business Law & Ethics	4
BM 281	Mathematics for Business & Economics	4
BM 321	Business Statistics II	4
BM 371	Strategic Management	4
EC 201	Principles of Economics	4

Elective Courses (5 Courses, 20 Units)

A total of twenty (20) quarter units of elective courses from other major programs is required in order to complete the program.

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Program Objective

The Master of Business Administration (MBA) Program is designed to develop strategic, behavioral, and technical competencies that enable individuals to be superior performers in their business environment.

- To develop an executive level perspective on economic systems and on the relationship between business and society.

ACADEMIC PROGRAMS

- To develop a global perspective on business operations.
- To provide a foundation in concepts and applications of quantitative methods and information technology in the business setting.
- To stimulate the students' intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles.

M.B.A. Course Requirements

Prerequisite Courses (4 courses, 16 units)

Students who completed their bachelor's degrees in a non-business field or students with insufficient background in accounting, economics, and business management are required to complete the following prerequisite courses.

BM 201 Principles of Management		4 units
EC 201 Principles of Economics		4 units
Choose one(1) course below		4 units
	BM 221 Business Statistics I (4 units)	
	BM 371 Strategic Management (4 units)	
Choose one(1) course below		4 units
	BM 211 Principles of Accounting I (4 units)	
	BM 361 Management Science (4 units)	

Major Courses (11 courses, 44 units)

Course #	Course Title	Units
BA 511	Business Statistics and Analysis	4
BA 512	Advanced Strategic Management	4
BA 521	Leadership and Organizational Behavior	4
BA 531	Operations Planning and Control	4
BA 532	Advanced Management Science	4
BA 541	Financial Management & Analysis	4
BA 551	Marketing Management Theory	4
BA 573	Project Planning and Management Seminar	4
CS 521	Management Information System	4
EC 521	Business and Economic Forecasting	4
IB 521	International Management Theory	4

Elective Courses

With Thesis, choose any one (1) course below.

With Project, choose any two (2) courses below.

With Comprehensive Exam, choose any three (3) courses below.

BA 542 Investment Theory & Portfolio Management	4 units
BA 552 Consumer Behavior Theory	4 units
BA 561 Financial Accounting	4 units
BA 562 Auditing Seminar	4 units
BA 571 Decision Making Theory	4 units
BA 572 Environmental and Risk Management	4 units
CS 562 Data Communication & Computer Networks	4 units
CS 591 Managing Electronic Commerce	4 units
EC 591 Economic Analysis and Public Policy	4 units
IB 591 International Development Strategy	4 units

Choose any one(1) course below.

MS 601 Thesis	8 units
MS 611 Project	4 units
MS 621 Comprehensive Exam	1 units

MASTER OF SCIENCE IN ECONOMICS (M.S.E.)**Program Objective**

The Master of Science in Economics (MSE) program is designed to prepare students to become economics specialists equipped with a broad range of analytical tools and skills, and/or to pursue a higher level of education.

- To train students to acquire a deeper and more sophisticated knowledge of the economic analysis of markets and financial institutions.
- To facilitate the entry of students into the domestic and international labor market by providing them with the most recent investigative tools, for both theoretical and applied levels.

ACADEMIC PROGRAMS

- To develop proficiency with graduate econometric methods, including an understanding of basic econometric theory and the ability to apply econometric or operations research techniques to problems.
- To increase the ability to communicate regarding economic issues and research results with both professional and lay audiences.

M.S.E. Course Requirements

Prerequisite Courses (4 courses, 16 units)

Students who completed their bachelor's degrees in a non-business field or students with insufficient background in accounting, economics, and business management are required to complete the following prerequisite courses.

BM 201 Principles of Management		4 units
EC 201 Principles of Economics		4 units
Choose one(1) course below		4 units
	BM 221 Business Statistics I (4 units)	
	BM 371 Strategic Management (4 units)	
Choose one(1) course below		4 units
	BM 211 Principles of Accounting I (4 units)	
	BM 361 Management Science (4 units)	

Major Courses (11 courses, 44 units)

Course #	Course Title	Units
EC 521	Business and Economic Forecasting	4
EC 531	Microeconomics Theory	4
EC 532	Macroeconomics Theory	4
EC 541	Advanced Econometrics I	4
EC 542	Advanced Econometrics II	4
EC 551	Advanced Monetary Theory	4
EC 561	Advanced Labor Economics	4
EC 571	Managerial Economics & Operations Research	4
BA 511	Business Statistics and Analysis	4
BA 512	Advanced Strategic Management	4
BA 573	Project Planning and Management Seminar	4

Elective Courses

With Thesis, choose any one (1) course below.

With Project, choose any two (2) courses below.

With Comprehensive Exam, choose any three (3) courses below.

Course #	Course Title	Units
EC 562	Economic Policy Theory	4
EC 581	Economics of Information	4
EC 591	Economic Analysis and Public Policy	4
BA 571	Decision Making Theory	4
BA 572	Environmental and Risk Management	4
CS 521	Management Information System	4
CS 562	Data Communication & Computer Networks	4
CS 591	Managing Electronic Commerce	4
IB 521	International Management Theory	4
IB 591	International Development Strategy	4

Choose any one(1) course below.

MS 601 Thesis	8 units
MS 611 Project	4 units
MS 621 Comprehensive Exam	1 units

MASTER OF SCIENCE IN INTERNATIONAL BUSINESS (M.S.I.B.)**Program Objective**

The Master of Science in International Business (MSIB) program is designed to provide students with broad-based strategic tools, skills, and analytical techniques that will assist them in managing a variety of international functions for global and international companies.

The Master of Science in International Business program covers business areas including finance, marketing, economics, import/export, current issues, and economic and political environments of the regions of the world.

- To equip students with the theories, models, and concepts appropriate to solving the problems they will face as managers in international business.

ACADEMIC PROGRAMS

- To enable students to analyze and synthesize different theories, models, and concepts being used in international business management.
- To prepare students to critically evaluate the applied value of different theories, models and concepts in addressing the problems facing managers operating in a global environment.
- To engage students in adopting a variety of analytical approaches to assess complex issues confronting managers in international business.

M.S.I.B. Course Requirements

Prerequisite Courses (4 courses, 16 units)

Students who completed their bachelor's degrees in a non-business field or students with insufficient background in accounting, economics, and business management are required to complete the following prerequisite courses.

BM 201 Principles of Management	4 units
EC 201 Principles of Economics	4 units
Choose one(1) course below	4 units
BM 221 Business Statistics I (4 units)	
BM 371 Strategic Management (4 units)	
Choose one(1) course below	4 units
BM 211 Principles of Accounting I (4 units)	
BM 361 Management Science (4 units)	

Major Courses (11 courses, 44 units)

Course #	Course Title	Units
IB 521	International Management Theory	4
IB 522	International Business Strategies	4
IB 531	International Economics	4
IB 541	International Trade Policy	4
IB 551	International Financial Management	4
IB 552	Foreign Exchange	4
IB 561	International Marketing Theory	4
IB 571	International Investment Theory	4
BA 511	Business Statistics and Analysis	4
BA 512	Advanced Strategic Management	4
BA 573	Project Planning and Management Seminar	4

Elective Courses

With Thesis, choose any one (1) course below.

With Project, choose any two (2) courses below.

With Comprehensive Exam, choose any three (3) courses below.

Course #	Course Title	Units
IB 542	International Logistics	4
IB 581	International Entrepreneurship	4
IB 591	International Development Strategy	4
BA 571	Decision Making Theory	4
BA 572	Environmental and Risk Management	4
CS 521	Management Information System	4
CS 562	Data Communication & Computer Networks	4
CS 591	Managing Electronic Commerce	4
EC 521	Business and Economic Forecasting	4
EC 591	Economic Analysis and Public Policy	4

Choose any one(1) course below.

MS 601 Thesis	8 units
MS 611 Project	4 units
MS 621 Comprehensive Exam	1 units

**MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS
(M.S.C.I.S.)**

Program Objective

The Masters of Science in Computer Information Systems (MSCIS) program is designed to prepare students for the technology-oriented jobs of the future that will require project management, systems development, network management, and information management skills.

- To enhance the students' acquired knowledge on major organizational functions which support computer information systems.
- To empower the students in becoming proficient in communication, human relations, and management skills which are critical to successful technology implementation and evaluation.

ACADEMIC PROGRAMS

- To provide students with an acquired mastery of basic and advanced information systems approaches, methods and techniques, and their applications in a broad variety of organizational settings.
- To create a constant awareness among students of the ethical issues and the societal impacts of the Information Age.

M.S.C.I.S. Course Requirements

Prerequisite Courses (4 courses, 16 units)

Students who completed their bachelor's degree in a non-information field or students with insufficient background in computer information systems are required to complete the following prerequisite courses.

BM 201 Principles of Management	4 units
CS 201 Introduction to Computer Information Systems	4 units
Choose one(1) course below	4 units
CS 221 Introduction to Data Structures & Algorithms (4 units)	
CS 351 System Analysis and Design (4 units)	
Choose one(1) course below	4 units
CS 301 Information Technology for Networked Organizations (4 units)	
CS 331 Principles of Programming Languages (4 units)	

Major Courses (11 courses, 44 units)

Course #	Course Title	Units
CS 521	Management Information System	4
CS 531	Information Systems Planning	4
CS 532	Organizational Transformation	4
CS 541	Staffing the Information Systems Function	4
CS 551	Information Systems Project Management	4
CS 552	Comparative System Development Methodologies	4
CS 561	Data Modeling and Database Administration	4
CS 571	Network Planning and Administration	4
BA 511	Business Statistics and Analysis	4
BA 512	Advanced Strategic Management	4
BA 573	Project Planning and Management Seminar	4

Elective Courses

With Thesis, choose any one (1) course below.

With Project, choose any two (2) courses below.

With Comprehensive Exam, choose any three (3) courses below.

Course #	Course Title	Units
CS 542	Information Systems Resource Acquisition	4
CS 562	Data Communication & Computer Networks	4
CS 581	Distributed Systems	4
CS 591	Managing Electronic Commerce	4
BA 571	Decision Making Theory	4
BA 572	Environmental and Risk Management	4
EC 521	Business and Economic Forecasting	4
EC 591	Economic Analysis and Public Policy	4
IB 521	International Management Theory	4
IB 591	International Development Strategy	4

Choose any one(1) course below.

MS 601 Thesis	8 units
MS 611 Project	4 units
MS 621 Comprehensive Exam	1 units

NON-DEGREE PROGRAM**English as a Second Language (ESL)**

The ESL program is offered to students whose native language is not English, and explores the English language as it is used in the United States of America. The course is divided into three (3) levels in the order of student proficiency and progression: Level 1 (Basic), Level 2 (Intermediate), and Level 3 (Advanced).

At the first class period, an assessment test is given to evaluate the proficiency and range of skill of the students. The focus of the class is then based on the language needs of the students, such as reading comprehension and listening comprehension, as well as idioms, street terms, and phrases that are used frequently in general conversation.

ACADEMIC PROGRAMS

The full course of study is six quarters, two quarters at each level. Students who achieve the higher level through testing will require less time. Since ESL is a non-degree program, students do not need to complete the full course of study to move on to university level work. All students are given a final TOEFL exam at the end of each quarter to evaluate their progress.

Levels of Study

Level/Title	Description
ES 100 Basic Level 1	This course is designed for the student who is a non-native speaker of English. It explores the English Language as it is used in America through multi-media and field trips, as well as class work. The introductory level covers basic grammar and structure of conversational English. The focus is on pronunciation of words and the introduction of useful terms and concepts such as greetings, time, and dates. Various materials are used including audio tapes, videos, cartoons, and newspapers. Small classes insure access to assistance and the opportunity to progress individually.
ES 200 Intermediate Level 2	This course is designed for the student who is a non-native speaker of English, but has some command of the language. This level of study increases the student's knowledge through field trips and the media, as well as reading, writing, and conversation. The focus of Level 2 is on structural patterns, vocabulary building (including "street talk"), and intermediate complex sentences. Students are encouraged to experience only English during class as current events and cross-culture issues are explored. Various teaching materials are used such as: videos, newspaper, audio tapes, and computer programs.
ES 300 Advanced Level 3	This course is designed for the student who is a non-native speaker of English that has moderate command of the language but wants to increase communications skills and articulation. This level of study brings the student into the areas of business, politics, and current world events. The student's knowledge and skill is expanded through conversation, reading, and writing. Small classes afford the student the opportunity to explore cross culture issues, to promote understanding, and to increase fluency through field excursions and interactive exercises.

Satisfactory Progress

Students are considered for advancement to the next level only after satisfactorily completing all instructional materials over the period of two quarters. The instructor will give written permission for the student to advance based on their speaking,

listening, reading, writing, and grammar competency.

In certain cases, the instructor may also decide to give the student the assessment test conducted at entrance into the program as well as an oral interview based on standardized criteria. The results are documented on the assessment form and Language Evaluation Form. Documentation for each student's assessment is recorded on the Progress Report Form.

Grade

Students are given a certificate of completion at the end of each quarter based on a number of criteria including class attendance, homework, final, and other evaluation tools. Since ESL students take one intensive course each quarter, no averaging of cumulative grade points (GPA) from prior quarters is considered.

Probation

Students who do not maintain satisfactory progress by failing to earn a Certificate of Completion will be placed on probation for one quarter, during which they will be counseled and given assistance to improve their progress. If students do not meet the minimum for satisfactory progress by the end of the quarter, they will be dismissed.

EL101 English Language Development

CalUMS also offers one non-credit course, 6 hours per week on quarterly basis (10 weeks).

This course focuses on American-English as it is used in the college classroom. It covers grammar, critical reading, vocabulary, and expository writing; it does not apply toward a University degree. It is offered for entering students with low scores on the English reading and writing placement tests and is designed to enable students to meet University-level expectations in reading and writing. Scores on the initial placement test administered by the ESL Language Department determine which course an entering student will be required to take. At the end of every quarter, the Department offers an Institutional TOEFL test. The score on this test determines which course that students are eligible to register for the following quarter. Students may need to spend more than one quarter strengthening English skills.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Course Numbering System

Course Number	Description
100-299	Courses offered primarily in the freshman and sophomore years and are generally introductory in nature.
300-399	Courses offered primarily for advanced undergraduate students, usually having prerequisites, bearing graduate degree credit upon the approval of the Advisory Committee.
500-599.	Courses open only to graduate and post baccalaureate students or seniors with prior approval of the Advisory Committee
600-699	Courses for specialized workshops, seminars, directed studies, independent studies, thesis, and other similar coursework designed to provide professional and occupational improvement.

Course Code Identification System

Courses offered at California University of Management and Sciences are grouped into subject codes indicating the classification in which they are presented.

Code	Course Classification
BA	Business Administration Courses
BM	Business Management Courses
CE	Communications Courses
CS	Computer Information Systems Courses
EC	Economics Courses
GM	Golf Management Courses
HA	Humanities and Arts Courses
HM	Healthcare Courses
IB	International Business Courses
IT	Internet-Related Courses
SB	Social and Behavioral Sciences Courses
ST	Sciences and Technology Courses

GENERAL EDUCATION: COMMUNICATIONS**CE 101 College English**

4 units

This course is an integrated course in reading, writing, and critical thinking. Emphasis is placed on the use of library source materials; writing includes personal and expository essays and will be presented as an integral aspect of thinking and learning. Students read and analyze narrative and expository texts to improve their abilities to recognize main ideas and supporting details. Grammar and vocabulary are interactive and covers American English grammar constructions.

CE 111 Reading and Composition

4 units

Prerequisite: CE 101

This course involves both literary analysis and composition. It will use literature study as a basis for improving writing and critical analysis skills. By reading narrative and expository texts, students improve their abilities to recognize main ideas and supporting details. They will explore interpretations of stories, and learn several reading strategies appropriate for different types of text. The writing process is emphasized as an integral aspect of thinking and learning and will be a pervasive activity in this class. This course is designed to improve skills through practice in writing paragraphs, essays, and reports that are clear, concise, and unified. Students also learn to conduct library reading research; focusing on methodology, students learn to generate worthwhile questions, collect primary data, locate secondary resources, and form original research insights.

CE 121 Creative Writing

4 units

Prerequisite: CE 101

This course covers learning style assessment, brainstorming and essay development, editing, proofreading and revision, and final draft presentation. Basic elements of creative writing forms will be discussed. It gives students an opportunity to write and develop skills in various forms of creative writing and be able to emphasize the kind of writing in which they are most interested in. Students will integrate critical thinking skills with effective written analysis and arguments, distinguish between deductive and inductive reasoning, write and critique essays using research strategies.

CE 131 Communication and Speech

4 units

Prerequisite: CE 101

This course introduces students to the principles of interpersonal communication and public speaking. It is designed to improve speaking and analytical skills through a functional approach to effective communication with practical application of the three major speech types: informative, impromptu, and persuasive speaking. Students will learn to identify and practice effective communication techniques

COURSE DESCRIPTIONS

both verbal and nonverbal; identify major barriers to effective listening and how to overcome them. These skills will be increased by developing a verbal profile and confidence in oral presentations. Students are expected to participate in class discussions, deliver a variety of speeches, and act as an audience to those delivering speeches.

GENERAL EDUCATION: HUMANITIES AND ARTS

HA 101 Introduction to Arts

4 units

A study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, art movements and concepts will be studied.

HA 102 Art History

4 units

Art History is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures.

HA 103 Art Appreciation

4 units

This course provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques.

HA 111 History of Western Civilization

4 units

This course is a survey of the origins of western civilization and its development from ancient times to the Renaissance and Reformation. Emphasis will be placed upon: the reasons for the rise and fall of the civilizations of antiquity; their cultural legacy; the changing role of religion in human society from the earliest societies through the Reformation; the development of western political institutions; the major technological changes that helped to drive western civilization; and the "Age of Discovery."

HA 112 History of Eastern Civilization

4 units

This course is an introductory survey of the history of India, China, Japan, and related regions from the period of prehistory to the arrival of the Europeans in the 17th century. This course concentrates on examining such topics as the area's cul-

tural, political, religious, economic, and social development.

HA 121 American Literature

4 units

This course is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity and gender equity plus other artistic, political, and cultural developments and how these changes have affected contemporary literature; emphasis is on American authors, including recent immigrants.

HA 122 World Literature

4 units

This course will focus on studying some of the popular myths and archetypes of the ancient cultures. These early cultures strived to attain order in their societies. They accomplished this by using a series of metaphors and myths that explained the arrangements and structures of their surroundings. Since each of these cultures influenced their neighbors, we can gain a better understanding of their similar outlooks and beliefs by comparing and contrasting their local metaphors.

HA 131 Introduction to Philosophy

4 units

This course is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world and the problems of truth, beauty, ethics, and theology.

HA 132 Oriental Philosophy

4 units

Introduction of the basic concepts of Oriental Philosophy will enable students for tangible understanding of roots of Oriental culture and thoughts. General comprehension for an empirical approach to Oriental Philosophy. Scientific actualization of historical background of Oriental Philosophy. Comparison of Oriental Philosophy phenomena with that of Western Philosophy.

HA 133 Western Philosophy

4 units

This course provides an introduction of the fundamental picture of western philosophy in order for the students to understand the basic roots of western culture and thoughts.

HA 141 U.S. History

4 units

This course is designed as an introduction to U.S. History from pre-contact to the present day. It will encourage students not only to gain a familiarity with the events, ideas, and developments that have most shaped the American past but to reflect upon why that past might matter, and upon why the interpretation of its meaning can become such a source of conflict.

COURSE DESCRIPTIONS

HA 142 World History

4 units

This course will provide a better understanding of the civilization from cradle to the present times in general, as well as the people and societies. A broader understanding of our power struggles in societies and the mechanism of human survivorship will help us to overcome barriers and achieve our goals.

HA 151 Religions of the World

4 units

A philosophical overview of the world's great religions. Includes historical origin and growth of each religion, major doctrines, and influence. Religions dealt with include Primitive, Hinduism, Jainism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

HA 161 Introduction to Ethics

4 units

This course is to achieve an understanding of fundamental moral concepts such as the bases and limitations of human conduct, good and evil actions, norms of morality, law, freedom, and responsibility. It will investigate the relation between thought and action in light of the influential ethical theories of classical, medieval, and modern writers

HA 171 Classics

4 units

This course deals with the art and architecture of ancient Greece from the Minoan and Mycenaean periods until the beginning of the Roman Empire in the first century B.C. Students will study this entire time span in chronological order, with some emphasis on the monuments of the Classical and Hellenistic periods.

HA 181 Logic

4 units

Logic is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory.

HA 191 Foreign Language (Spanish)

4 units

This is a college level Spanish class focusing on pronunciation, grammar essentials, basic vocabulary including common idioms, listening, speaking, reading, and writing techniques to provide avenues for the expression of ideas orally and in writing. Introduction to Hispanic culture. Designated sections focus on skills for the native Spanish speaker.

HA 192 Foreign Language (French)

4 units

Fundamentals of pronunciation and grammar, basic vocabulary (including common idioms), simple conversation and composition is covered. Supplementary cultural readings are required.

HA 193 Foreign Language (German) 4 units
Fundamentals of pronunciation and grammar, basic vocabulary (including common idioms), simple conversation and composition is covered. Supplementary cultural readings are required.

HA 194 Foreign Language (Russian) 4 units
This course aims to provide the students with basic grammar and vocabulary in the Russian language including some basic business and cultural insights being observed in the Russian community.

HA 195 Foreign Language (Japanese) 4 units
A study of the fundamentals of the Japanese language with emphasis on pronunciation and aural comprehension includes oral and written work, cultural material, and selected readings.

HA 196 Foreign Language (Chinese) 4 units
This course covers the fundamentals of Chinese grammar. Students are trained to pronounce Chinese (Mandarin) correctly, to acquire a small working vocabulary which they use in conversation and phonetic writing, to read and write in phonetic transcription and to read and write approximately 150 Chinese characters.

GENERAL EDUCATION: SOCIAL & BEHAVIORAL SCIENCE

SB 101 Introduction to Economics 4 units
This is a course that introduces the methods and techniques for analyzing economic activities in a capitalist economy. In the first part of the course, we examine microeconomics factors that enter the decisions calculus of the individual economic units-consumers and producers--- as they interact in various market settings. In the second part of the course, we introduce techniques to measure and analyze the operation of the entire economy--- all markets simultaneously. For this purpose, we introduce the role of government and policies to create solutions for the basic problems of capitalist economies--- unemployment, inflation, and the business cycle.

SB 102 Introduction to Business 4 units
This course surveys the functions, characteristics, organization, and problems of business. The course serves as a foundation for later specialized study and directs the thinking of students to possible careers.

SB 103 Consumerism 4 units
This course will focus on tracing both the development of consumer culture and

COURSE DESCRIPTIONS

the history of critical interpretation of that culture. Through the analytic lenses of theorists from both the political left and right, the class will investigate the social origins of such notions as taste and style while exploring the relationships between consumerism and other aspects of culture including gender and class.

SB 111 Introduction to Sociology 4 units

The scientific study of human societies and behavior, emphasizing the sociological perspective, methods of investigating society and theories of social foundations of culture and socialization, social interaction among individuals, groups and organizations, dynamics of social inequality, and the role of social institutions in shaping the lives of individuals and society.

SB 112 Introduction to Social Welfare 4 units

This is an introductory to social work course in which students learn about the profession of social work and the populations and issues that concern social workers. Students learn about social work practice and methodology, various fields of social work practice, and client populations. This course also includes an agency-related field experience.

SB 121 Introduction to Family Issues 4 units

This course traces the conception of systemic theory and how it continues to be adapted by various theorists and therapists in the treatment of families. It seeks to encourage students to consider themselves as part of the systems with which they work, and to respect their own strengths and personalities even as they encourage clients to do the same. This course points out that although each theory that it discusses has its own value for working with families, some are more or less effective for specific populations, cultures, and issues.

SB 122 Human Nature, Drug & Society 4 units

This course provides an introduction to the principles and assessment of physical growth, development and maturation that are the basis for monitoring the health of populations, of individuals, and of children from conception through adolescence. Societal norms and influences are discussed in detail.

SB 123 New Perspectives on Aging and Health 4 units

This course deals with the nature and experience of adult development from adulthood until the end of life. Emphasis will be placed on personal/individual issues, health issues in aging from a mind-body-spirit perspective.

SB 131 Introduction to Psychology 4 units

This course addresses principles of research, perception, development, learning, motivation, emotion and abnormal behavior. Emphasizes application of psycho-

logical principles to personal adjustment.

SB 132 Social Psychology

4 units

Social Psychology is the scientific study of the ways individuals affect, and are affected by their interactions with others. Internal processes such as social cognition, self-concept, person perception, the development of beliefs and attitudes will also be covered. Students will learn classic theories of social psychological thought and will be exposed to current research in the field.

SB 141 U.S. Government

4 units

This course provides an understanding of the foundations of the United States Government; provides an understanding of inalienable rights, civil rights, and civil liberties of an American; outlines the duties and responsibilities of the citizen in the United States political process; provides a knowledge base of the three branches of United States government; and relates the study of the United States government to current issues.

SB 142 Public Administration

4 units

This course is designed to assist students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. Students must be prepared to discuss reading assignments and participate in analysis of case studies.

SB 143 Minority Studies

4 units

This course explores the moral, social, legal, and phenomenological correlates of diversity from a philosophical point of view, focusing on disability and the “double differences” where disability intersects with race and gender. The complex interplay between conceptualizations of disability rights and the construction of disability identity and culture is a theme throughout the course. These are examined in the context of modern, post-modern, and feminist approaches to questions of justice.

SB 151 Introduction to Political Science

4 units

The purpose of this course is to train students in how to analyze political phenomena in a rigorous and scientific manner. This knowledge requires an understanding of two different components: research design and statistics. In the first component, students will learn how to discriminate between theories, pose proper research questions, and in the second component, student construct a relevant hypothesis, make valid causal inferences, formulize concepts, and test their hypotheses

COURSE DESCRIPTIONS

SB 152 Introduction to International Relations 4 units

A study of contemporary relations among states, including an analysis of basic concepts and issues such as power, sovereignty, nationalism, security, diplomacy, war and peace, international law and organization, trans-nationalism, and independence. Attention is also given to different approaches to the study of international relations.

SB 161 Introduction to Geography 4 units

This course presents study and unification of a number of earth sciences that give general insight into the nature of the environment focuses on concepts of geographic thought, tools of geography, map structure, population patterns, space relationships, and modern problems of geography.

SB 171 Cultural Anthropology 4 units

This course is an introduction to the study which aims to demonstrate how the basic concepts and techniques developed by cultural anthropologists help us to understand societies of various degrees of complexity, including our own. We will consider topics such as language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. Major goals are an increased awareness of the social and cultural dimensions of human experience; the diversity and flexibility of human cultures; and processes of intercultural communication and conflict.

SB 181 Mental Health/Mental Hygiene 4 units

This course will enable students to understand the basic aspects of human mentality and to analyze its nature and treatment. General comprehension for an empirical approach to mental hygiene. Practical actualization of historical background of mental hygiene. Comparison of western mental hygiene with that of Oriental.

GENERAL EDUCATION: SCIENCE AND TECHNOLOGY

ST 101 General Biology 4 units

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

ST 102 General Microbiology

4 units

This course is a study of pathogenic microorganisms including a description of basic cell structure, biochemistry, metabolism, nutrition, reproduction and genetics. Mechanisms of transmission, microbial entry, pathogenesis, prophylaxis, epidemiology, and microbial control of selected human pathogens will be explored. Basic body defense mechanisms and immunological responses to pathological conditions will be examined.

ST 103 General Ecology

4 units

This course introduces students to the principles of ecology, with an emphasis on the insights that ecology can provide into the environmental impacts of human activities. Students will explore the ecological roles of individual organisms; the dynamics of populations, biotic communities, and ecosystems; energy flows and biogeochemical cycles; and the concept of sustainability.

ST 104 General Chemistry

4 units

Principles of chemistry and their application; atomic structure; bonding; kinetic theory; states of matter; kinetics and gas phase equilibrium; primarily inorganic chemistry. Special emphasis on the analytical approach to problem solving. Mathematics strongly recommended.

ST 105 General Physics

4 units

The course covers the topics of a typical general physics course with calculus, including classical mechanics and elements of thermodynamics. Also, this course offers the possibility of a more in-depth view of the subject matter, including applications such as the physics of sports and some elements of star formation/celestial mechanics. Emphasis is placed on the importance of conservation laws and on the use of simple models to describe complex phenomena.

ST 111 Introduction to Geology

4 units

This course is an introductory study of the Earth. A survey of the nature and structure of the materials composing the earth and the various processes that have shaped and are shaping its surface. The course includes plate tectonics, faults and earthquakes, volcanoes, land forms, minerals, rocks, and geologic maps.

ST 112 Introduction to Zoology

4 units

Principles of animal biology, a survey of the animal kingdom, stressing the structure function, development, classification, evolutionary, behavioral and ecological concepts of zoology. Required of majors in biology, medicine, forestry and agriculture.

COURSE DESCRIPTIONS

ST 113 Introduction to Botany

4 units

Botany is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth's plant forms.

ST 121 Introduction to Health Science

4 units

This course covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness; and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationship and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication.

ST 122 Nutrition

4 units

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.

ST 131 College Algebra

4 units

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

ST 141 Calculus I

4 units

Review of limits and derivatives of elementary functions. Inverse trigonometric functions and their derivatives. L'Hospital's rules. The definite integral. Fundamental theorem of Calculus. Simple substitution. Applications including areas of regions and volumes of solids of revolution.

ST 142 Calculus II

4 units

Prerequisite: ST 141

Students who intend to pursue a degree in actuarial science, applied mathematics, astronomy, mathematics, physics, or statistics should take this course. Techniques of integration; The Mean Value Theorem and its consequences; series, Taylor series with applications; parametric and polar curves with applications; first order linear and separable differential equations with applications.

ST 151 Statistics I

4 units

Students learn to use various graphical displays and measures of location and variability to describe data. The course considers elementary probability and sampling distributions, and uses the normal and t- distributions in estimation and hypotheses testing. This course includes descriptive techniques for simple linear regression and correlation.

ST 152 Statistics II

4 units

Prerequisite: ST 151

This course is a continuation of Statistics I. Confidence intervals and hypothesis tests are studied in more detail, beginning with two sample inference for means and proportions. The inferences in simple linear regression and multiple regression are presented. Analysis of variance and experimental design are introduced. Other topics include chi-square tests for goodness-of-fit and independence, and the principles of nonparametric tests. Use of statistical software, such as Minitab, SPSS, or SAS, is also required.

ST 161 Introduction to Scientific Research

4 units

This course is intended to present the concepts and principles of scientific research. This course covers how to survey and critique the literature, formulate their hypothesis, design experiments, statistically evaluate the data, and professionally communicate results.

ST 171 Introduction to Computer

4 units

This course presents a range of concepts and technologies for the preparation, storage, retrieval, and dissemination of information on computers in the form of on-line and printed documents. This involves a study of a range of computer equipment and software, its availability, and capability. Skills, including intermediate level word processing and effective use of Internet resources, will be developed, which will be of value outside the course and give insight to strengthen a broader understanding.

BUSINESS COURSES**BA 511 Business Statistics and Analysis**

4 units

The course covers the application of Statistics. Derivation of basic statistical concepts used in business. Topics include probability distributions, moment-generating functions, sampling theory, statistical inference, regression, and correlation. Throughout the course, applications are drawn from business and industry.

COURSE DESCRIPTIONS

BA 512 Advanced Strategic Management 4 units

Prerequisite: BA 511

The course focuses on the application of conceptual models that clarify the interactions between external competition, firm positioning, patterns of technological and market change, and the nature and development of internal firm capabilities. We will develop a set of tools which are crucial for the formulation and management of a winning technology strategy.

BA 521 Leadership and Organizational Behavior 4 units

This course will review how managers can become effective leaders by drawing on a knowledge of contemporary concepts in the areas of organizational behavior, change and leadership. In addition to developing diagnostic and problem solving skills, a major focus of this course will be helping students develop a professional competency in the interpersonal skills that numerous studies have shown to be critical for being a successful leader in an organization. Case studies, self-assessments, and experiential exercises will be used to develop skills that are at a professional level of competence and to explore practical applications of the concepts covered in this course.

BA 531 Operations Planning and Control 4 units

Planning and control systems for the management of short and intermediate range decisions encountered in production and operations. Forecasting, production planning and scheduling, inventory management, MRP, capacity planning, just-in-time, and other current topics are covered.

BA 532 Advanced Management Science 4 units

Prerequisite: BA 531 or Approval of Program Director

This course focuses on understanding levels for structuring, managing, and improving recurring business processes to achieve competitive advantage in customer responsiveness, price, quality, and variety of products and services. The fundamental principles are explored so that students learn to critically evaluate these and other operational improvement programs.

BA 541 Financial Management & Analysis 4 units

This course examines the role of financial statement analysis in the evaluation of the firm and the prediction of its future condition. The major emphasis is on using financial statements for performance evaluation, equity valuation, credit analysis, and business decision-making.

BA 542 Investment Theory & Portfolio Management 4 units

Prerequisite: BA 541 or Approval of Program Director

A survey of investments including corporate and government securities, real prop-

erty, and financial intermediaries. A survey of investment theory emphasizing security analysis, valuation, and portfolio management.

BA 551 Marketing Management Theory 4 units

This course introduces the student to marketing management's role in an organization's total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.

BA 552 Consumer Behavior Theory 4 units

Prerequisite: BA 551 or Approval of Program Director

The course emphasis is on understanding the processes that influence the acquisition, consumption, and disposition of private and public sector goods and services. A comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain understanding of the complex forces as they affect the marketplace.

BA 561 Financial Accounting 4 units

Financial accounting and reporting related to development of accounting standards, financial statements, income measurement, cash receivables, inventory, property, plant, and equipment, intangibles, and investments

BA 562 Auditing Seminar 4 units

Prerequisite: BA 561 or Approval of Program Director

A study of advanced auditing and attestation issues, with an emphasis on operational auditing. Topics include professional ethics, risk analysis, internal control, fraud detection, analytical procedures, determining and assessing operational objectives, and reporting and implementing audit findings.

BA 571 Decision Making Theory 4 units

An integrated approach to decision analysis in terms of theory and practice with the objective of gaining insights to both individual utilities, subjective probabilities, risk attitudes, use of decision models in decision support systems. Actual cases are discussed and the course culminates with individual student decision projects.

BA 572 Environmental and Risk Management 4 units

This course is designed to introduce students to the complexities of making decisions about threats to human health and the environment when people's perceptions of risks and their decision-making processes differ from expert views. Recognizing

COURSE DESCRIPTIONS

the limitations of individuals in processing information the course explores the role of techniques such as decision analysis, cost-benefit analysis, risk assessment and risk perception in structuring risk management decisions.

BA 573 Project Planning and Management Seminar 4 units

Selected and individualized methodology related to identifying, planning, conducting, analyzing, and reporting research related to the culminating special project.

BM 201 Principles of Management 4 units

This course is designed to guide students through an understanding of management principles, organizational structure and function, and issues that confront managers in today's workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.

BM 205 Sports Marketing 4 Units

This course examines the rapidly developing sports industry from a strategic marketing perspective. It is based on the belief that the best marketing practices employed by the more traditional consumer goods and business-to-business organizations can be effectively applied to organizations that produce sports as their primary product. The course is designed to familiarize students with the terms and tools needed in the sports industry and to develop skills that assist critical thinking or continued success in this unique business setting.

BM 225 Sports Medicine 4 Units

This course provides students with an exposure to the wide variety of professions encompassed by sports medicine. The experiences and knowledge gained will allow students to make an informed decision about continuing with sports medicine as a career choice or a means of personal growth.

BM 211 Principles of Accounting I 4 units

Accounting concepts and methods, transaction analysis and recording, double entry bookkeeping, adjustment and closing procedures, uses of data processing. Formation and operation of partnerships and corporations.

BM 221 Business Statistics I 4 units

The course covers the principles of Statistics. Topics include interpretation of statistical data with and without use of probability, random sampling, confidence limits, and hypothesis tests.

BM 231 Business Communications

4 units

This course introduces the students to the basic concepts in communication, particularly in the business environment.

BM 271 Business Law and Ethics

4 units

This course introduces ethical concepts that are relevant to resolving legal and moral issues in business; the reasoning and analytical skills needed to apply ethical concepts to legal and business decisions; and identifying moral issues involved in specific areas in business.

BM 281 Mathematics for Business & Economics

4 units

The course covers basic elements of statistics for business and economics. Topics to be covered include: descriptive statistics, elements of probability, probability distributions, and sampling distributions. Calculus will be used to explain and illustrate in business and economics.

BM 311 Principles of Accounting II

4 units

Prerequisite: BM 211

Development of accounting theory and practice in accordance with generally accepted accounting principles (GAAP). Major topics include the accounting process, income statement, balance and statement of cash flows. Additional topics include: revenue recognition, cash and marketable securities, receivable, inventory, plant and equipment, intangible assets, and current liabilities.

BM 321 Business Statistics II

4 units

Prerequisite: BM 221

Application of statistical methods used for a description and analysis of business problems. The development of analytical skills is enhanced by use of one of the widely available statistical packages and a graphing calculator. Topics include continuation of hypothesis testing, multiple regression and correlation analysis, residual analysis, variable selection techniques, analysis of variance and design of experiments, goodness of fit, and tests of independence.

BM 331 Financial Management

4 units

This course provides an intelligent direction to the flow of funds for maximizing firm value and introduces techniques and concepts necessary to effectively manage the financial resources of any organization in order to achieve strategic goals. Topics include the time value of money, stock and bond valuation, risk and return, capital investment decisions, analysis of financial statements, financial forecasting, working capital management, the investment banking process, and the sources of funding for a business.

COURSE DESCRIPTIONS

BM 332 Investment Theory

4 units

Prerequisite: BM 331

This course covers risk and return, valuation of stocks and bonds, capital asset pricing model, stock and bond portfolio management, efficient capital markets, evaluation of investment performance, and introduction to options.

BM 341 Human Resources Management

4 units

Principles, methods, and procedures in management of human resources; development and objectives of human resources management, planning, legal compliance, job analysis, recruitment, selection, training and development, compensation, and employment relations. Students develop a human resource budget, a recruiting plan, an organizational chart, and a plan for human resource development for their business plan.

BM 342 Organizational Development

4 units

Prerequisite: BM 341

This course studies approaches to developing and maintaining coherent group functioning within organizations, and to implementing planned organization change. Techniques are examined for improving individual and group behavior within organizations on the levels of communication, attitudes, motivation, and decision making; and for coordinating the introduction and implementation of change within an organization.

BM 351 Marketing Management

4 units

This course introduces the student to marketing management's role in an organization's total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.

BM 352 Consumer Behavior

4 units

Prerequisite: BM 351

The course emphasis is upon understanding the processes that influence the acquisition, consumption, and disposition of private and public sector goods and services. A comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain understanding of the complex forces as they affect the marketplace.

BM 361 Management Science

4 units

The course will provide an introduction to various operations management functions; organizational structure, product selection, process design, capacity and location management, quality management, forecasting, inventory management, and job design. Survey of current topics in Production, Operations Research, and Statistics. Emphasis will be placed on current literature and computer applications.

BM 362 Production & Operations Management

4 units

Prerequisite: BM 361 or Approval of Program Director

Analysis and applications of concepts and techniques of the quantitative approach, systems analysis, and operations analysis to managerial functions, with emphasis on production. Operations management is concerned with the process of transforming inputs into higher-value outputs with maximum efficiency.

BM 371 Strategic Management

4 units

This course focuses on some of the important current issues in strategic management. It will concentrate on modern analytical approaches and on enduring successful strategic practices. It is consciously designed with a technological and global outlook since this orientation in many ways highlights the significant emerging trends in strategic management. The course is intended to provide the students with a pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies.

COMPUTER INFORMATION SYSTEMS COURSES**CS 201 Introduction to Computer Information Systems**

4 units

Prerequisite: ST 171 or Approval of Program Director

Overview of computer, communication, and software systems. This course covers business applications of information technology, managing the acquisition and use of application systems, and working with the information systems organization.

CS 211 Computer Application in Business and Economics 4 units

Prerequisite: ST 171 or Approval of Program Director

An introduction to the uses of computers in business. Topics include concepts, components, and operations of computer systems. It also covers hardware, software, procedures, systems and their integration into business applications.

CS 221 Introduction to Data Structure & Algorithms

4 units

Prerequisite: Approval of Program Director

This course is an introduction to the design, analysis, and variety of algorithms. This course covers the specification of computational tasks, varieties of algorithms

COURSE DESCRIPTIONS

for tasks, demonstrating that algorithms perform given tasks, the structure of algorithms and measures for comparing the performance of algorithms. Also this course considers the implementation of algorithms and relevant data and program structures, and principles of program design.

CS 301 IT for Networked Organizations 4 units

Emphasis is placed on examining the information technology and its impact on modern organizations. This course covers the IT, Internet Technologies, E-Commerce and business models, organizing and modeling enterprise data, Network protocol and architecture, development of IT systems and, IT management and organization design.

CS 302 Multimedia for Business Applications 4 units

This course covers software applications for small and medium business using the various functionalities of multimedia. Course includes sessions on audio/video editing technology, Photoshop Illustrator, and on-line shopping mall design and development.

CS 311 Management Information System 4 units

Integrates topics of management and organization theory, information and communication theory, and systems theory relevant to managing an organization's information resources. Includes computer hardware and software, telecommunications, and database concepts.

CS 321 Database Concepts 4 units

Prerequisite: CS 221 or Approval of Program Director

This course is designed to learn fundamentals about database development, namely data modeling, database design and database implementation, while learning techniques for managing, protecting, retrieving and updating information. Emphasis will be put on the relational model. Topics such as normalization, query processing (especially with SQL), relation calculus, and relational algebra will be studied in detail.

CS 331 Principles of Programming Languages 4 units

Prerequisite: ST 171 or Approval of Program Director

Study of the principles relating to design, evaluation, and implementation of programming languages of historical and technical interest are considered as individual entities and with respect to their relationships to other languages. Topics discussed for each language include: history, design, structural organization, data structures, name structures, control structures, syntactic structures, and implementation of issues.

CS 332 Objected Oriented Programming

4 units

Prerequisite: CS 331

Principles of object-oriented design and programming; object-oriented languages will be compared to provide an understanding of the role of objects, methods, message passing, encapsulation, classes, inheritance and instance variables in a productive programming environment. Language design and programming issues will be discussed.

CS 341 Business Telecommunications

4 units

This course covers the basics of telecommunications as applied in the business environment. The course covers basic telecommunications concepts and terminology, along with a wide review of telecommunications networks available for business and used by the communications manager or information technology professional.

CS 351 System Analysis & Design

4 units

Prerequisite: CS 201 or Approval of Program Director

An introduction to information system concepts and the system development process. This course emphasizes the development phase of analysis, the application of structured methods, and the use of tools (computer and other). This course is also designed to understand the system life cycle approach and its phases and to apply a structured methodology to the analysis of real-world problems.

CS 361 Digital Multimedia Systems Design

4 units

Prerequisite: Approval of Program Director

Producers and consumers of newly emerging Digital Multimedia Technology are seeking new ways to utilize and profit from its unique features. This course focuses on the use of this technology to create multimedia content including text, hypertext, audio, graphic images, animation and full motion video. They will learn the concepts, tools and techniques of working with digital multimedia systems, and will learn how to specify, evaluate and use the hardware and software required to do this.

CS 521 Management Information System

4 units

Prerequisite: Approval of Program Director

Analyses information systems from a management control perspective, emphasizing organization environment, technology, decision models and performance evaluation as determinants of information processing requirements. Cases and design projects explore the management of information processing systems, major functional applications, and the impact of information technology on individuals and society.

COURSE DESCRIPTIONS

CS 531 Information Systems Planning 4 units

Course applies principles of managerial planning to information systems. Covers strategic, tactical, and operational planning of IS, with special emphasis on linkage between strategic plans of organization as whole and those of IS.

CS 532 Organizational Transformation 4 units

This course is targeted towards information systems professionals who are involved in the planning and implementation of large scale, cross-functional enterprise systems. Students will examine the characteristics of technology efforts that change and transform the way people perform their tasks and how the new technology structures the flow of information and decision making using workflow modeling methods.

CS 541 Staffing the Information Systems Function 4 units

Systems theory, quality, decision making and the organizational role of information systems are introduced. Information technology, including computing and telecommunications systems, is stressed. Concepts of organization, information systems, and re-engineering are introduced.

CS 542 Information Systems Resource Acquisition 4 units

This course introduces students to the management and technical skills required to be an Information Systems Consultant. It requires a working understanding of various technologies including hardware, software, database, telecommunications, and e-Commerce, and therefore should be taken late in the program. The course prepares students to observe, evaluate and make improvements in the way businesses deploy technology to accomplish their goals.

CS 551 Information Systems Project Management 4 units

Prerequisite: Approval of Program Director

Students will be introduced to the processes and tool for the systems development life cycle including; analysis and design techniques; information systems planning and project identification and selection, requirements collection and structuring, process modeling, data modeling, design of interface and data management, system implementation and operation, system maintenance, and change management implications of systems. Globalization issues in systems will be discussed. Students will use current methods and tools such as rapid application development, prototyping, and visual development.

CS 552 Comparative System Development Methodologies 4 units

Prerequisite: Approval of Program Director

Telecommunications fundamentals including data, voice, image, and video are presented. Students are introduced to the concepts, models, architectures, protocols,

standards, and security for the design, implementation, and management of digital networks. Essentials of local area networks (LAN), metropolitan area networks (MAN), and wide area networks (WAN) are covered including transmission and switching efficiency and regulatory and technical environments.

CS 561 Data Modeling and Database Administration 4 units

Prerequisite: Approval of Program Director

The concepts, principles, issues and techniques for managing corporate data resources are introduced. Techniques for managing the design and development of large database systems including logical data models, concurrent processing, data distribution, database administration, data warehousing, data cleansing, and data mining are covered.

CS 562 Data Communication & Computer Networks 4 units

Prerequisite: Approval of Program Director

The course emphasizes basic principles and topics of computer communications. The first part of the course provides an overview of interfaces that interconnect hardware and software components, describes the procedures and rules involved in the communication process and most importantly the software which controls computers communication. The second part of the course discusses network architectures and design principles, and describes the basic protocol suites. The third part of the course introduces the concept of internet working, a powerful abstraction that deals with the complexity of multiple underlying communication technologies.

CS 571 Network Planning and Administration 4 units

Prerequisite: Approval of Program Director

Approaches to managing the information systems function in organizations, including examination of the dual challenges of effectively controlling the use of well-established information technologies, while experimenting with selected emerging technologies are reviewed. The role of the CIO in the organization will be discussed.

CS 581 Distributed Systems 4 units

The purpose of the Distributed Systems course is to learn the state-of-the-art of practical distributed systems and to distill design principles for building large network-based computational systems. The readings and discussions will help in identifying the research frontier and extracting methods and general approaches to implement these advanced systems. Topics include dynamic packet routing, global namespace systems, component architectures, ontologies, resource allocation strategies, distributed security and authentication protocols, fault-tolerant databases, distributed artificial intelligence, and virtual worlds.

COURSE DESCRIPTIONS

CS 591 Managing Electronic Commerce

4 units

Importance of e-commerce and the role of Internet, strategic planning of e-commerce systems, value chain models, customer relationship thinking, supply chain management and industry analyses. The goal of the course is to initiate students into evaluation and preliminary study of data structures of electronic commerce and services from the point of view of companies and organizations, and evaluation of the development in chosen fields from the point of view of electronic commerce.

ECONOMICS COURSES

EC 201 Principles of Economics

4 units

This course presents the basic interactions of individuals, firms and government in a market-oriented economy. It includes analysis of market prices, interest rates, international trade and the role of monetary and fiscal policies in promoting economic growth and stability. Also it covers markets, demand, consumer behavior, nature of firms, measuring economic activity, inflation unemployment, money and banking, and the role of the government.

EC 211 Econometrics I

4 units

This course gives the probabilistic and statistical background for meaningful application of econometric techniques. Topics covered include: probability theory: probability spaces, random variables, distributions, moments, transformations, conditional distributions, distribution theory.

EC 213 Economic History

4 units

An examination of the economic growth with emphasis on the interaction of natural, technological, political and social forces that shaped economic change. The course stresses the development and evolution, from feudal times to the present, which affect the production of wealth and allocation of resources.

EC 311 Econometrics II

4 units

Prerequisite: EC 211

This course covers two parts, statistics and econometrics. Statistics covers estimation theory, least squares methods, method of maximum likelihood, generalized method of moments, theory of hypothesis testing, asymptotic test theory, and hypothesis testing. Econometrics part covers the general linear model, generalized least squares, specification tests, instrumental variables, dynamic regression models, linear simultaneous equation models, nonlinear models, and applications.

EC 321 Intermediate Microeconomics

4 units

Prerequisite: EC 201

Basic concepts and tools of economic analysis; prices and outputs, marketing structures, wages and profits; economic analysis and evaluation of market system of resource allocation and income distribution, and concept of general equilibrium and welfare.

EC 322 Intermediate Macroeconomics

4 units

Prerequisite: EC 201

Concepts and tools of aggregate economic analysis; inflation, unemployment, balance of payments, national output; determinants of the level of economic activity; money and banking; the role of government; determination of national income, theories of aggregate consumption, investment, unemployment, the price level; national income and product accounts; theory of growth.

EC 331 Economic Development

4 units

An examination of those areas in the economic analysis of development where there have been recent analytical or empirical advances. Emphasis is given to the formulation of theoretical models and econometric analysis and testing. Topics covered include models of household/firm behavior, savings behavior, equity and efficiency in pricing policy, project evaluation, measurement of poverty and inequality, and the analysis of commodity prices.

EC 341 Money and Banking

4 units

This course covers classical and contemporary issues in the theory of money, banking, and financial institutions. Topics covered include: the gold standard, the structure of central banks and the Federal Reserve system, theories of money demand and money supply, the relationship between money supply and overall economic activity, the theoretical and practical aspects of monetary policies and money creation, the efficacy of fiscal policies versus monetary policies, and the role the Federal Reserve plays in economic stabilization.

EC 342 Monetary Economics

4 units

Prerequisite: Approval of Program Director

Covers advanced topics in monetary economics, macroeconomics, and economic growth—such as overlapping-generations, taxes and transfers denominated in money, transactions demand for money, multi-asset accumulation, exchange rates, and financial intermediation.

EC 351 Economics and Politics

4 units

This course develops critiques and extensions of economic theory, taking into account the political and social moorings of economic activity and equilibria. The formation and persistence of social norms; the meaning and emergence of property

COURSE DESCRIPTIONS

rights; the role of policy advice in influencing economic outcomes; and the effect of political power and ideology on economic variables are studied.

EC 361 Industrial Organization and Public Policy 4 units

Introduction to internal and external management issues and practices in information organizations. Internal issues: organizational behavior, organizational theory, personnel, budgeting, planning. External issues: organizational environments, politics, marketing, strategic planning, funding sources.

EC 371 Labor Economics 4 units

An examination of the economics of the labor market, especially the forces determining the supply of and demand for labor, the level of unemployment, labor mobility, the structure of relative wages, and the general level of wages.

EC 521 Business and Economic Forecasting 4 units

This course covers training for forecasting economic trends with major proprietary computer software used by professionals, main concepts and modeling techniques in forecasting, diagnostic checking, model selection, and forecast evaluation and reporting.

EC 531 Microeconomics Theory 4 units

Microeconomics is presented as a self-contained, logically consistent set of theorems relating consumer preference, demand, production, cost, supply, and price in both the product and factor markets.

EC 532 Macroeconomics Theory 4 units

A study of the measurement, growth, and fluctuation of aggregate economic activity with emphasis on static and dynamic theoretical techniques to ascertain the effectiveness of fiscal and monetary policies in dealing with unemployment and inflation.

EC 541 Advanced Econometrics I 4 units

Prerequisite: BA 511

Applying econometric techniques to analyze real-world problems in such areas as finance, economics, accounting and marketing; emphasis on empirical data analysis using popular statistical packages, case studies and reports.

EC 542 Advanced Econometrics II 4 units

Prerequisite: EC 541

Concepts and methods of time series analysis and their applications to economics. Time series models to be studied include simultaneous stochastic equations

and VAR, ARIMA, and state-space models. Methods to analyze trends, second-moment properties via the auto covariance function and the spectral density function and methods of estimation and hypothesis testing and of model selection are presented.

EC 551 Advanced Monetary Theory 4 units

Prerequisite: EC 532

Topics are included methods of numerical analysis and econometric testing of equilibrium business cycle models, the role of monetary and fiscal policy in inflation determination, the nature of optimal monetary policy, dynamic games and time consistency in macroeconomic policy formation, central banking, and the theories of price stickiness.

EC 561 Advanced Labor Economics 4 units

Prerequisite: EC 531

Relations between employers and employees as the latter are represented by organized labor. Collective bargaining as it relates to recognition, wages hours, working conditions, grievance procedure, seniority, health and safety, etc., and the impact of the law upon these.

EC 562 Economic Policy Theory 4 units

Focused on analytical models of political institutions, this course is voting models, menu auctions, models of reputation, and cheap talk games. These models are used to explain patterns of participation in elections, institutions of congress, lobbying, payments to special interest groups, and other observed phenomena.

EC 571 Managerial Economics & Operations Research 4 units

Prerequisite: BA 511

Tools, concepts, and factual data used by economists in solving specific business problems; case method applications of principles, analytical tools, and sources of economic information to practical business situations.

EC 581 Economics of Information 4 units

The measurement and analysis of the role information plays in the economy and of the resources devoted to production, distribution, and consumption of information. Economic analysis of the information industry. Macroeconomics of information.

EC 591 Economic Analysis and Public Policy 4 units

Prerequisite: Approval of Program Director

Presents and develops the tools of microeconomic analysis and illustrates their use via applications to current issues. Students also explore the methods of microeco-

COURSE DESCRIPTIONS

conomic analysis of government growth and stabilization policies.

GOLF MANAGEMENT COURSES

GM 201 History and Rules of Golf

4 Units

This course will provide the student not only with an in-depth study of the history of golf, traces golf from its beginnings in St. Andrews, Scotland, to the present time but also an overview of the golf industry by presenting a different component each week. Topics include the history of golf, trends in golf industry, golf associations, public/private golf courses and career aspirations and how they will accomplish their personal goals while being exposed to the achievements of successful industry experts.

GM 205 Turf Grass Management

4 Units

This course provides the opportunity for students to learn the care and maintenance of different types of turf grass used on golf courses. Topics covered are fertilization, diseases, irrigation, planting, and maintenance. This course details the identification, selection, and use of cool season turf-grasses for landscape situations. The practical installation, establishment, and cultural maintenance requirements of turf will be covered. Fundamentals of drainage design and irrigation will be discussed as well as the development of an integrated pest and disease management program.

GM 210 Golf Car Fleet Management

4 Units

This course covers a study of golf car fleet management. Topics include planning, selection and acquisition of golf cars, fleet storage and organization, safety and liability issues, and rental policies. This course also includes basic golf car maintenance, record keeping, and appreciation for the fleet as a financial investment.

GM 215 Advanced Golf Teaching

4 Units

This course provides the students with the opportunity to receive formal golf training in order to become better players and teachers of the game. Class will cover all aspects of the PGA teaching curriculum. This class includes both theory and hands-on teaching skills in a structured environment. Video technology and special training aids will be employed to enhance the learning experience and the many different methods of teaching are analyzed. Students will be expected to record and report on their progress in their own personal journals.

GM 220 Sports Psychology

4 Units

Course Prerequisite: SB 131 or Approval of Program Director

This course will give the students knowledge of advanced study of the human brain's function as it relates to motor activities in general, and golf in particular. The student

will learn to maximize his or her great mental golf game by learning the psychological make up of a professional athlete. Topics typically include psychological methods, development, learning and memory, motivation and social factors.

GM 225 Club Fitting and Repair

4 Units

This course provides a clear understanding of the complicated and misunderstood field of custom club fitting. The course emphasizes the fundamentals of club design and the manufacture of golf clubs. Students learn how to properly fit and repair clubs to the needs of the customer.

GM 227 The Scoring Game Techniques

4 Units

This course is designed for students interested in lowering their scores through concentrated effort on the short game. It features short game and putting and will fine tune skills from 100 yards in and will cover putting, bunker shots, pitching, chipping, and lobs. Short game swing fundamentals and appropriate shot selection are emphasized. This course includes strategy around the greens, analysis of the putting stroke, and short game practice on the course.

GM 230 Golf Course Design

4 Units

This course will introduce the principles of golf course design and how different design characteristics affect the strategy for playing individual holes. Students will learn the terminology of golf course architecture and be able to recognize the way an architect intends a hole to be played by golfers of all skill levels.

GM 235 Country Club Management

4 Units

This course will cover the role of the general manager of a country club. Topics include: supervision, management, operations, personnel, public relations, budgeting, and membership. The student also will have the opportunity to gain a basic understanding of the principles of successful food and beverage operations at a golf facility.

GM 610 Tournament and Internship

8 Units

Course Prerequisite: GM 201 and 12 Quarter Units of ASPGM Major Courses

Students will be applying the rules of golf, swing principles, and mental preparation under tournament conditions. This course is a combination of information about the tournament and using varying formats and strategy sessions for effective competition in tournaments. For the internship, students must complete co-operative internships as part of diploma requirements. The internship combines classroom study with practical work experience. Throughout the co-operative internship you will be required to record the completion of specified golf industry tasks, duties and skills in an internship journal.

COURSE DESCRIPTIONS

HEALTHCARE COURSES

HM 201 Healthcare Concepts

4 units

The study of origins, uses, content and format of healthcare data and data sets across the continuum of healthcare. Accreditation, certification, and licensure standards applicable to healthcare system are examined. Qualitative and quantitative analysis of healthcare data, forms and screen design and control will be discussed.

HM 202 Healthcare Terminology

4 units

This course introduces the students to medical terminology utilizing word building methodologies. The students will study various root words, prefixes, suffixes, and connectors and develop their skills in analyzing, synthesizing, writing, and communicating terminology pertinent to all health science related disciplines.

HM 241 Healthcare Marketing

4 units

This course is designed to provide students with an understanding of the key principles underlying strategic marketing and how these principles are applied to the healthcare field. The course will first expose students to marketing fundamentals, then show how the application of these fundamental principles can facilitate the resolution of complex marketing challenges.

HM 251 Introduction to Healthcare Industry

4 units

This course deals with aggregate supply of healthcare and aggregate demand for healthcare. It also deals with supply of and demand for particular healthcare services and products. Cost-benefit analysis will also be discussed.

HM 252 Principles of Insurance and Practice

4 units

Students will be introduced to the principles of insurance and how the principles are applied in practice. Emphasis will be placed on the problems of health insurance.

HM 261 Healthcare Office Management

4 units

Prerequisite: ST 171 or Approval of Program Director

This course involves office management procedures including appointment scheduling, office records creation and maintenance, phone communication, transcription, coding, billing third party reimbursement, credit arrangement, and computer data processing.

HM 262 Workplace Behaviors in Healthcare

4 units

Healthcare and life values. Definition and importance of values, ethics, and essen-

tial behaviors in the workplace. Worker rights and responsibilities.

HM 271 Public Health Issues

4 units

This course surveys the public health policies and evaluates the efficacy of such policies, as the society undergoes significant changes in terms of illness and diseases which would demand different modalities of treatment.

HM 272 Healthcare Careers

4 units

This course discusses emerging career paths in the healthcare industry; the future of healthcare professions and its impact in the society. An in-depth analysis of the growing labor market involving healthcare workers and its correlation with global trends in healthcare services.

HM 281 Business and Health Law

4 units

This course focuses on the local, state, and federal laws which impact business operation of healthcare delivery. Special emphasis will be given to those laws that directly affect the development of healthcare businesses and the laws which affect health care delivery such as legislation concerning disabilities, self determination for treatment, and informed consent for physician intervention. Additional emphasis will be given to the general areas which impact business.

HM 291 Healthcare Data Systems

4 units

Prerequisite: ST 171 or Approval of Program Director

The study of the methods to access and retrieve health data and patient records. These methods include numbering, filing, indexing systems, record retention policies and procedures, requirements and organization of the various healthcare indexes and registers, and data abstracting and retrieval techniques. The methods range from paper to electronic systems, including the latest advances in healthcare data management and healthcare informatics.

HM 292 Healthcare Information Technology

4 units

This introductory course explores the role of the healthcare administrator in relation to information technology in the healthcare setting, and how computers and information technology can be applied to enhance healthcare practice.

INTERNATIONAL BUSINESS COURSES**IB 201 International Business Management**

4 units

The purpose is to develop skills in identifying, analyzing and developing solutions for current management issues in the international environment. This course explores the issues of marketing, finance, and management as they exist in the

COURSE DESCRIPTIONS

international business environment from both a multinational corporate perspective and single business person orientation.

IB 211 Intercultural Business Communications 4 units

Introduces students to key variables influencing the process of intercultural (or transnational) communication (e.g., norms, behaviors, values, verbal and non-verbal communication). The impact of culture on international business relationships is analyzed, including such topics as conceptions of leadership, decision-making processes, preferred negotiating styles, conflict resolution in the workplace, etc. Various country-specific profiles are used to illustrate the general concepts.

IB 311 International Trade 4 units

Prerequisite: IB 201

The theory of international trade. Alternative approaches for explaining the pattern and terms of trade. An examination of the gains from trade and commercial policy. Included are issues of protectionism, economic integration and strategic trade policy.

IB 321 International Market and Export Management 4 units

Prerequisite: IB 201

Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations.

IB 331 International Business Law 4 units

Considers law from a variety of legal traditions. The structure and functions of the legal institutions of different countries and how they relate to international business. Study of international contracts, regulation of international trade, international business relationships, international conflicts and international commercial transactions.

IB332 Transportation & Logistics Management 4 units

Prerequisite: IB 201

Importance of water, railway, highway, air, and pipeline transport modes in modern economy; carrier management, government participation, and use of energy in transportation system.

IB 341 International Accounting 4 units

Prerequisite: Approval of Program Director

Analysis of accounting for multinationals; area studies of accounting and financial reporting standards; and an evaluation of the international accounting harmonization effort.

- IB 351 Global Financial Marketing** 4 units
Prerequisite: Approval of Program Director
Strategies and mechanics of investing in stocks, bonds, and derivatives. Topics include investment selection, portfolio management, financial markets and institutions.
- IB 352 International Finance** 4 units
Prerequisite: Approval of Program Director
Explores the environmental challenges facing financial managers in global financial markets and develops tools and techniques to meet such challenges.
- IB 361 International Marketing Management** 4 units
Planning and implementing international marketing programs including those of multinational corporations; micro and macro marketing implications of economic development; consumer behavior, market research and strategy in other cultures.
- IB 371 International Monetary Theory & Policies** 4 units
Covers the basic theory underlying the international monetary system. Topics include balance-of-payments analysis, foreign exchange markets, interaction of economies at the macro level and exchange-rate regimes.
- IB 521 International Management Theory** 4 units
Analysis of the strategic and operational issues that arise from the international nature of multinational corporations' activities. Issues covered include alternative internationalization strategies, interaction between firms and governments, dealing with global competitors, and staffing and organizational implications of cross-border operations.
- IB 522 International Business Strategies** 4 units
This course covers the fundamentals of strategic management from the perspective of both large and small organizations operating internationally. It thus builds directly on prior studies in international business and focuses on corporate and business level strategies, rather than functional strategies.
- IB 531 International Economics** 4 units
Prerequisite: Approval of Program Director
An examination of the special problems and issues surrounding the economic interaction of sovereign nations. Topics include gains from trade, patterns of trade, balance of payments, determination of exchange rates, free trade and protectionism, international capital markets, and issues in international policy coordination.
- IB 541 International Trade Policy** 4 units
Prerequisite: Approval of Program Director
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COURSE DESCRIPTIONS

The class examines world trade in goods and services. Topics covered include theories of comparative advantage, gains from trade, distribution effects of trade, international factor movements and trade restrictions. Also included is a careful analysis of the political economy of tariffs, quotas and industrial policy.

IB 542 International Logistics 4 units

Importance of water, railway, highway, air, and pipeline transport modes in modern economy; carrier management, government participation, and use of energy in transportation system.

IB 551 International Financial Management 4 units

Prerequisite: Approval of Program Director

This course provides a framework for understanding macroeconomic issues in the world economy. A significant portion of the course will be devoted to understanding exchange rates both in theory and practice. Topics to be covered include: theories of exchange rate determination with particular applications in international financial markets.

IB 552 Foreign Exchange 4 units

This course deals with the diverse ways in which a company is exposed to foreign exchange risk and in particular how to manage these kinds of exposures. Emphasis is on the corporate view of international financial management. In addition to theoretical concepts, this course offers ample practical applications in the form of problems and case studies.

IB 561 International Marketing Theory 4 units

Prerequisite: Approval of Program Director

Planning and implementing international marketing programs including those of multinational corporations; micro and macro marketing implications of economic development; consumer behavior, market research and strategy in other cultures.

IB 571 International Investment Theory 4 units

Prerequisite: BA 511

This course covers theory and instruments used in developing international investment portfolios. Students gain an understanding of international capital and money markets through the development and management of their own portfolios. The course also covers the use of hedging strategies, asset pricing models and management of exchange risk.

IB 581 International Entrepreneurship 4 units

Prerequisite: Approval of Program Director

The primary objective of this course is to highlight the implications for managers of the changing world economy. Emphasis is given to the globalization of competition and the changing nature of industry and the multinational enterprise. International differences are discussed in relation to marketing and other management decisions.

IB 591 International Development Strategy 4 units

This course covers the fundamentals of strategic management from the perspective of both large and small organizations operating internationally. It thus builds directly on prior studies in international business and focuses on corporate and business level strategies, rather than functional strategies.

INTERNET RELATED COURSES

IT 201 Introduction to e-Commerce 4 units

Prerequisite: Approval of Program Director

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures.

IT 202 Introduction to Internet Marketing 4 units

This course introduces the students on how organizations can use the Internet to support their marketing activities. Building on traditional marketing theory and concepts together with emerging academic literature, the course details a structured approach to applying the Internet for marketing.

IT 301 Principles of Web Design 4 units

This course leads you through the entire Web site creation process, from start to finish, while developing and enhancing your knowledge of Web markup languages (HTNL, XHTML, CSS), Web design principles, and preparing content for the Web. You will learn how to create accessible Web sites that let users easily and quickly navigate through your information, regardless of browser type, connection speed, or computing platform.

UNIVERSITY PERSONNEL

ADMINISTRATORS AND STAFF

President	Jason Shin	<i>jshin@calums.edu</i>
Academic Dean	Mohammad Safarzadeh	<i>msafarzadeh@calums.edu</i>
Program Director	Il Soo Lee	<i>islee@calums.edu</i>
Director of Administration	Jeefrey Beasca	<i>jeffb@calums.edu</i>
Registrar	Jeefrey Beasca	<i>jeffb@calums.edu</i>
Director of Admissions	Rachel Kim	<i>rachelk@calums.edu</i>
Director of Student Services	Kay Nelson	<i>knelson@calums.edu</i>
ESL Coordinator	Kay Nelson	<i>knelson@calums.edu</i>
Library Director	Edwin Follick	<i>library@calums.edu</i>
Academic Computing & Network Support	James Kim	<i>jameskim@calums.edu</i>

BOARD OF TRUSTEES

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FACULTY

Note: (*) designates Part-Time Faculty Status

BADIEI, SIAVASH*

M.S. Management, West Coast University, California
B.A. Accounting, Institute of Advanced Accounting, Iran
Teaching Area: Accounting, Management, Marketing, Business

BALTAZAR, RAMON*

M.B.A. University of Phoenix, Arizona
B.A. Communications, Ateneo De Manila University, Philippines
Teaching Area: Business Administration, Business Communications

CHA, JUL*

M.S. Electrical Engineering, University of California Los Angeles, California
B.S. Electrical Engineering, University of California Los Angeles, California
Teaching Area: Calculus, Statistics, Math Sciences

CHOI, KEUN JUN*

Ph.D., M.S. Sports Science, Seoul National University, Korea
Teaching Area: Golf Courses

DOO, RICHARD*

M.A. History, California State University Fullerton
B.A. English, Cornell University, New York
Teaching Area: ESL, English Language courses

ELLIS, RONALD*

M.B.A Human and Organizational Development, Azusa Pacific University, California
B.S. Applied Management, Azusa Pacific University, California
Teaching Area: Management, Human Resource Management, Organizational Development

FOLLICK, EDWIN*

Ph.D., Doctor of Theology, St. Andrews InterCollegiate Church, London
D.C., Cleveland Chiropractic College of Los Angeles, California
LL.B. J.D., Blackstone School of Law, Illinois

UNIVERSITY PERSONNEL

M.S. Library Science, M. Ed., Adv. M. Ed., University of Southern California, California

M.A. Social Sciences, M.P.A. Public Administration, Pepperdine University, California

M.A. Organizational Management, Antioch University Los Angeles, California

M.A. Secondary Teaching, A.B. Social Studies, California State University, Los Angeles, California

A.A., Pasadena City College, California

Teaching Area: Law, Healthcare, Business Management, Organizational Management

KHOR, RAINBOW*

M.S. Acupuncture & Oriental Medicine, South Baylo University, California

Teaching Area: Healthcare, Sciences

KIM, SUH KYUNG*

M.S. Oriental Medicine, South Baylo University, California

B.S. Medical Science, Chonnam National University, Korea

Teaching Area: Healthcare, Sciences

LAUREN, JANET*

M.B.A. University of La Verne, California

B.S. Business Administration, University of Phoenix, Arizona

Teaching Area: ESL, Business Administration

LEE, IL SOO*

Ph.D. Operation Management, Myong Ji University, Korea

M.A. Operation Management, Myong Ji University, Korea

BBA, Chonbuk National University, Korea

Teaching Area: Management, Sciences

NELSON, KAY*

Ph.D. Human Behavior, Newport International University, California

M.A. Hypnosis/Hypnotherapy, Newport International University, California

B.A. Hypnosis/Hypnotherapy, Newport International University, California

Teaching Area: Management, College English

PADEN, ALLISON*

B.A. Biblical Studies, Life Pacific College, California

Teaching Area: ESL

PARK, DAVID*

Ph.D. Economics, University of Southern California, California

M.A. Economics, University of Southern California, California
Teaching Area: Economics

PARK, KWANG HEE*

Ph.D. Theology and Personality, Claremont School of Theology, California
Master of Theology., Yonsei University, Korea
Master of Sacred Theology, Boston University, Massachusetts
Master of Divinity, San Francisco Theological Seminary, California
B.A. English Language and Literature, Catholic University of Daegu, Korea
Teaching Area: Social Sciences

SAFARZADEH, MOHAMMAD

Ph.D. Adv. Economics, Claremont Graduate University, California
M.S. Econometrics, California Polytechnic State University in Pomona, California
M.A. Economics, Tehran University, Iran
B.S., Tehran University, Iran

SHIN, JASON*

M.S. Electrical Engineering, San Jose State University, California
B.E. Electronic Engineering, Kyungpook National University, Korea
Teaching Area: Computer Information Systems, Sciences

SONG, JOHN

Ph.D. Educational Psychology, Claremont Graduate School, California
M.Ed. Counseling and Guidance, Loyola University, California
B.A. Political Science, Yonsei University, Korea
Teaching Area: Social Sciences, Humanities and Arts

YANG, EUN SIK*

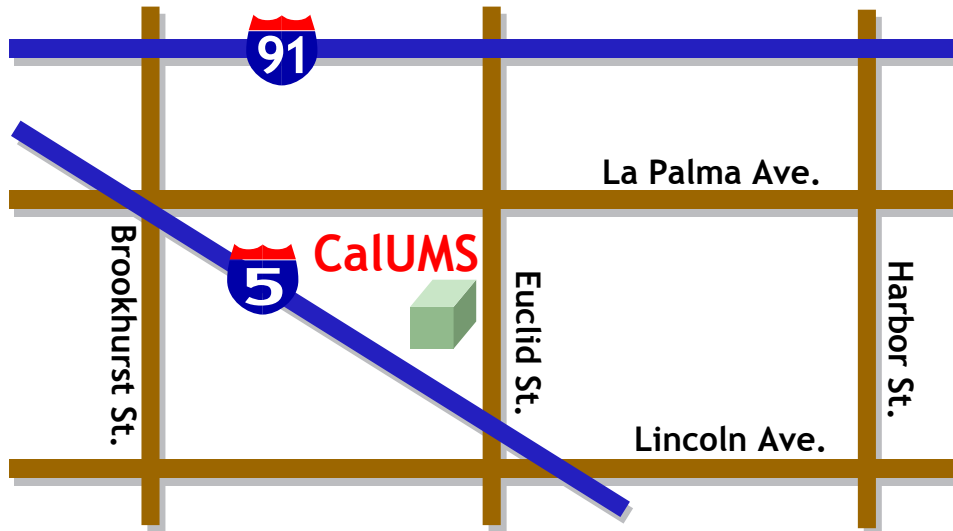
Ph.D. Asian Studies, Claremont Graduate University, California
M.A. Asian Studies, Claremont Graduate University, California
B.A. Soongsil University
Teaching Area: Humanities and Arts

YOO, CLARA

Ph.D. History of Art, University of Bonn, Germany
B.A. English, Kyungpook National University, Korea
Teaching Area: Humanities and Arts

UNIVERSITY PERSONNEL

MAP & LOCATION



721 North Euclid Street, Anaheim, CA 92801

Tel : 714-533-3946 Fax : 714-533-7778

Web Site : <http://www.calums.edu>

E-mail : info@calums.edu

