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. Deeply rooted in this quest are the three main principles on which this school was founded: Values, Versatility and Technology. 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,

David J. Park, Ph.D.
President
ABOUT THIS CATALOG

This document, the California University of Management and Sciences (CALUMS) School Catalog 2014-2016, 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. CALUMS reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein.

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.

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.

The Catalog Committee is responsible for the contents of the catalog. It may be amended, changed, or supplemented after the effective date has started. Such modifications will be typed, dated and posted by the Administration Office at the school’s bulletin boards; and attached to the school catalog in effect until such time that a new school catalog is published.

This catalog is published not more frequently than once each year.

This catalog is available at the CALUMS library for reference and can also be viewed at the school’s website (www.CALUMS.edu).

Upon request of a prospective student or the general public, the Director of Admission shall provide either: an available hard copy of the current school catalog, or the link in the school’s website where the catalog can be viewed and downloaded, i.e., www.CALUMS.edu.

This catalog is effective as of July 1, 2014 up to June 30, 2016.

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 Records, i.e., the catalog in effect when the student enrolled and under which the student 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

CALUMS maintains student records in accordance with governing laws. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-rated cabinets.
Academic records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.
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WINTER QUARTER

CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR SPRING QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
WINTER QUARTER BREAK

JANUARY 6
JANUARY 15
FEBRUARY 10 - MARCH 7
FEBRUARY 17 : PRESIDENT’S DAY
MARCH 10 - MARCH 15
MARCH 17 - APRIL 6

SPRING QUARTER

CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR SUMMER QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
SPRING QUARTER BREAK

APRIL 7
APRIL 16
MAY 12- JUNE 6
MAY 26 : MEMORIAL DAY
JUNE 9 - JUNE 14
JUNE 16 - JULY 6

SUMMER QUARTER

CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR FALL QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
SUMMER QUARTER BREAK

JULY 7
JULY 16
AUGUST 11 - SEPTEMBER 5
SEPTEMBER 1 : LABOR DAY
SEPTEMBER 8 - 13
SEPTEMBER 15 - OCTOBER 5

FALL QUARTER

CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR WINTER QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
FALL QUARTER BREAK
UNIVERSITY CLOSED

OCTOBER 6
OCTOBER 15
NOVEMBER 10 - DECEMBER 5
NOVEMBER 27 & 28 : THANKSGIVING DAY
DECEMBER 8 - DECEMBER 13
DECEMBER 15 - JANUARY 4, 2015
DECEMBER 24, 25, 31 & JANUARY 1, 2015
# ACADEMIC CALENDAR 2015

## Winter Quarter
- **Classes Begin**: January 5
- **Last Day to Add and Drop**: January 14
- **Academic Holiday**: February 16: President's Day
- **Registration for Spring Quarter**: February 17 - March 13
- **Final Exam Period**: March 9 - 14
- **Winter Quarter Break**: March 16 - April 5

## Spring Quarter
- **Classes Begin**: April 6
- **Last Day to Add and Drop**: April 15
- **Registration for Summer Quarter**: May 18 - June 12
- **Academic Holiday**: May 25: Memorial Day
- **Final Exam Period**: June 8 - 13
- **Spring Quarter Break**: June 15 - July 5

## Summer Quarter
- **Classes Begin**: July 6
- **Last Day to Add and Drop**: July 15
- **Registration for Fall Quarter**: August 17 - September 11
- **Academic Holiday**: September 7: Labor Day
- **Final Exam Period**: September 8 - 12
- **Summer Quarter Break**: September 14 - October 4

## Fall Quarter
- **Classes Begin**: October 5
- **Last Day to Add and Drop**: October 14
- **Registration for Winter Quarter**: November 16 - December 11
- **Academic Holiday**: November 26 & 27: Thanksgiving Day
- **Final Exam Period**: December 7 - December 12
- **Fall Quarter Break**: December 14 - January 3, 2016
- **University Closed**: December 24, 25, 31 & January 1, 2016
ACADEMIC CALENDAR 2016

WINTER QUARTER
CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR SPRING QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
WINTER QUARTER BREAK
JANUARY 4
JANUARY 13
FEBRUARY 16 - MARCH 11
FEBRUARY 15 : PRESIDENT’S DAY
MARCH 7 - MARCH 12
MARCH 14 - APRIL 3

SPRING QUARTER
CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR SUMMER QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
SPRING QUARTER BREAK
ACADEMIC HOLIDAY
APRIL 4
APRIL 13
MAY 16- JUNE 10
MAY 30 : MEMORIAL DAY
JUNE 6 - JUNE 11
JUNE 13 - JULY 3
JULY 4 : INDEPENDENCE DAY

SUMMER QUARTER
CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR FALL QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
SUMMER QUARTER BREAK
JULY 5
JULY 14
AUGUST 15 - SEPTEMBER 9
SEPTEMBER 5 : LABOR DAY
SEPTEMBER 6 - 12
SEPTEMBER 12 - OCTOBER 2

FALL QUARTER
CLASSES BEGIN
LAST DAY TO ADD AND DROP
REGISTRATION FOR WINTER QUARTER
ACADEMIC HOLIDAY
FINAL EXAM PERIOD
FALL QUARTER BREAK
UNIVERSITY CLOSED
OCTOBER 3
OCTOBER 12
NOVEMBER 14 - DECEMBER 9
NOVEMBER 24 & 25 : THANKSGIVING DAY
DECEMBER 5 - DECEMBER 10
DECEMBER 12 - JANUARY 1, 2017
DECEMBER 23, 26, 30 & JANUARY 2, 2017
GENERAL INFORMATION

FOUNDING PHILOSOPHY

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

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.

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.

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 and for careers in the administration and management of business, technology, healthcare, law, and sports programs and organizations. 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 sports, paralegal, and healthcare professions.

4. To provide and promote timely and pertinent educational opportunities to increase the competence of those who enter into careers in the science in sports management and healthcare fields.

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

ADDRESS WHERE CLASS SESSIONS WILL BE HELD

All class sessions will be held at the Anaheim Campus with the following address: 721 North Euclid Street, Anaheim, CA 92801.

ACCREDITATION AND APPROVALS

CALUMS is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificate, associate, bachelor, and master 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 contact information is as follows:

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
Telephone Number: (202) 336-6780
Fax Number: (202) 842-2593
Website: www.acics.org

CALUMS is a private institution licensed to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet Web site – www.bppe.ca.gov.

Students enrolled in the CALUMS Anaheim Campus may be eligible for student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) and mandated by the United States Secretary of Education of the U.S. Department of Education (USDE). CALUMS does not participate in state financial aid programs.

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.

CALUMS does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a bankruptcy petition within the preceding five years; and has not had a bankruptcy petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

UNIVERSITY BACKGROUND

In 1998, California University of Management and Sciences (CALUMS) was organized as a non-profit, public benefit corporation charted in the State of California. It is licensed to operate by the Bureau for Private Postsecondary Education (BPPE).

In 2006, CALUMS was awarded with an initial grant of accreditation from the Accrediting Council of Independent Colleges and Schools (ACICS). In recognition of the school's quality education at the time of evaluation, CALUMS was awarded with an eight-year grant of accreditation from 2009 through 2017. In 2010, ACICS recognized CALUMS as an Honor Roll Institution “with distinction for exhibiting a thorough understanding of the Accreditation Criteria and effectively implementing the standards in its daily operations as evidenced during its application for a new grant of accreditation.”

CALUMS is a private institution of higher education which offers associate, bachelor, and master degrees in business, economics, international business, computer information systems, healthcare, and sports management. CALUMS also offers a certificate program in English as a Second Language.

CALUMS has branch campuses in Arlington, Virginia and San Diego, California. Both campuses are included within the scope of the institution's grant of accreditation with ACICS.
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.

John Rosich, Chairman
Jim Showrank, Member
David Kwon, Member
Jennifer E. Park, Member
Jong S. Yoon, Secretary
David J. Park, Member (Ex-Officio)
Jason Shin, Member (Ex-Officio)

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.

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.

ACADEMIC GOVERNANCE

Academic governance is the system through which the Board of Trustees, school administrators, and faculty members participate in developing policy on academic matters. Faculty members of California School of Management and Sciences are the proponents in academic governance in conjunction with academic research and professional development. To carry out this policy, the following guidelines are implemented:

1. Faculty members shall be given the responsibility to continuously provide advisement and assistance in the development of educational programs of the institution, including participation as content experts in the Program Advisory Committee.

2. The school shall conduct faculty meetings at the beginning of each quarter, whereby faculty members are consulted on planning for institutional effectiveness.

3. Each department chair shall evaluate and revise the curriculum yearly based on the consultation of department faculty, at which point learning outcomes for each course are assessed.

4. To enhance classroom learning, faculty members shall evaluate their instructional equipment and other educational resources, and make any recommendations to the Academic Dean and/or Academic Committee for approval each quarter. Selection of course material is at the discretion of the faculty member, given that they cover the learning outcomes of the course.

5. Faculty members shall be elected on a regular basis to partake in Academic Committee meetings to discuss academic bylaws and RTP Committee meetings to discuss faculty retention, termination and promotion policies and procedures.
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 the student, faculty, and employee handbooks. Detailed information regarding this policy may be obtained from the Administration Office of California University of Management and Sciences.

CAMPUS FACILITIES

CALUMS is located in Anaheim, California. The campus is equipped with classrooms, administrative offices, student and faculty lounge, university library, life science lab, Taekwondo studio, vet clinic, computer laboratory and student hall. The adjacent parking area accommodates approximately 120 vehicles.
ADMISSION 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
An applicant to the Undergraduate Programs (Associate and Bachelor Degree Levels) must have completed at least a high school education from a recognized institution. CALUMS does not admit Ability-To-Benefit (ABT) students.

Admission Procedures
Students applying for admission to the Undergraduate Programs must observe the following admission procedures:

1. Fill–out and submit the application form to the CALUMS admissions office. The application form is available in the admissions office and can also be downloaded online at www.CALUMS.edu.

2. Submit a copy of high school diploma. In the absence of a high school diploma, submit an attestation statement and documentation evidencing completion of high school education.

3. Pay the $100 application fee to the CALUMS admissions office. The application fee is non-refundable.

Admission Evaluation
Admission to the program 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, and the student may be asked to provide additional evidence of academic proficiency.

Post-Admission Procedures
Once a student is admitted to a program, the Enrollment Director will advise the student with academic planning. Orientation for new students will be held during the two weeks prior to the start of the following quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

GRADUATE ADMISSIONS

Admission 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 from a recognized school. Applicants who completed their bachelor’s degrees in a non-business field or students with insufficient background in statistics, economics, and business management are required to complete prerequisite courses as determined by Program Chair or Academic Dean.

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 from a recognized school. Those applicants who have not completed their Bachelor's degrees in this area are required to meet the prerequisite courses. Applicants who completed their Bachelor's degrees in a non-information field or students with insufficient background in management and computer information systems are required to complete prerequisite courses as determined by Program Chair or Academic Dean.

Applicants for the Master of Science in Healthcare Management (M.S.H.M.) must provide proof that they have completed a Bachelor’s degree in a healthcare management or related area from a recognized school. Those applicants who have not completed their Bachelor’s degrees in this area are required to meet the program prerequisite courses as determined by Program Chair or Academic Dean.

Applicants for Master of Science in Sports Management (M.S.S.M.) must provide proof that they have completed a Bachelor’s degree related in sports management from a recognized school. Those applicants who have not completed their Bachelor’s degrees in this area are required to meet the prerequisite courses as determined by Program Chair or Academic Dean.

**ADMISSION PROCEDURES**

Students applying for admission to the Graduate Programs must observe the following admission procedures:

1. Fill out and submit the application form to the CALUMS admissions office. The application form is available in the Admissions Office and can also be downloaded online at www.CALUMS.edu.

2. Submit a copy of bachelor’s degree diploma and its corresponding official transcript.

3. Submit at least one (1) letter of recommendation from an active member of the academe and/or business professional with credentials.

4. Pay the $100 application fee to the CALUMS admissions office. The application fee is non-refundable.

**ADMISSION EVALUATION**

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

**POST-ADMISSION PROCEDURES**

Once a student is admitted to a program, the Enrollment Director will advise the student with academic planning. Orientation for new students will be held as scheduled by the Director of Student Services. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

**CERTIFICATE PROGRAM ADMISSION - ESL**

**ADMISSION REQUIREMENTS**

An applicant to the English as a Second Language (ESL) program must have completed at least a high school education from a recognized institution. CALUMS does not admit Ability-To-Benefit (ABT) students.

**ADMISSION PROCEDURES**

Students applying for admission to the ESL Program must observe the following admission procedures:

1. Fill out and submit the application form to the CALUMS admissions office. The application form is available in the admissions office and can also be downloaded online at www.CALUMS.edu.
2. Submit a copy of high school diploma. In the absence of a high school diploma, submit an attestation statement and documentation evidencing completion of high school education.

3. Pay the $100 application fee to the CALUMS admissions office. The application fee is non-refundable.

**ADMISSION EVALUATION**
Prospective students’ applications will be reviewed and decided for admission on an individual basis and the student may be asked to provide additional evidence of academic proficiency.

**POST-ADMISSION PROCEDURES**
Once a student is admitted to the ESL program, he or she will be enrolled in the ESL level appropriate to his or her current English proficiency as evaluated by the ESL Coordinator.

**ENGLISH LANGUAGE PROFICIENCY REQUIREMENT - ELD**
Students who have either: (a) earned a U.S. high school diploma, or (b) completed at least one year of higher education in an institution accredited by an agency recognized by the U.S. Department of Education, the English proficiency requirement may be waived.

For international students, TOEFL score of at least 45 iBT or its equivalent for Undergraduate Programs (Associate and Bachelor’s degree levels), and 61 iBT or its equivalent for Graduate Programs (Master degree level). Applicants who do not meet these requirements must take the CALUMS English Proficiency Examination and obtain a passing score. Those who did not obtain passing scores shall be required to register and attend the English Language Development (ELD) class/es until they achieve adequate proficiency in the English language within the first three (3) quarters.
INTERNATIONAL STUDENT ADMISSIONS

APPLICATION PROCEDURES
In addition to the admissions requirements and procedures previously mentioned, international students must submit the following documents and fees:

1. TOEFL score of at least 45 iBT or its equivalent for Undergraduate Programs (Associate and Bachelor’s degree levels), and 61 iBT or its equivalent for Graduate Programs (Master degree level). Applicants who do not meet these requirements must take the CALUMS English Proficiency Examination and obtain a passing score. Those who did not obtain passing scores shall be required to register and attend the English Language Development (ELD) class/es until they achieve adequate proficiency in the English language within the first three (3) quarters. International students who have either: (a) earned a U.S. high school diploma, or (b) completed at least one year of higher education in an institution accredited by an agency recognized by the U.S. Department of Education, the English proficiency requirement may be waived.

2. Except for ESL students, foreign transcript evaluation of official transcript/s issued by an evaluation agency recognized and approved by CALUMS. Foreign Transcript Evaluation fee of $100 (non-refundable) for general evaluation, or $200 (non-refundable) for course by course evaluation.

3. Financial Statement that shows adequate funds to support tuition, living expenses, and other fees for completion of the program for the student’s first year study.

4. Photocopy of Valid Passport (photo and date of birth)

5. Mailing fee $70 (non-refundable, fee of some countries may vary) depending on the student’s country of origin. This fee is required for international students being issued new I-20s only. It is not required for F-1 transfer-in students or students with existing I-20s from other originating schools.

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 the application and the supporting documents according to the following schedule:

<table>
<thead>
<tr>
<th>Applying for:</th>
<th>Documents should be received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1st</td>
</tr>
<tr>
<td>Winter</td>
<td>November 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>February 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1st</td>
</tr>
</tbody>
</table>

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 a new I-20 Form by CALUMS must report to the Admission Office within seven (7) days after arriving in the U.S. or the I-20 will be reported for cancellation.

F-1 transfer-in students, or students with existing I-20s from other originating schools, must report to the Admissions Office on or before the first day of the quarter or term enrolled.

ENGLISH LANGUAGE REQUIREMENTS
TOEFL score of at least 45 iBT or its equivalent for Undergraduate programs (Associate and Bachelor’s degree levels), and 61 iBT or its equivalent for Graduate programs (Master degree level). Applicants who do not meet these requirements must take the CALUMS English Proficiency Examination and obtain a passing score. Those who did not obtain passing scores shall be required to register and attend the English Language Development (ELD) class/es until they achieve adequate proficiency in the English language within the first three (3) quarters.

Students who have either: (a) earned a U.S. high school diploma, or (b) completed at least one year of higher education in an institution accredited by an agency recognized by the U.S. Department of Education, the English proficiency requirement may be waived.
TRANSFER-IN INTERNATIONAL STUDENT ADMISSIONS

Once all supporting documents have been received by an applicant, three to four (3-4) weeks should be allowed for processing. Once the applicant is admitted by CALUMS, an acceptance letter will be issued directly to the applicant or sent to the transfer-out school as a request for the transfer. To receive the earliest consideration, an applicant should submit the application and the supporting documents according to the following schedule.

<table>
<thead>
<tr>
<th>Applying for:</th>
<th>Documents should be received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 1st</td>
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<td>Winter</td>
<td>December 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>March 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>June 1st</td>
</tr>
</tbody>
</table>

Students who have been issued an acceptance letter by CALUMS must submit a copy of the acceptance letter to the transfer-out school and request for the transfer. The SEVIS record of the student must be released to CALUMS no later than one day prior to the first day of each quarter to be eligible to enroll and register for classes.

F-1 transfer-in students or students with existing I-20s from other originating schools, must report to the Office of Admissions on or before the first day of the quarter or term enrolled.
FINANCIAL INFORMATION

TUITION AND FEES

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

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

TOTAL CHARGES PER PROGRAM

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

<table>
<thead>
<tr>
<th>Pre-Enrollment Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$100.00</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Enrollment Charges for First-Time, First-Quarter Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$220/unit</td>
<td>$2,640.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,720.00</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Enrollment Charges for Regular Quarter Terms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$220/unit</td>
<td>$2,640.00</td>
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<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,710.00</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Estimated Schedule of Total Charges for the Entire Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
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<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
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<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @$220/unit</td>
<td>21,120.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>420.00</td>
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<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,950.00</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Incidental Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Transcript Evaluation</td>
<td></td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), General</td>
<td>$100.00</td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), Course-by-Course</td>
<td>200.00</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>0.00</td>
</tr>
<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable)</td>
<td>50.00</td>
</tr>
<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Late Registration Fee per quarter, if applicable (Non-Refundable) 200.00
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) 10.00
Transcript Fee per copy, if applicable (Non-Refundable) 7.00
Returned Checks Fee per check, if applicable (Non-Refundable) 30.00
Lab Fee per course, if applicable, (Non-Refundable) 200.00
Challenge Exam Fee 500.00
EL 101 Intensive ELD, if applicable 1,400.00
EL 111 Remedial ELD, if applicable 600.00

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

Pre-Enrollment Charges
Application Fee, One-Time (Non-Refundable) $100.00
Total $100.00

Enrollment Charges for First-Time, First-Quarter Term
Tuition, Based on Minimum Academic Load @$220/unit $2,640.00
Registration Fee (Non-Refundable) 70.00
Student Tuition Recovery Fund, One-Time (Non-Refundable) 0.00
Student ID, One-Time (Non-Refundable) 10.00
Total $2,720.00

Enrollment Charges for Regular Quarter Terms
Tuition, Based on Minimum Academic Load @$220/unit $2,640.00
Registration Fee (Non-Refundable) 70.00
Total $2,710.00

Estimated Schedule of Total Charges for the Entire Program
Application Fee, One-Time (Non-Refundable) $100.00
Student Tuition Recovery Fund, One-Time (Non-Refundable) 0.00
Student ID, One-Time (Non-Refundable) 10.00
Tuition, Total Didactic/Lecture Units Required @$220/unit 21,120.00
Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable) 420.00
Graduation Fee (Non-Refundable) 300.00
Total $21,950.00

Incidental Charges
Foreign Transcript Evaluation
One-Time, if applicable (Non-Refundable), General $100.00
One-Time, if applicable (Non-Refundable), Course-by-Course 200.00
Assessment Fees for Transfer of Credits 0.00
Fees to Transfer Credit 0.00
English Proficiency Test Fee, per exam (Non-Refundable) 50.00
Readmission Fee, One-time, if applicable (Non-Refundable) 100.00
Late Registration Fee per quarter, if applicable (Non-Refundable)  
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)  
Transcript Fee per copy, if applicable (Non-Refundable)  
Returned Checks Fee per check, if applicable (Non-Refundable)  
Lab Fee per course, if applicable, (Non-Refundable)  
Challenge Exam Fee  
EL 101 Intensive ELD, if applicable  
EL 111 Remedial ELD, if applicable

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

Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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<td>Total</td>
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</table>

Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$260/unit</td>
<td>$3,120.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
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<td>Total</td>
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Enrollment Charges for Regular Quarter Terms

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<tr>
<td>Registration Fee (Non-Refundable)</td>
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<tr>
<td>Total</td>
<td>$3,190.00</td>
</tr>
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</table>

Estimated Schedule of Total Charges for the Entire Program

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<th>Amount</th>
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<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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<td>0.00</td>
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<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @$260/unit</td>
<td>46,800.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 12 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>840.00</td>
</tr>
<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>300.00</td>
</tr>
<tr>
<td>Total</td>
<td>$48,050.00</td>
</tr>
</tbody>
</table>

Incidental Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Foreign Transcript Evaluation</td>
<td>$100.00</td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), General</td>
<td></td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), Course-by-Course</td>
<td>200.00</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
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</tr>
<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable)</td>
<td>50.00</td>
</tr>
<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Late Registration Fee per quarter, if applicable (Non-Refundable) 200.00
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) 10.00
Transcript Fee per copy, if applicable (Non-Refundable) 7.00
Returned Checks Fee per check, if applicable (Non-Refundable) 30.00
Lab Fee per course, if applicable, (Non-Refundable) 200.00
Challenge Exam Fee 500.00
EL 101 Intensive ELD, if applicable 1,400.00
EL 111 Remedial ELD, if applicable 600.00

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

### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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</tr>
<tr>
<td>Total</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### Enrollment Charges for First-Time, First-Quarter Term

<table>
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<tr>
<th>Description</th>
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<td>Tuition, Based on Minimum Academic Load @ $260/unit</td>
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<td>0.00</td>
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<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,200.00</strong></td>
</tr>
</tbody>
</table>

### Enrollment Charges for Regular Quarter Terms

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$3,190.00</strong></td>
</tr>
</tbody>
</table>

### Estimated Schedule of Total Charges for the Entire Program

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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<td>300.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$48,050.00</strong></td>
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</tbody>
</table>

### Incidental Charges

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<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>$100.00</td>
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<td>One-Time, if applicable (Non-Refundable), Course-by-Course</td>
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<tr>
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<td>0.00</td>
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<tr>
<td>Fees to Transfer Credit</td>
<td>0.00</td>
</tr>
<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable)</td>
<td>50.00</td>
</tr>
<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Fee Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Late Registration Fee per quarter, if applicable (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>7.00</td>
</tr>
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<td>Returned Checks Fee per check, if applicable (Non-Refundable)</td>
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<td>Lab Fee per course, if applicable, (Non-Refundable)</td>
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</tr>
<tr>
<td>Challenge Exam Fee</td>
<td>500.00</td>
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<tr>
<td>EL 101 Intensive ELD, if applicable</td>
<td>1,400.00</td>
</tr>
<tr>
<td>EL 111 Remedial ELD, if applicable</td>
<td>600.00</td>
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</table>

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

**Pre-Enrollment Charges**

<table>
<thead>
<tr>
<th>Fee Description</th>
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<tbody>
<tr>
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**Enrollment Charges for First-Time, First-Quarter Term**

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<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Enrollment Charges for Regular Quarter Terms**

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<tr>
<td><strong>Total</strong></td>
<td><strong>$3,190.00</strong></td>
</tr>
</tbody>
</table>

**Estimated Schedule of Total Charges for the Entire Program**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @$260/unit</td>
<td>46,800.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 12 Quarter Terms @70/quarter (Non-Refundable)</td>
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<td>300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$48,050.00</strong></td>
</tr>
</tbody>
</table>

**Incidental Charges**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Transcript Evaluation</td>
<td></td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), General</td>
<td>$100.00</td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), Course-by-Course</td>
<td>200.00</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>0.00</td>
</tr>
<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable)</td>
<td>50.00</td>
</tr>
<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>100.00</td>
</tr>
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</table>
Late Registration Fee per quarter, if applicable (Non-Refundable) 200.00
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) 10.00
Transcript Fee per copy, if applicable (Non-Refundable) 7.00
Returned Checks Fee per check, if applicable (Non-Refundable) 30.00
Lab Fee per course, if applicable, (Non-Refundable) 200.00
Challenge Exam Fee 500.00
EL 101 Intensive ELD, if applicable 1,400.00
EL 111 Remedial ELD, if applicable 600.00

<table>
<thead>
<tr>
<th>Pre-Enrollment Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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<tr>
<td>Total</td>
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</table>

<table>
<thead>
<tr>
<th>Enrollment Charges for First-Time, First-Quarter Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$260/unit</td>
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<table>
<thead>
<tr>
<th>Enrollment Charges for Regular Quarter Terms</th>
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</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$260/unit</td>
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Lab Fee per course, if applicable (Non-Refundable) 200.00
Challenge Exam Fee 500.00
EL 101 Intensive ELD, if applicable 1,400.00
EL 111 Remedial ELD, if applicable 600.00

BACHELOR OF SCIENCE IN SPORTS MANAGEMENT (B.S.S.M.)-GOLF

Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Charge</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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<tr>
<td>Total</td>
<td>$100.00</td>
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Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$260/unit</td>
<td>$3,120.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
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<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Total</td>
<td>$3,200.00</td>
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Enrollment Charges for Regular Quarter Terms

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<th>Charge</th>
<th>Amount</th>
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</thead>
<tbody>
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Estimated Schedule of Total Charges for the Entire Program

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<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>300.00</td>
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<tr>
<td>Total</td>
<td>$48,050.00</td>
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</table>

Incidental Charges

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<th>Amount</th>
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<tbody>
<tr>
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<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
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</table>
Late Registration Fee per quarter, if applicable (Non-Refundable) | 200.00
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) | 10.00
Transcript Fee per copy, if applicable (Non-Refundable) | 7.00
Returned Checks Fee per check, if applicable (Non-Refundable) | 30.00
Lab Fee per course, if applicable, (Non-Refundable) | 200.00
Challenge Exam Fee | 500.00
EL 101 Intensive ELD, if applicable | 1,400.00
EL 111 Remedial ELD, if applicable | 600.00

**BACHELOR OF SCIENCE IN SPORTS MANAGEMENT (B.S.S.M.)-TAEKWONDO**

**Pre-Enrollment Charges**

| Application Fee, One-Time (Non-Refundable) | $100.00 |
| Total | $100.00 |

**Enrollment Charges for First-Time, First-Quarter Term**

| Tuition, Based on Minimum Academic Load @$260/unit | $3,120.00 |
| Registration Fee (Non-Refundable) | 70.00 |
| Student Tuition Recovery Fund, One-Time (Non-Refundable) | 0.00 |
| Student ID, One-Time (Non-Refundable) | 10.00 |
| Total | $3,200.00 |

**Enrollment Charges for Regular Quarter Terms**

| Tuition, Based on Minimum Academic Load @$260/unit | $3,120.00 |
| Registration Fee (Non-Refundable) | 70.00 |
| Total | $3,190.00 |

**Estimated Schedule of Total Charges for the Entire Program**

| Application Fee, One-Time (Non-Refundable) | $100.00 |
| Student Tuition Recovery Fund, One-Time (Non-Refundable) | 0.00 |
| Student ID, One-Time (Non-Refundable) | 10.00 |
| Tuition, Total Didactic/Lecture Units Required @$260/unit | 46,800.00 |
| Registration Fee, Based on 12 Quarter Terms @70/quarter (Non-Refundable) | 840.00 |
| Graduation Fee (Non-Refundable) | 300.00 |
| Total | $48,050.00 |

**Incidental Charges**

| Foreign Transcript Evaluation |  |
| One-Time, if applicable (Non-Refundable), General | $100.00 |
| One-Time, if applicable (Non-Refundable), Course-by-Course | 200.00 |
| Assessment Fees for Transfer of Credits | 0.00 |
| Fees to Transfer Credit | 0.00 |
| English Proficiency Test Fee, per exam (Non-Refundable) | 50.00 |
| Readmission Fee, One-time, if applicable (Non-Refundable) | 100.00 |
Late Registration Fee per quarter, if applicable (Non-Refundable) | 200.00
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) | 10.00
Transcript Fee per copy, if applicable (Non-Refundable) | 7.00
Returned Checks Fee per check, if applicable (Non-Refundable) | 30.00
Lab Fee per course, if applicable, (Non-Refundable) | 200.00
Challenge Exam Fee | 500.00
EL 101 Intensive ELD, if applicable | 1,400.00
EL 111 Remedial ELD, if applicable | 600.00

BACHELOR OF SCIENCE IN SPORTS MANAGEMENT (B.S.S.M.)-SPORTS LEADERSHIP

Pre-Enrollment Charges

| Application Fee, One-Time (Non-Refundable) | $100.00
---|---
| Total | $100.00

Enrollment Charges for First-Time, First-Quarter Term

| Tuition, Based on Minimum Academic Load @$260/unit | $3,120.00
| Registration Fee (Non-Refundable) | 70.00
| Student Tuition Recovery Fund, One-Time (Non-Refundable) | 0.00
| Student ID, One-Time (Non-Refundable) | 10.00
| Total | $3,200.00

Enrollment Charges for Regular Quarter Terms

| Tuition, Based on Minimum Academic Load @$260/unit | $3,120.00
| Registration Fee (Non-Refundable) | 70.00
| Total | $3,190.00

Estimated Schedule of Total Charges for the Entire Program

| Application Fee, One-Time (Non-Refundable) | $100.00
| Student Tuition Recovery Fund, One-Time (Non-Refundable) | 0.00
| Student ID, One-Time (Non-Refundable) | 10.00
| Tuition, Total Didactic/Lecture Units Required @$260/unit | 46,800.00
| Registration Fee, Based on 12 Quarter Terms @70/quarter (Non-Refundable) | 840.00
| Graduation Fee (Non-Refundable) | 300.00
| Total | $48,050.00

Incidental Charges

| Foreign Transcript Evaluation | $100.00
| One-Time, if applicable (Non-Refundable), General | 200.00
| Assessment Fees for Transfer of Credits | 0.00
| Fees to Transfer Credit | 0.00
| English Proficiency Test Fee, per exam (Non-Refundable) | 50.00
| Readmission Fee, One-time, if applicable (Non-Refundable) | 100.00
<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration Fee per quarter, if applicable (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
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</tr>
<tr>
<td>EL 111 Remedial ELD, if applicable</td>
<td>600.00</td>
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</tbody>
</table>

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

**Pre-Enrollment Charges**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Total** $100.00

**Enrollment Charges for First-Time, First-Quarter Term**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
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</table>

**Total** $2,670.00

**Enrollment Charges for Regular Quarter Terms**

<table>
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<tr>
<th>Fee Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
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<td>Registration Fee (Non-Refundable)</td>
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**Total** $2,670.00

**Estimated Schedule of Total Charges for the Entire Program**

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<td>10.00</td>
</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @$325/unit</td>
<td>18,200.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>420.00</td>
</tr>
<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>300.00</td>
</tr>
</tbody>
</table>

**Total** $19,030.00

**Incidental Charges**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses per unit, if applicable</td>
<td>$260.00</td>
</tr>
<tr>
<td>Lab Fee per course, if applicable, (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Binding Fee for MS611 Project, One-Time, if applicable (Non-Refundable)</td>
<td>45.00</td>
</tr>
<tr>
<td>Binding Fee for MS601 Thesis, One-Time, if applicable (Non-Refundable)</td>
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<tr>
<td>Project Administration Fee, One-Time, if applicable (Non-Refundable)</td>
<td>500.00</td>
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<tr>
<td>Foreign Transcript Evaluation</td>
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</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), General</td>
<td>100.00</td>
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<tr>
<td>Fee Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
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</tr>
<tr>
<td>EL 101 Intensive ELD, if applicable</td>
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</tr>
<tr>
<td>EL 111 Remedial ELD, if applicable</td>
<td>600.00</td>
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**MASTER OF SCIENCE IN ECONOMICS (M.S.E.)**

**Pre-Enrollment Charges**

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<th>Fee Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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</tr>
</tbody>
</table>

**Total** $100.00

**Enrollment Charges for First-Time, First-Quarter Term**

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<th>Amount</th>
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<tbody>
<tr>
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<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
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<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
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</tbody>
</table>

**Total** $2,680.00

**Enrollment Charges for Regular Quarter Terms**

<table>
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<th>Amount</th>
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</tr>
<tr>
<td>Project Administration Fee, One-Time, if applicable (Non-Refundable)</td>
<td>500.00</td>
</tr>
</tbody>
</table>
### Foreign Transcript Evaluation
- One-Time, if applicable (Non-Refundable), General: $100.00
- One-Time, if applicable (Non-Refundable), Course-by-Course: $200.00
- Assessment Fees for Transfer of Credits: $0.00
- Fees to Transfer Credit: $0.00
- English Proficiency Test Fee, per exam (Non-Refundable): $50.00
- Readmission Fee, One-time, if applicable (Non-Refundable): $100.00
- Late Registration Fee per quarter, if applicable (Non-Refundable): $200.00
- Catalog Fee per extra hardcopy print, if applicable (Non-Refundable): $10.00
- Transcript Fee per copy, if applicable (Non-Refundable): $7.00
- Returned Checks Fee per check, if applicable (Non-Refundable): $30.00
- EL 101 Intensive ELD, if applicable: $1,400.00
- EL 111 Remedial ELD, if applicable: $600.00

### Master of Science in International Business (M.S.I.B.)

#### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$100.00</strong></td>
</tr>
</tbody>
</table>

#### Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$70.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,680.00</strong></td>
</tr>
</tbody>
</table>

#### Enrollment Charges for Regular Quarter Terms

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,670.00</strong></td>
</tr>
</tbody>
</table>

#### Estimated Schedule of Total Charges for the Entire Program

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
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</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @$325/unit</td>
<td>$18,200.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>$420.00</td>
</tr>
<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$19,030.00</strong></td>
</tr>
</tbody>
</table>

#### Incidental Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses per unit, if applicable</td>
<td>$260.00</td>
</tr>
<tr>
<td>Lab Fee per course, if applicable, (Non-Refundable)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Binding Fee for MS611 Project, One-Time, if applicable (Non-Refundable) 45.00
Binding Fee for MS601 Thesis, One-Time, if applicable (Non-Refundable) 90.00
Project Administration Fee, One-Time, if applicable (Non-Refundable) 500.00
Foreign Transcript Evaluation
One-Time, if applicable (Non-Refundable), General 100.00
One-Time, if applicable (Non-Refundable), Course-by-Course 200.00
Assessment Fees for Transfer of Credits 0.00
Fees to Transfer Credit 0.00
English Proficiency Test Fee, per exam (Non-Refundable) 50.00
Readmission Fee, One-time, if applicable (Non-Refundable) 100.00
Late Registration Fee per quarter, if applicable (Non-Refundable) 200.00
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) 10.00
Transcript Fee per copy, if applicable (Non-Refundable) 7.00
Returned Checks Fee per check, if applicable (Non-Refundable) 30.00
EL 101 Intensive ELD, if applicable 1,400.00
EL 111 Remedial ELD, if applicable 600.00

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

Pre-Enrollment Charges
<table>
<thead>
<tr>
<th>Application Fee, One-Time (Non-Refundable)</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Enrollment Charges for First-Time, First-Quarter Term
| Tuition, Based on Minimum Academic Load @$325/unit | $2,600.00 |
| Registration Fee (Non-Refundable)                  | 70.00    |
| Student Tuition Recovery Fund, One-Time (Non-Refundable) | 0.00    |
| Student ID, One-Time (Non-Refundable)               | 10.00   |
| Total                                                | $2,680.00 |

Enrollment Charges for Regular Quarter Terms
| Tuition, Based on Minimum Academic Load @$325/unit | $2,600.00 |
| Registration Fee (Non-Refundable)                  | 70.00    |
| Total                                                | $2,670.00 |

Estimated Schedule of Total Charges for the Entire Program
| Application Fee, One-Time (Non-Refundable) | $100.00 |
| Student Tuition Recovery Fund, One-Time (Non-Refundable) | 0.00    |
| Student ID, One-Time (Non-Refundable)         | 10.00   |
| Tuition, Total Didactic/Lecture Units Required @$325/unit | 18,200.00 |
| Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable) | 420.00  |
| Graduation Fee (Non-Refundable)                | 300.00  |
| Total                                            | $19,030.00 |
### Incidental Charges

<table>
<thead>
<tr>
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<td>Binding Fee for MS611 Project, One-Time, if applicable (Non-Refundable)</td>
<td>45.00</td>
</tr>
<tr>
<td>Binding Fee for MS601 Thesis, One-Time, if applicable (Non-Refundable)</td>
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</tr>
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<td>Project Administration Fee, One-Time, if applicable (Non-Refundable)</td>
<td>500.00</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation</td>
<td></td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), General</td>
<td>100.00</td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), Course-by-Course</td>
<td>200.00</td>
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<tr>
<td>Assessment Fees for Transfer of Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
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<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
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<tr>
<td>Late Registration Fee per quarter, if applicable (Non-Refundable)</td>
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<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
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<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
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</tr>
<tr>
<td>Returned Checks Fee per check, if applicable (Non-Refundable)</td>
<td>30.00</td>
</tr>
<tr>
<td>EL 101 Intensive ELD, if applicable</td>
<td>1,400.00</td>
</tr>
<tr>
<td>EL 111 Remedial ELD, if applicable</td>
<td>600.00</td>
</tr>
</tbody>
</table>

### MASTER OF SCIENCE IN HEALTHCARE MANAGEMENT (M.S.H.M.)

#### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

#### Enrollment Charges for First-Time, First-Quarter Term

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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Total</td>
<td>$2,680.00</td>
</tr>
</tbody>
</table>

#### Enrollment Charges for Regular Quarter Terms

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
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<td>Registration Fee (Non-Refundable)</td>
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<td>Total</td>
<td>$2,670.00</td>
</tr>
</tbody>
</table>

#### Estimated Schedule of Total Charges for the Entire Program

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @$325/unit</td>
<td>18,200.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>420.00</td>
</tr>
</tbody>
</table>
### Graduation Fee (Non-Refundable)
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>300.00</td>
</tr>
</tbody>
</table>

| Total | $19,030.00 |

### Incidental Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses per unit, if applicable</td>
<td>$260.00</td>
</tr>
<tr>
<td>Lab Fee per course, if applicable, (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Binding Fee for MS611 Project, One-Time, if applicable (Non-Refundable)</td>
<td>45.00</td>
</tr>
<tr>
<td>Binding Fee for MS601 Thesis, One-Time, if applicable (Non-Refundable)</td>
<td>90.00</td>
</tr>
<tr>
<td>Project Administration Fee, One-Time, if applicable (Non-Refundable)</td>
<td>500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foreign Transcript Evaluation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Time, if applicable (Non-Refundable), General</td>
<td>100.00</td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), Course-by-Course</td>
<td>200.00</td>
</tr>
</tbody>
</table>

| Assessment Fees for Transfer of Credits | 0.00 |
| Fees to Transfer Credit | 0.00 |
| English Proficiency Test Fee, per exam (Non-Refundable) | 50.00 |
| Readmission Fee, One-time, if applicable (Non-Refundable) | 100.00 |
| Late Registration Fee per quarter, if applicable (Non-Refundable) | 200.00 |
| Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) | 10.00 |
| Transcript Fee per copy, if applicable (Non-Refundable) | 7.00 |
| Returned Checks Fee per check, if applicable (Non-Refundable) | 30.00 |
| EL 101 Intensive ELD, if applicable | 1,400.00 |
| EL 111 Remedial ELD, if applicable | 600.00 |

### MASTER OF SCIENCE IN SPORTS MANAGEMENT (M.S.S.M.)-Golf

#### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

| Total | $100.00 |

#### Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
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</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
</tbody>
</table>

| Total | $2,680.00 |

#### Enrollment Charges for Regular Quarter Terms

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
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<td>70.00</td>
</tr>
</tbody>
</table>

| Total | $2,670.00 |

#### Estimated Schedule of Total Charges for the Entire Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total | $100.00 |
### Incidental Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @ $325/unit</td>
<td>18,200.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @ $70/quarter (Non-Refundable)</td>
<td>420.00</td>
</tr>
<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$19,030.00</td>
</tr>
</tbody>
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### Incidental Charges

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<tr>
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</thead>
<tbody>
<tr>
<td>Prerequisite Courses per unit, if applicable</td>
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</tr>
<tr>
<td>Binding Fee for MS611 Project, One-Time, if applicable (Non-Refundable)</td>
<td>45.00</td>
</tr>
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<td>90.00</td>
</tr>
<tr>
<td>Project Administration Fee, One-Time, if applicable (Non-Refundable)</td>
<td>500.00</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation</td>
<td></td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), General</td>
<td>100.00</td>
</tr>
<tr>
<td>One-Time, if applicable (Non-Refundable), Course-by-Course</td>
<td>200.00</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credits</td>
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</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>0.00</td>
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<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable)</td>
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<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Late Registration Fee per quarter, if applicable (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>7.00</td>
</tr>
<tr>
<td>Lab Fee per course, if applicable, (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Returned Checks Fee per check, if applicable (Non-Refundable)</td>
<td>30.00</td>
</tr>
<tr>
<td>EL 101 Intensive ELD, if applicable</td>
<td>1,400.00</td>
</tr>
<tr>
<td>EL 111 Remedial ELD, if applicable</td>
<td>600.00</td>
</tr>
</tbody>
</table>

### MASTER OF SCIENCE IN SPORTS MANAGEMENT (M.S.S.M.)-TAEKWONDO

#### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

#### Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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#### Enrollment Charges for Regular Quarter Terms

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</tr>
<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Late Registration Fee per quarter, if applicable (Non-Refundable)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>$7.00</td>
</tr>
<tr>
<td>Lab Fee per course, if applicable, (Non-Refundable)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Returned Checks Fee per check, if applicable (Non-Refundable)</td>
<td>$30.00</td>
</tr>
<tr>
<td>EL 101 Intensive ELD, if applicable</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>EL 111 Remedial ELD, if applicable</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

### MASTER OF SCIENCE IN SPORTS MANAGEMENT (M.S.S.M.)-SPORTS LEADERSHIP

#### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$100.00</strong></td>
</tr>
</tbody>
</table>

#### Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$70.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,680.00</strong></td>
</tr>
</tbody>
</table>

#### Enrollment Charges for Regular Quarter Terms

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325/unit</td>
<td>$2,600.00</td>
</tr>
</tbody>
</table>
### Registration Fee (Non-Refundable)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

### Estimated Schedule of Total Charges for the Entire Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Tuition, Total Didactic/Lecture Units Required @$325/unit</td>
<td>18,200.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>420.00</td>
</tr>
<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>300.00</td>
</tr>
<tr>
<td>Total</td>
<td>$19,030.00</td>
</tr>
</tbody>
</table>

### Incidental Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses per unit, if applicable</td>
<td>$260.00</td>
</tr>
<tr>
<td>Binding Fee for MS611 Project, One-Time, if applicable (Non-Refundable)</td>
<td>45.00</td>
</tr>
<tr>
<td>Binding Fee for MS601 Thesis, One-Time, if applicable (Non-Refundable)</td>
<td>90.00</td>
</tr>
<tr>
<td>Project Administration Fee, One-Time, if applicable (Non-Refundable)</td>
<td>500.00</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation One-Time, if applicable (Non-Refundable), General</td>
<td>100.00</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation One-Time, if applicable (Non-Refundable), Course-by-Course</td>
<td>200.00</td>
</tr>
<tr>
<td>Assessment Fees for Transfer of Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>0.00</td>
</tr>
<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable)</td>
<td>50.00</td>
</tr>
<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Late Registration Fee per quarter, if applicable (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>7.00</td>
</tr>
<tr>
<td>Lab Fee per course, if applicable, (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Returned Checks Fee per check, if applicable (Non-Refundable)</td>
<td>30.00</td>
</tr>
<tr>
<td>EL 101 Intensive ELD, if applicable</td>
<td>1,400.00</td>
</tr>
<tr>
<td>EL 111 Remedial ELD, if applicable</td>
<td>600.00</td>
</tr>
</tbody>
</table>

### ENGLISH AS A SECOND LANGUAGE (E.S.L.)

### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per Quarter Term</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, Based on 6 Quarter Terms($1x6) (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>English Placement Exam Fee per exam</td>
<td>30.00</td>
</tr>
</tbody>
</table>
## Enrollment Charges for Regular Quarter Terms

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per Quarter Term</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>70.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,870.00</strong></td>
</tr>
</tbody>
</table>

## Estimated Schedule of Total Charges for the Entire Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>0.00</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable) ($30 x 6)</td>
<td>180.00</td>
</tr>
<tr>
<td>Tuition Based on 6 Quarter Terms</td>
<td>10,800.00</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>420.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,510.00</strong></td>
</tr>
</tbody>
</table>

## Incidental Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Fees for Transfer of Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>0.00</td>
</tr>
<tr>
<td>Readmission Fee, One-time, if applicable (Non-Refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Late Registration Fee per quarter, if applicable (Non-Refundable)</td>
<td>200.00</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>10.00</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>7.00</td>
</tr>
<tr>
<td>Returned Checks Fee per check, if applicable (Non-Refundable)</td>
<td>30.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,510.00</strong></td>
</tr>
</tbody>
</table>

## FINANCIAL AID POLICIES AND REGULATIONS

CALUMS Anaheim Main Campus is eligible to participate in Federal Student Financial Aid Programs under Title IV of the Higher Education Act (HEA) of 1965.

### Programs

Federal financial aid is given to eligible students in order to pay for educational costs through programs such as: Pell Grant, and Federal Direct Loans.

1. Pell Grant is a federally funded program and does not have to be repaid. It is available to eligible undergraduate students who demonstrate financial need.

2. Federal Direct Loans are borrowed money that must be repaid. Student loans do not require repayment until the student is no longer enrolled in school at least half-time. Subsidized Loans are awarded based on demonstrated financial need. The federal government pays the interest while the student is in school and during grace period and deferment period. Unsubsidized Loans are for all eligible students.

The student is responsible for paying all the interest on the loan and can allow it to accumulate while in school and during the grace and deferment period. The student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if federal student financial aid funds have been received, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
Eligibility Requirements

In order to receive financial aid from the programs discussed in this catalog, the student must:

1. Demonstrate financial need
2. Be a US Citizen or Permanent Resident
3. Have a valid Social Security Number
4. Maintain Satisfactory Academic Progress
5. Be enrolled as a regular student
6. Not be in default on any educational loan or owe a refund on a federal grant made under Title IV Program
7. Register with the Selective Service (applicable to male students only)
8. Have a high school diploma

Return of Federal Title IV Funds

California University of Management and Sciences is required to recalculate federal financial aid eligibility up through 60 percent of the quarter for students who withdraw, drop out, are dismissed, or take a leave of absence. Recalculation is done from the actual date the student begins the University through the last day of recorded attendance. The refund calculation is based on formulas that determine the amount of aid earned and the amount of aid to be returned. The formulas used for recalculation can be obtained from Financial Aid Office.

Federal refund calculations are completely separate from school's tuition refund policy. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. CALUMS will also charge the student for any Title IV program funds that it was required to return. Federal Title IV funds are always returned in the order mandated by the U.S. Department of Education. That order is as follows:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Pell Grant

Note: The Federal Title IV Refund Calculations only apply to withdrawals from all classes. However, if a student changes enrollment status, and if there is an adjustment made to the tuition charge, the Financial Aid Office may recalculate the student Cost of Attendance Budget to see if the aid eligibility has changed.

Federal Truth in Lending Act

In the event that consumer loans become available for students, the University shall comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

State-funded Financial Aid

CALUMS does not participate in any state-funded financial aid program.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro-rata basis.

The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours (credit units x 10) for which the student has paid.

For example, if the student completes only 20 hours of a 4 credit unit (40 hours) course and paid $1,000.00 tuition,
the student would receive a refund of $500 as shown below:

\[
\begin{array}{lcl}
\text{Amount of Refund} & = & $1,000 \times \frac{\text{Number of Class Hours Not Attended by Student but Paid}}{\text{Number of Class Hours Student Paid}} \\
& = & \frac{20 \text{ hours}}{40 \text{ hours}} \\
& = & $500
\end{array}
\]

The student will not get a refund after more than 60% of the instruction of a course has been conducted. Except for tuition, all other charges and fees paid at the time of enrollment are non-refundable. Books, textbooks, and other materials purchased by the student are property of the student. The school will neither accept return of purchased materials nor make refunds for services.

**Procedures to Cancel Enrollment**

1. Student must complete and submit a signed and dated Withdrawal Notice Form to the Registrar.
2. Verbal, email, or telephone cancellations or withdrawals will not be accepted.
3. The refund formula above shall be based on the date the school’s office receives the completed Withdrawal Notice Form.
4. No refunds may be disbursed to the student until the Financial Aid Program has been repaid, if applicable.
5. The school is obligated to repay the following funds:
   a. Title IV Sources
   b. Unsubsidized Federal Direct Stafford Loans
   c. Subsidized Federal Direct Stafford Loans
   d. Scholarships

Refunds will be determined by the percentage of tuition contributed by that source.

**STUDENT TUITION RECOVERY FUND (STRF) POLICY**

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P. O. Box 980818, W. Sacramento, CA 95798-0818; Internet Web site address: www.bppe.ca.gov; Toll-free telephone No. 888-430-7589 and Fax No. 916-263-1897.

STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES

Policy

In order to further expand gateways for academic excellence and thereto serve to inspire high achievers within the studentry, awards and scholarship opportunities shall be accorded to qualified and deserving students as far as practicable. Programs directed towards this goal shall be aligned and implemented in light of the founding philosophy and institutional mission of California University of Management and Sciences.

A. Student Awards

1. Quarterly Academic Dean’s List Award

The Quarterly Academic Dean’s List Award is given to students who have earned a Quarter Grade Point Average (QGPA) of 4.0. To be eligible for this award, the student must have completed at least two (2) quarter terms in CALUMS and earned credits for a full academic load (8 units at master’s level or 12 units at bachelor’s and associate’s level) excluding program prerequisite courses and program completion courses (MS601, MS611, or MS621). A student may receive this award for as many times as possible during his or her program of study in CALUMS. The Academic Dean’s List Certificate is given to the student and his or her name will be included in the prestigious Quarterly Academic Dean’s List to be posted at the bulletin boards and the CALUMS Pipeline.

2. Project Advisor’s Award

The Project Advisor’s Award is given to masters-level students who achieved exceptional research and writing results on their MS611 Projects or MS601 Theses. A student may receive this award only once during his or her program of study in CALUMS. The Project Advisor’s Certificate is given to the student and a copy of his or her Project or Thesis will be duly marked as Project Advisor’s Awardee at the MS 601 and MS 611 Sections of the CALUMS Library.

3. Board of Trustee’s Award

The Board of Trustee’s Award is given to an honor student with a Cumulative GPA of 4.0 and found to have professed extraordinary commitment to the University as determined by the Graduation Committee. A special plaque is given to the student during the school’s annual Award Ceremony.

4. President’s Award

The President’s Award is given to a student who by his or her participation and/or excellent performance in a community activity has privileged CALUMS with honorable recognition in the society. Such activities may include academic competitions, business forums, socio-political and cultural events, sports tournaments, national and international nominations or awards, and other activities of similar nature. Any member of the faculty or school
staff may recommend candidates for this award through the Director of Student Services for approval of the President. A special plaque is given to the student during the school’s annual Award Ceremony.

5. Academic Dean’s Award

The Academic Dean’s Award is given to students who complete their programs of study with a Cumulative GPA of 4.0. A special plaque is given to the student during the school’s annual Award Ceremony.

6. Student Services Award

The Student Services Award is given to the student who demonstrated exemplary performance of his or her assigned duties and responsibilities while assisting in student services within the campus. The award will highlight the student’s major contributions impacting on academics or student life. The Director of Student Services will recommend candidates for this award to the Graduation Committee. A special plaque is given to the student during the school’s annual Award Ceremony.

7. Alumni Award

The Alumni Award is given to a CALUMS Alumni in recognition of outstanding leadership or achievements in the society. The Director of Student Services will recommend candidates for this award to the Graduation Committee. A special plaque is given to the student during the school’s annual Award Ceremony.

B. Scholarship Opportunities - CALUMS Quarterly Scholarship

The CALUMS Quarterly Scholarship is given to students who excel in their academics and need financial assistance. This scholarship is provided up to five (5) students per quarter term. The Scholarship Committee may however choose to increase the number of scholarship recipients at any time. The scholarship amount to be given to each recipient per quarter term is Seven Hundred Dollars ($700.00). A student may receive this scholarship only once during his or her program of study in CALUMS.

To be eligible for this scholarship, the student must:

a. Be currently enrolled in CALUMS.

b. Have completed at least three (3) quarter terms in CALUMS with full academic load each quarter. Full academic load means at least 8 units at master’s level, or at least 12 units at bachelor’s and associate’s levels.

c. Have earned a Grade Point Average (GPA) of at least a 3.0 (for bachelor’s and associate’s level), or at least 3.5 (for master’s level) during the most recent quarter term.

Students who are on On-Campus Employment may be eligible to apply for this scholarship. However, those who are already receiving other forms of financial assistance are not eligible to apply.

Application Procedures

a. Student must submit a written essay to the Office of Student Services on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.

b. The required format for the written essay is as follows: one-sided, letter-sized, double-spaced, 1 inch margins on all sides. Do not staple.

c. With a maximum of 2 pages, the written essay must include the following:

i. An identification of the student - name, program currently enrolled in, and expected graduation date.
ii. A brief introduction – student's background, interests, past work experience, prior education, experience in CALUMS, and future plans; altogether relevant to the scholarship application.

iii. An explanation how this scholarship would help the student succeed in CALUMS. Describe or narrate prior or current specific event/s or elements of financial hardship/s that are relative to the scholarship application.

The Office of Student Services will review all applications and schedule the Scholarship Committee meeting. The Scholarship Committee will deliberate on each of the applications and determine the student recipients for the quarter. The committee's determination of student recipients will be final. The list of award recipients signed by each committee member will be given to the Finance Office to prepare and issue the individual checks for the students. The awarding ceremony will be scheduled and arranged by the Office of Student Services.
STUDENT RIGHTS

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.

STUDENT RECORDS POLICY

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 cannot 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 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.

RETENTION OF STUDENT RECORDS POLICY
Student records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.

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
CALUMS is committed to comply with all the mandates provided 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. They 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 PROCEDURES

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 Education (BPPE)
   P.O. Box 980818, W. Sacramento, CA 95798-0818
   Tel: 916-431-6959

or

   Accrediting Council for Independent Colleges and schools (ACICs)
   750 First street, NE, suite 980
   Washington, DC 20002-4241 (202) 336-6780

COMPLAINT PROCEDURES
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 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.

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 (1) student 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.
   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 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.
   b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.

3. 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 Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

STUDENT EVALUATION PROCEDURES

Students at CalUMS are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluations are conducted in person or online, toward the end of each quarter. The evaluation results are analyzed by the Academic Dean. Overall summaries of student evaluations are also provided to faculty.
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 and a student.
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 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 contrary to the University’s best interests.

These standards are subject to amendment at any time with notices being posted on the campus bulletin boards. All amendments of the standards must be approved by the Academic Dean in conjunction with the Board of Trustees.

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
- threatening another student, faculty, staff or administrator
- falsification of University documents, records, or identification
- removal of library materials without permission
- usage of abusive language to another student, faculty, staff, or administrator
- theft or damage of University property or fellow student’s property
- illegal intoxication with controlled substances, including drug and/or alcohol abuse
- 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, may still receive a refund of tuition or other fees subject to the tuition refund policy of the University. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

Students who have not fulfilled their financial obligations to the University are in violation of the Enrollment Agreement. 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:

- attend classes, academic standards, 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.
- maintain the Satisfactory Academic Progress (SAP) his or her program

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 an 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.

**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 by an instructor due to disruption of class or academic activities, unsatisfactory student conduct, disrespect toward an instructor, student or administrator, or academic dishonesty. Furthermore, upon the instructor’s assessment of misconduct, the instructor may recommend dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic
Committee. 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, or fabricated data;
3. consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
4. employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
5. falsification of or misrepresentation of class attendance or role sheets; and
6. 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.

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 a musical composition, computer program, photograph, 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 faculty member’s assessment of the extent of the cheating or plagiarism. 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
• dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic Committee

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

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.

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.
Search and Video Surveillance Disclosure

In order to enforce CALUMS policies and regulations on drug and alcohol abuse and avert and/or prevent cases of theft and robbery, campus violence, harassment and otherwise protect the institutional integrity of the University, its students, faculty and staff, CALUMS utilizes searches and video surveillance in accordance to the right to privacy as provided by applicable laws and mandates in the State of California.

It is in your best interest not to bring items within campus premises that you do not wish someone else to discover. CALUMS reserves the right to make an unannounced search of school property or of personal property that you bring onto campus premises. School property may include, but is not limited to, desks, file cabinets, computer files, work e-mail, lockers, work areas, equipment, toolboxes and work vehicles. Personal property that you bring onto school premises may include, but is not limited to, jackets, briefcases, purses, lunch boxes, packages and personal vehicles.

To the best extent possible, searches and video surveillance conducted by the school shall be done in a manner that respects your dignity and privacy. The school will not force you to consent to a search; however, not consenting to a search may result in disciplinary action up to and including dismissal. Students who have concerns about the manner in which a search or video surveillance was conducted should immediately contact the the school's administration office.
STUDENT ADVISING

Several advising options are available to students at the California University of Management and Sciences.

First, full-time faculty members are available for academic advising. Faculty members are available during scheduled hours for academic advising with regard to academic and career planning. Faculty offices are located on the second floor. In addition, the Program Director provides academic advising to students.

The scope of this activity includes:

1. analyzing interests related to academic and career planning
2. determining the best educational program for achieving a chosen career or goal
3. selecting courses and student activities that maximize potential and opportunities
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 discussion/s concerning life situations which may affect the student's learning or personal development.

NEW STUDENT ORIENTATION

The New Student Orientation program is designed for newly-enrolled students of CALUMS in order to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The student's attendance to the new student orientation is mandatory. It is usually scheduled about 1 week prior to the start of the school term.

LIBRARY ORIENTATION

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held in conjunction with new student orientation. for all students. The University also offers this orientation, by appointment, at any time.

The library also now offers complimentary 10 minute information literacy instruction in the first 2 weeks of any quarter, on an optional case-by-case basis.

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, economics, international business, sports, 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.

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, and provides current information on the approximate cost or range of cost of 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**

Each quarter, the Office of Student Services conducts extra-curricular activities for students aimed to further enhance their learning experience in CalUMS. These activities include educational activities related to academic holidays, sports and health awareness, attendance and memberships to external clubs or organizations, benefit program and/or tournament sponsorships, academic symposia, pep-talks, event show hosting, and student/faculty community services.

**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 Administration, Economics, International Business, Management, Sports, Computer Information Systems, Healthcare and the University's curriculum for general education 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 ROMs, 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 open source database system located here: https://app.CalUMS.net/library/. The library also offers the following services to students, faculty, and staff:

- Circulation Service
- Printing and Copying Resources
- Group Study Room
- Computers
- Reference and Research Services

**Library Hours**

Library is open from 8:30 am to 9 pm Monday through Friday, 9 am to 6 pm Saturday, and closed on Sunday during the quarters. Library hours may vary during the summer, between quarters, and on holidays. Unless otherwise notified, hours during break are: 8:30 am – 6 pm Monday through Friday, 9 am to 1 pm Saturdays, and closed on Sunday.

Hours will be posted in the library and on a link at the CalUMS Library home page. See http://www.CalUMS.edu/web2/an/51_general_information.htm.
**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 from 4 pm to 6 pm Monday through Friday, during the quarters.

All desktop computers in the computer laboratory have been installed with software that includes business applications (e.g., word processing, electronic spreadsheet, database management, R Studio, and presentation software), programming languages, and tutorials. In addition, these multimedia computers provide an opportunity for students 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 ANALYSIS LABORATORY**

The Golf Swing simulator helps 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. For use outside of assigned classes, contact department chair.
ACADEMIC POLICIES

NEW POLICIES AND PROCEDURES OF BPPE

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 Postsecondary Education (BPPE). In instances where these policies and procedures have been implemented before the publication of a new catalog, the Administration Office will bring these to the attention of the students, faculty, and staff through any of the following:

• Posting of print announcements on designated bulletin boards within the campus as well as in student and faculty lounges, and staff rooms.
• Availability of flyers in the Administration Office, or inserts in the most recent issue of the CALUMS Newsletter - Pipeline.
• Announcement and reading by faculty in their respective classes.
• Posting at the CALUMS website.

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 course instruction is conducted in English. All students are required to consult their academic advisors before enrollment and at least once each quarter. Registration forms are available at the Financial 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 week 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 first 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 Enrollment Director’s approval to add a class.
3. Submit the completed Add/Drop Request Form to the Registrar’s Office on or before the last day to add and drop.

A student who wishes to DROP a class must:
1. Make a request to drop by completing an official Add/Drop Request Form.
2. Notify the instructor that he/she is dropping the class.
3. Obtain the Enrollment Director’s approval to drop the class/es.
4. Submit the completed Add/Drop Request Form to the Registrar’s Office on or before the last day to add and drop.
**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 week after classes begin upon paying a late registration fee of $200. Students are not allowed to register after the end of the first week of each quarter. No enrollment or addition of any course is permitted after the first week of the quarter have passed without permission from the instructor involved and authorization from the Dean.

**Minimum Required Units for Graduation**

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<tr>
<th>Program</th>
<th>Units</th>
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<tbody>
<tr>
<td>Associate of Science in Healthcare Business Admin</td>
<td>96</td>
</tr>
<tr>
<td>Associate of Science in Professional Golf Mgmt</td>
<td>96</td>
</tr>
<tr>
<td>Bachelor of Science in Business Mgmt</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of Science in Computer Information Sys</td>
<td>180</td>
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<tr>
<td>Bachelor of Science in Economics</td>
<td>180</td>
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<tr>
<td>Bachelor of Science in International Business</td>
<td>180</td>
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<tr>
<td>Bachelor of Science in Sports Mgmt</td>
<td>180</td>
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<tr>
<td>Master of Business Administration</td>
<td>56</td>
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<tr>
<td>Master of Science in Computer Information Sys</td>
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<td>Master of Science in Economics</td>
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</table>

**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 twelve hours of class time or three consecutive classes during any regular quarter may be withdrawn 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 withdrawing 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 the registration period of each quarter, a class schedule is issued by the Program Director and disseminated to the students through bulletin boards and in the school’s website. The class schedule may still be revised after the term has begun but not later than the Add and Drop deadline. All class schedule revisions are monitored by the Program Director and approved by the Program Director.
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, Office of the Registrar enters the course grades into the student database program.

Standard letter grades are used for degree programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA). The conversion equivalents of the student grades are shown in the following table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point (Remarks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0 (for Undergraduate Level) 0.0 (for Graduate Level and Up)</td>
</tr>
<tr>
<td>F</td>
<td>0.0 (Failure)</td>
</tr>
<tr>
<td>P*</td>
<td>0.0 (Passed)</td>
</tr>
<tr>
<td>CR*</td>
<td>0.0 (Credit)</td>
</tr>
<tr>
<td>I*</td>
<td>0.0 (Incomplete)</td>
</tr>
<tr>
<td>TC*</td>
<td>0.0 (Transfer Credit)</td>
</tr>
<tr>
<td>W*</td>
<td>0.0 (Withdrawal)</td>
</tr>
<tr>
<td>R*</td>
<td>0.0 (Repeated Course)</td>
</tr>
<tr>
<td>IP*</td>
<td>0.0 (In Progress)</td>
</tr>
<tr>
<td>AU*</td>
<td>0.0 (Audit)</td>
</tr>
<tr>
<td>NC*</td>
<td>0.0 (No Credit)</td>
</tr>
<tr>
<td>NG*</td>
<td>0.0 (No Grade)</td>
</tr>
<tr>
<td>NP*</td>
<td>0.0 (Not Passed)</td>
</tr>
</tbody>
</table>

NOTE: * - These grades are 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; or at least thirty (30) clock hours of practicum, 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. 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 after receiving the Incomplete (I) grade. If the work was finished on time, the instructor must fill-out and sign the Grade Change Request Form and submit it to the Academic Dean within two quarters after the quarter when the Incomplete (I) grade was recorded. If however the work was not finished on time, an “F” grade will be posted on the student’s transcript.

**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. “NG” will only be applied to non-degree program.

**Repeated Course (R)**
A grade of “F” (Failure) may be remedied by repeating the course. In order to complete graduation requirements of the program, any course with a final grade of “F” (Failure), in the undergraduate level (Associate and Bachelor); or any course with a final grade lower than “C” in the graduate level (Master) must be repeated within two (2) quarters after receiving the “F” or lower than “C” grade. The new grade of the repeated course will be indicated on the student’s transcript, while the “F” or lower than “C” grade of the old course will be changed to “R.”

**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:

\[
\text{Total Grade Points Earned ÷ Total Units Attempted with Letter Grade}
\]

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

**Grade Changes**
All grades submitted by the instructor and entered in the student records are final and will remain as reported in the student’s transcript. Exceptions shall only be allowed in the case of: (a) those recorded through mechanical error, or (b) through an error in the calculation of the grade by the instructor. In the latter case (b), the instructor must complete the Grade Change Request Form and submit it to the Academic Dean within two (2) weeks from the 11th week of the quarter.
CREDIT EXAMINATION (CHALLENGE EXAMINATION)

Undergraduate 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. Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate. The passing grade for credit by examination at the undergraduate level is C. 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. Student will be charged the current challenge exam fee. 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, 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 the enrollment period of a quarter. The privacy request will be valid for one calendar year.

RETENTION OF STUDENT RECORDS POLICY

Student records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.
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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Units Required for Graduation</th>
<th>Maximum Time Frame (MTF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science in Healthcare Business Administration</td>
<td>96</td>
<td>3 years</td>
</tr>
<tr>
<td>Associate of Science in Professional Golf Management</td>
<td>96</td>
<td>3 years</td>
</tr>
<tr>
<td>Bachelor of Science in Business Management</td>
<td>180</td>
<td>6 years</td>
</tr>
<tr>
<td>Bachelor of Science in Computer Information Systems</td>
<td>180</td>
<td>6 years</td>
</tr>
<tr>
<td>Bachelor of Science in Economics</td>
<td>180</td>
<td>6 years</td>
</tr>
<tr>
<td>Bachelor of Science in International Business</td>
<td>180</td>
<td>6 years</td>
</tr>
<tr>
<td>Bachelor of Science in Sports Management</td>
<td>180</td>
<td>6 years</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Science in Computer Information Systems</td>
<td>56</td>
<td>3 years</td>
</tr>
<tr>
<td>Master of Science in Economics</td>
<td>56</td>
<td>3 years</td>
</tr>
<tr>
<td>Master of Science in Healthcare Management</td>
<td>56</td>
<td>3 years</td>
</tr>
<tr>
<td>Master of Science in International Business</td>
<td>56</td>
<td>3 years</td>
</tr>
<tr>
<td>Master of Science in Sports Management</td>
<td>56</td>
<td>3 years</td>
</tr>
</tbody>
</table>

EVALUATION

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

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Courses Successfully Completed of Courses Attempted</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>1.25</td>
<td>55%</td>
<td>3 years</td>
</tr>
<tr>
<td>50%</td>
<td>1.5</td>
<td>60%</td>
<td>3 years</td>
</tr>
<tr>
<td>100%</td>
<td>2.0</td>
<td>--</td>
<td>3 years</td>
</tr>
</tbody>
</table>

Bachelor Degree Program

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Courses Successfully Completed of Courses Attempted</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>1.25</td>
<td>55%</td>
<td>6 years</td>
</tr>
<tr>
<td>50%</td>
<td>1.5</td>
<td>60%</td>
<td>6 years</td>
</tr>
</tbody>
</table>
### Master Degree Program

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Courses Successfully Completed of Courses Attempted</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>2.25</td>
<td>55%</td>
<td>3 years</td>
</tr>
<tr>
<td>50%</td>
<td>2.5</td>
<td>60%</td>
<td>3 years</td>
</tr>
<tr>
<td>100%</td>
<td>3.0</td>
<td>--</td>
<td>3 years</td>
</tr>
</tbody>
</table>

**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. Minimum passing grade for an undergraduate course is D.

**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. Minimum passing grade for a master’s course is C.

**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 probation period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed. Furthermore, any student who receives Academic Probation three times will be automatically dismissed.

**Dismissal and Extended Enrollment**

Students who have been dismissed due to the failure to maintain satisfactory progress may apply to continue their studies at CALUMS in an extended enrollment status. The extended period will be only one quarter. 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 costs incurred during this quarter.

At the completion of this quarter, students who have established satisfactory progress according to the above tables should submit a written request to the administration office to return to a regular student status through reinstatement. Upon receipt of this request, a meeting will be scheduled between the Academic Dean and the student requesting 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. All credits attempted during the extended period will count toward the maximum 150% program length. If the attempted courses were the repeat of courses that students had taken and failed, the grades will be replaced according to grade change policy of the University, as described in the Catalog. In no case can a student exceed the 150% maximum time frame of the program length.

**Mitigating Circumstances**

The Academic Dean may 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.

When an appeal is granted, the student will be placed on probation for a period of one quarter and will be considered making satisfactory academic progress during that period. 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.

**CHANGE OF ACADEMIC PROGRAMS**

Student requesting for a change of program should articulate his/her reason for the change in a statement submitted with request. A student requesting the change in his/her program should be in satisfactory academic standing. The failure in one program is not an acceptable reason for the change in program. The credits earned with a grade of “D” and higher in the current undergraduate program or “C” and higher in the graduate program which are relevant to the student’s new program will be transferable to the new program.

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**

Transfer credit is generally granted for courses comparable to those offered by California University of Management and Sciences that were successfully completed with a grade of “B” or above for Master’s degree and with a grade of “C” or above for Associate and Bachelor’s degree at another accredited institution or equivalent. The University will evaluate all hours submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Transcripts will be officially assessed by the Academic Office after a transfer student has been formally admitted and has declared a major.

A qualified transferring course of three (3) units can be transferred into a four (4)-unit equivalent course at the University with a condition that the student is required to perform additional academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic requirement. Upon completion, the faculty shall record a pass (P) or fail (F) grade of the student’s work on the form and submit it to the Registrar no later than the Add/Drop deadline of the following quarter. The Registrar shall place “TC” for the appropriate course on the student’s transcript only upon receiving a pass grade for this one (1) unit requirement.

The Registrar will advise students of any award of transfer credits in writing. The Registrar will also maintain records of transfer credits granted in individual student’s transcript and academic file.
Transfer credit evaluation shall be completed within the quarter that the official transcript and TC evaluation request form was received.

Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement. Transfer credits will be counted towards the maximal length of study at the University. Twelve (12) quarter units for Associate and Bachelor's degree and eight (8) quarter units for Master’s degree shall constitute one (1) quarter to be used in the determination of time limitations for graduation.

Transfer credit appears on a student's academic record, and the hours are included in the student's cumulative earned hours. Up to forty (40) quarter units are accepted in transfer from another institution in Associate's degree programs. Up to one hundred twenty eight (128) quarter units are accepted in transfer from another institution in Bachelor's degree programs. Up to sixteen (16) quarter units are accepted in transfer from another institution in Master's degree programs.

Grades are transferable and will appear on the student’s record. Transfer credit is not calculated in the student's cumulative grade point average.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CALUMS

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

ADDITION OF AN ACADEMIC PROGRAM

A student applying for a new program after successful completion of a program in CALUMS should undertake the same application procedures for the program as new students do. In addition, the applicant should attach a statement of purpose to the application, describing the reason for the application. Once the student is admitted to the new program, the student can only receive transfer credits for all major courses in the student's new program. The student will be required to take elective courses different than those taken in his/her previous 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.

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 cannot 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.

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.

**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

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. For Associate and Master degree programs, the maximum program length is three (3) years. For the bachelor degree programs, the maximum program length is six (6) years. If a student cannot complete the program within the maximum time frame, the student will be dismissed.

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. 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 two (2) quarters 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.

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 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. See Refund Policy for further details.

B. Students who fail to register for a quarter, without the Academic Dean’s approval, will be considered as automatically withdrawn from the University.

CLEARANCE FOR GRADUATION

Prospective graduates must submit an Application for Graduation 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, students entering their final quarter must meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees.
ACADEMIC PROGRAMS

DEGREE PROGRAMS

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

1. Associate of Science in Healthcare Business Administration ASHBA
2. Associate of Science in Professional Golf Management ASPGM
3. Bachelor of Science in Business Management BSBM
4. Bachelor of Science in Computer Information Systems BSCIS
5. Bachelor of Science in Economics BSE
6. Bachelor of Science in International Business BSIB
7. Bachelor of Science in Sports Management BSSM
8. Master of Science in Business Administration MBA
9. Master of Science in Computer Information Systems MSCIS
10. Master of Science in Economics MSE
11. Master of Science in Healthcare Management MSHM
12. Master of Science in International Business MSIB
13. Master of Science in Sports Management MSSM
14. 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 table below shows the classification of general education courses and the number of quarter units required for each undergraduate program:

<table>
<thead>
<tr>
<th>Classification</th>
<th>ASHBA</th>
<th>ASPGM</th>
<th>BSBM, BSE, BSIB, BSCIS</th>
<th>BSSM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>8</td>
<td>8</td>
<td>16</td>
<td>8</td>
</tr>
<tr>
<td>Humanities and Arts</td>
<td>8</td>
<td>8</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Sciences and Technology</td>
<td>20</td>
<td>16</td>
<td>24</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>44</td>
<td>44</td>
<td>68</td>
<td>56</td>
</tr>
</tbody>
</table>
# LIST OF GENERAL EDUCATION COURSES

## Communications

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE 101</td>
<td>College English</td>
<td>4</td>
</tr>
<tr>
<td>CE 111</td>
<td>Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>CE 121</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>CE 131</td>
<td>Communication &amp; Speech</td>
<td>4</td>
</tr>
</tbody>
</table>

## Humanities and Arts

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 101</td>
<td>Introduction to Art</td>
<td>4</td>
</tr>
<tr>
<td>HA 102</td>
<td>Art History</td>
<td>4</td>
</tr>
<tr>
<td>HA 103</td>
<td>Art Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>HA 111</td>
<td>History of Western Civilization</td>
<td>4</td>
</tr>
<tr>
<td>HA 112</td>
<td>History of Eastern Civilization</td>
<td>4</td>
</tr>
<tr>
<td>HA 121</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>HA 122</td>
<td>World Literature</td>
<td>4</td>
</tr>
<tr>
<td>HA 131</td>
<td>Introduction to Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 132</td>
<td>Oriental Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 133</td>
<td>Western Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 141</td>
<td>U.S. History</td>
<td>4</td>
</tr>
<tr>
<td>HA 142</td>
<td>World History</td>
<td>4</td>
</tr>
<tr>
<td>HA 151</td>
<td>Religions of the World</td>
<td>4</td>
</tr>
<tr>
<td>HA 161</td>
<td>Introduction to Ethics</td>
<td>4</td>
</tr>
<tr>
<td>HA 171</td>
<td>Classics</td>
<td>4</td>
</tr>
<tr>
<td>HA 181</td>
<td>Logic</td>
<td>4</td>
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</table>

## Social and Behavioral Science

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 111</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SB 112</td>
<td>Introduction to Social Welfare</td>
<td>4</td>
</tr>
<tr>
<td>SB 121</td>
<td>Introduction to Family Issues</td>
<td>4</td>
</tr>
<tr>
<td>SB 122</td>
<td>Human Nature, Drug &amp; Society</td>
<td>4</td>
</tr>
<tr>
<td>SB 123</td>
<td>New Perspectives on Aging and Health</td>
<td>4</td>
</tr>
<tr>
<td>SB 131</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SB 132</td>
<td>Social Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SB 141</td>
<td>U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>SB 142</td>
<td>Public Administration</td>
<td>4</td>
</tr>
<tr>
<td>SB 143</td>
<td>Minority Studies</td>
<td>4</td>
</tr>
<tr>
<td>SB 151</td>
<td>Introduction to Political Science</td>
<td>4</td>
</tr>
<tr>
<td>SB 152</td>
<td>Introduction to International Relations</td>
<td>4</td>
</tr>
<tr>
<td>SB 153</td>
<td>Introduction to Comparative Politics</td>
<td>4</td>
</tr>
<tr>
<td>SB 161</td>
<td>Introduction to Geography</td>
<td>4</td>
</tr>
<tr>
<td>SB 171</td>
<td>Cultural Anthropology</td>
<td>4</td>
</tr>
</tbody>
</table>
Science and Technology (17 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 101</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>ST 102</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ST 103</td>
<td>General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>ST 104</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ST 105</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>ST 111</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>ST 112</td>
<td>Introduction to Zoology</td>
<td>4</td>
</tr>
<tr>
<td>ST 113</td>
<td>Introduction to Botany</td>
<td>4</td>
</tr>
<tr>
<td>ST 121</td>
<td>Introduction to Health Science</td>
<td>4</td>
</tr>
<tr>
<td>ST 122</td>
<td>Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>ST 131</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ST 141</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>ST 142</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>ST 151</td>
<td>Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>ST 152</td>
<td>Statistics II</td>
<td>4</td>
</tr>
<tr>
<td>ST 161</td>
<td>Introduction to Scientific Research</td>
<td>4</td>
</tr>
<tr>
<td>ST 181</td>
<td>Physical Education</td>
<td>4</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS

ASSOCIATE OF SCIENCE IN HEALTHCARE BUSINESS ADMINISTRATION (A.S.H.B.A.)
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:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>44</td>
</tr>
<tr>
<td>Major Courses</td>
<td>48</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>96</td>
</tr>
</tbody>
</table>

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.)
The A.S.P.G.M. degree is conferred upon satisfactory completion of a minimum of ninety six (92) quarter units. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>24</td>
</tr>
<tr>
<td>Major Courses</td>
<td>64</td>
</tr>
<tr>
<td>Internship</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>96</td>
</tr>
</tbody>
</table>

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 starts of classes.
**Bachelor of Science in Business Management (B.S.B.M.)**

**Bachelor of Science in Computer Information System (B.S.C.I.S.)**

**Bachelor of Science in Economics (B.S.E.)**

**Bachelor of Science in International Business (B.S.I.B.)**

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:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>68</td>
</tr>
<tr>
<td>Major Courses</td>
<td>92</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

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.

**Bachelor of Science in Sports Management (B.S.S.M.) Degree**

The B.S.S.M. degree is conferred upon satisfactory completion of one hundred eighty (180) quarter units. The 180 quarter units shall be composed of general education, core, major, and elective courses as shown below:

**Golf / Sports Leadership / Taekwondo**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>56</td>
</tr>
<tr>
<td>Core Courses</td>
<td>56</td>
</tr>
<tr>
<td>Major Courses</td>
<td>48</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

Up to 116 quarter units (29 courses) of coursework can be accepted for transfer credits from another institution. At least 64 quarter units (16 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 BUSINESS ADMINISTRATION (M.B.A.)
MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (M.S.C.I.S.)
MASTER OF SCIENCE IN ECONOMICS (M.S.E.)
MASTER OF SCIENCE IN HEALTHCARE MANAGEMENT (M.S.H.M.)
MASTER OF SCIENCE IN INTERNATIONAL BUSINESS (M.S.I.B.)

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:

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>16</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Major Courses</td>
<td>44</td>
<td>44</td>
<td>44</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Thesis/Project/Exam</td>
<td>8</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>72 Units</td>
<td>72 Units</td>
<td>73 Units</td>
</tr>
</tbody>
</table>

Master Program without Prerequisite Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Major Courses</td>
<td>44</td>
<td>44</td>
<td>44</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Thesis/Project/Exam</td>
<td>8</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>56 Units</td>
<td>56 Units</td>
<td>57 Units</td>
</tr>
</tbody>
</table>

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.

The student must register for the MS611 Project or MS601 Thesis by the end of the registration period of the student’s third to last quarter.

MASTER OF SCIENCE IN SPORTS MANAGEMENT (M.S.S.M.)
The M.S.S.M. 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:

M.S.S.M. Program with Prerequisite Courses:

Golf/Taekowndo/Sports Leadership

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>16</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Core Courses</td>
<td>16</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Major Courses</td>
<td>28</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Thesis/Project/Exam</td>
<td>8</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>72 Units</td>
<td>72 Units</td>
<td>73 Units</td>
</tr>
</tbody>
</table>
M.S.S.M. Program without Prerequisite Courses:

Golf/Taekwondo/Sports Leadership

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Core Courses</td>
<td>16</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Major Courses</td>
<td>28</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Thesis/Project/Exam</td>
<td>8</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>56 Units</strong></td>
<td><strong>56 Units</strong></td>
<td><strong>57 Units</strong></td>
</tr>
</tbody>
</table>

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) 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.

The student must register for the MS611 Project or MS601 Thesis by the end of the registration period of the student's third to last quarter.
ASSOCIATE OF SCIENCE IN HEALTHCARE BUSINESS ADMINISTRATION (A.S.H.B.A.)

PROGRAM OBJECTIVES
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.

1. Graduates will be able to understand the functional areas of business and economics, and apply its principles especially in the healthcare environment.
2. 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.
3. Graduates will acquire hands-on experience in using a computer as an analytical and statistical tool.

DESCRIPTION OF COURSE INSTRUCTION
Please see Course Description from pages 109 to 112.

A.S.H.B.A. PROGRAM REQUIREMENTS

General Education Courses (11 Courses, 44 Units)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>8</td>
</tr>
<tr>
<td>Humanities and Arts</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Sciences and Technology</td>
<td>20</td>
</tr>
</tbody>
</table>

Major Courses (12 Courses, 48 Units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
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<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
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<tr>
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<td>Business Communications</td>
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<tr>
<td>HM 201</td>
<td>Healthcare Concepts</td>
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<td>HM 202</td>
<td>Healthcare Terminology</td>
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<tr>
<td>HM 251</td>
<td>Introduction to Healthcare Industry</td>
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<tr>
<td>HM 252</td>
<td>Principles of Insurance and Practice</td>
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<td>HM 261</td>
<td>Healthcare Office Management</td>
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<td>HM 271</td>
<td>Public Health Issues</td>
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<td>HM 291</td>
<td>Healthcare Data Systems</td>
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Elective Courses (Choose any one (1) course below)

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<tr>
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<tr>
<td>HM 262</td>
<td>Workplace Behaviors in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>HM 272</td>
<td>Healthcare Careers</td>
<td>4</td>
</tr>
<tr>
<td>HM 292</td>
<td>Healthcare Information Technology</td>
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</tr>
</tbody>
</table>
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.

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

Description of Course Instruction
Please see Course Description from pages 103 to 106.

A.S.P.G.M. Program Requirements

General Education Courses (6 Courses, 24 Units)

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Major Courses (17 Courses, 68 Units)

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<tbody>
<tr>
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<td>BM 271</td>
<td>Business Law</td>
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<tr>
<td>GM 201</td>
<td>History and Rules of Golf</td>
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<td>GM 205</td>
<td>Turf Grass Fundamentals</td>
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<td>GM 210</td>
<td>Golf Cart Fleet Management</td>
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<tr>
<td>GM 220</td>
<td>Intro to Golf Fundamentals</td>
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<tr>
<td>GM 225</td>
<td>Club Fitting and Repair*</td>
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<tr>
<td>GM 227</td>
<td>Golf Performance Enhancement</td>
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<tr>
<td>GM 233</td>
<td>Golf Swing Motion Analysis*</td>
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<td>GM 240</td>
<td>Golf Career Enhancement</td>
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<tr>
<td>GM 300</td>
<td>Golf Teaching Methods</td>
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<td>GM 310</td>
<td>Golf Psychology</td>
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<td>GM 311</td>
<td>Country Club Management</td>
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<td>GM 312</td>
<td>Golf Course Design and Development</td>
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<td>GM 325</td>
<td>The Scoring Game Management*</td>
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<td>GM 330</td>
<td>Tournament Planning</td>
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<td>Food and Beverage Management</td>
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<td>GM 360</td>
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*Course requires lab hours

Internship (1 Courses, 8 Units)

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</table>
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (B.S.B.M.)

PROGRAM OBJECTIVES
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.

1. 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.
2. 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.
3. Graduates will acquire hands-on experience in using a computer as an analytical and managerial tool.

DESCRIPTION OF COURSE INSTRUCTION
Please see Course Description from pages 92 to 95.

B.S.B.M. PROGRAM REQUIREMENTS

General Education Courses (17 Courses, 68 Units)

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<th>Classification</th>
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<td>Sciences and Technology</td>
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Major Courses (23 Courses, 92 Units)

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<th>Course Title</th>
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<td>Principles of Management</td>
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<td>BM 211</td>
<td>Principles of Accounting I</td>
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<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
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<td>BM 231</td>
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<td>BM 271</td>
<td>Business Law</td>
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<td>BM 281</td>
<td>Mathematics for Business &amp; Economics</td>
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<td>BM 311</td>
<td>Principles of Accounting II</td>
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<td>BM 321</td>
<td>Business Statistics II</td>
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<td>BM 331</td>
<td>Financial Management</td>
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<td>BM 332</td>
<td>Investment Theory</td>
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<td>BM 341</td>
<td>Human Resources Management</td>
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<td>Organizational Development</td>
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<td>Marketing Management</td>
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<td>Consumer Behavior</td>
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<td>BM 361</td>
<td>Management Science</td>
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<tr>
<td>BM 362</td>
<td>Production &amp; Operations Management</td>
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<tr>
<td>BM 371</td>
<td>Strategic Management</td>
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</tr>
<tr>
<td>CS 211</td>
<td>Computer Applications in Business &amp; Economics</td>
<td>4</td>
</tr>
<tr>
<td>CS 311</td>
<td>Management Information Systems</td>
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<td>EC 201</td>
<td>Principles of Economics</td>
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<tr>
<td>IB 201</td>
<td>International Business Management</td>
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<tr>
<td>IT 201</td>
<td>Introduction to e-Commerce</td>
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</tr>
<tr>
<td>IT 202</td>
<td>Introduction to Internet Marketing</td>
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</table>

Elective Courses (5 Courses, 20 Units)
The student may choose among the major courses (at least in the 300 series) of other bachelor programs to complete a total of twenty (20) quarter units as elective courses, subject to the approval of the Academic Dean.
BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (B.S.C.I.S.)

PROGRAM OBJECTIVES
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.

1. Graduates will be able to demonstrate the skills necessary to obtain an intermediate/advanced level position in computer and business-related job industry.
2. Graduates will be able to demonstrate the knowledge and skills needed to continue the educational process toward more advanced training leading to career advancement.
3. 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.
4. 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.
5. Graduates will be able to communicate effectively regarding computer technology with other computer professionals.
6. Graduates will be able to adapt to changing application software through the use of reference manuals and software updates.

DESCRIPTION OF COURSE INSTRUCTION
Please see Course Description from pages 96 to 100.

B.S.C.I.S. PROGRAM REQUIREMENTS

General Education Courses (17 Courses, 68 Units)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Communications</td>
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<td>Humanities and Arts</td>
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<tr>
<td>Social and Behavioral Sciences</td>
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</tr>
<tr>
<td>Sciences and Technology</td>
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</table>

Major Courses (23 Courses, 92 Units)

<table>
<thead>
<tr>
<th>#</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>BM 231</td>
<td>Business Communications</td>
<td>4</td>
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<tr>
<td>BM 271</td>
<td>Business Law</td>
<td>4</td>
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<tr>
<td>BM 281</td>
<td>Mathematics for Business &amp; Economics</td>
<td>4</td>
</tr>
<tr>
<td>BM 321</td>
<td>Business Statistics II</td>
<td>4</td>
</tr>
<tr>
<td>BM 371</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>CS 201</td>
<td>Introduction to Computer Information Systems</td>
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<tr>
<td>CS 211</td>
<td>Computer Applications in Business &amp; Economics</td>
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</tr>
<tr>
<td>CS 221</td>
<td>Introduction to Data Structures &amp; Algorithms</td>
<td>4</td>
</tr>
<tr>
<td>CS 301</td>
<td>Information Technology for Networked Organizations</td>
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<td>CS 302</td>
<td>Multimedia for Business Applications</td>
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<td>CS 311</td>
<td>Management Information Systems</td>
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<td>CS 321</td>
<td>Database Concepts</td>
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<td>CS 331</td>
<td>Principles of Programming Languages</td>
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<td>Object Oriented Programming</td>
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<td>System Analysis &amp; Design</td>
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<td>CS 361</td>
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<td>IT 201</td>
<td>Introduction to e-Commerce</td>
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<td>IT 202</td>
<td>Introduction to Internet Marketing</td>
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</tr>
<tr>
<td>IT 301</td>
<td>Principles of Web Design</td>
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</table>
**Elective Courses (5 Courses, 20 Units)**
The student may choose among the major courses (at least in the 300 series) of other bachelor programs to complete a total of twenty (20) quarter units as elective courses, subject to the approval of the Academic Dean.

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

**Program Objectives**
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.

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

**Description of Course Instruction**
Please see Course Description from pages 100 to 103.

**B.S.E. Program Requirements**

**General Education Courses (17 Courses, 68 Units)**

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<th>Classification</th>
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<td>Social and Behavioral Sciences</td>
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</tr>
<tr>
<td>Sciences and Technology</td>
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</table>
Major Courses (23 Courses, 92 Units)

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<th>Course Title</th>
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<tr>
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<tr>
<td>CS 211</td>
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<td>Econometrics II</td>
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<td>EC 331</td>
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<td>Money and Banking</td>
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<td>Economics &amp; Politics</td>
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<td>Industrial Organization and Public Policy</td>
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<td>Introduction to Internet Marketing</td>
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</table>

Elective Courses (5 Courses, 20 Units)

The student may choose among the major courses (at least in the 300 series) of other bachelor programs to complete a total of twenty (20) quarter units as elective courses, subject to the approval of the Academic Dean.

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

PROGRAM OBJECTIVES

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.

1. 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.
2. Graduates will be able to conduct business transactions in at least two languages using the practical skills and modern techniques of management practice.
3. Graduates will feel comfortable in reconciling conflicting ethical, political, and economic dilemmas of the emerging global economy.
4. 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.
5. Graduates will be ready to assume positions of responsibility in internationally-oriented organizations in which they can leverage their managerial skills and expertise.
6. Graduates will acquire hands-on experience in using a computer as an analytical and managerial tool.

DESCRIPTION OF COURSE INSTRUCTION

Please see Course Description from pages 112 to 115.
B.S.I.B. PROGRAM REQUIREMENTS

General Education Courses (17 Courses, 68 Units)

<table>
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<th>Classification</th>
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<td>Communications</td>
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Major Courses (23 Courses, 92 Units)

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<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
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<td>Business Communications</td>
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<td>BM 231</td>
<td>Business Law</td>
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</tr>
<tr>
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<td>BM 281</td>
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<td>BM 321</td>
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<tr>
<td>BM 371</td>
<td>Principles of Economics</td>
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<tr>
<td>CS 211</td>
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<td>Intercultural Business Communications</td>
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<td>IB 311</td>
<td>International Trade</td>
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<td>International Market and Export Management</td>
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<td>IB 331</td>
<td>International Business Law</td>
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<td>IB 332</td>
<td>Transportation &amp; Logistics Management</td>
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<tr>
<td>IB 371</td>
<td>International Monetary Theory &amp; Policies</td>
<td>4</td>
</tr>
<tr>
<td>IT 201</td>
<td>Introduction to e-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>IT 202</td>
<td>Introduction to Internet Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses (5 Courses, 20 Units)

The student may choose among the major courses (at least in the 300 series) of other bachelor programs to complete a total of twenty (20) quarter units as elective courses, subject to the approval of the Academic Dean.

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

PROGRAM OBJECTIVES

The purpose of the Bachelor of Science in Sports Management program is to provide students with quality science in sports management education with option to concentrate on Taekwondo, Golf, or Sports Leadership. Students who graduate from this program are expected to venture into sports industry as well as teaching positions in schools or training centers.

1. Provide students with core management competencies in science in sports management.
2. Provide students with opportunity to concentrate on Taekwondo, Golf, or Sports Leadership.
3. Instill awareness among the students on the importance of exercise, nutritional advisements, and maintenance of good health.
4. Prepare the students to develop and manage a sports training center.
5. Provide career opportunities for students in science in sports management.

DESCRIPTION OF COURSE INSTRUCTION

Please see Course Description from pages 120 to 122.
## B.S.S.M. Program Requirements

### General Education (14 Courses, 56 Units)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>8</td>
</tr>
<tr>
<td>Humanities and Arts</td>
<td>12</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>16</td>
</tr>
<tr>
<td>Sciences and Technology</td>
<td>20</td>
</tr>
</tbody>
</table>

### Core Courses (14 Courses, 56 Units)

<table>
<thead>
<tr>
<th>#</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>BM 231</td>
<td>Business Communications I</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>SM 200</td>
<td>Foundations of Science in Sports Management</td>
<td>4</td>
</tr>
<tr>
<td>SM 201</td>
<td>Anatomy / Physiology</td>
<td>4</td>
</tr>
<tr>
<td>SM 202</td>
<td>Biomechanics</td>
<td>4</td>
</tr>
<tr>
<td>SM 205</td>
<td>Sports Marketing</td>
<td>4</td>
</tr>
<tr>
<td>SM 211</td>
<td>Sports Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SM 220</td>
<td>Sports Ethics</td>
<td>4</td>
</tr>
<tr>
<td>SM 221</td>
<td>Sports Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SM 222</td>
<td>Sports Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>SM 250</td>
<td>Legal Aspects of Sports</td>
<td>4</td>
</tr>
<tr>
<td>SM 255</td>
<td>Event and Facility Management</td>
<td>4</td>
</tr>
</tbody>
</table>

### Major Courses - Concentration: Golf (12 Courses, 48 Units)

<table>
<thead>
<tr>
<th>#</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM 201</td>
<td>History and Rules of Golf</td>
<td>4</td>
</tr>
<tr>
<td>GM 205</td>
<td>Turf Grass Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>GM 225</td>
<td>Club Fitting and Repair*</td>
<td>4</td>
</tr>
<tr>
<td>GM 233</td>
<td>Golf Swing Motion Analysis*</td>
<td>4</td>
</tr>
<tr>
<td>GM 300</td>
<td>Golf Teaching Methods</td>
<td>4</td>
</tr>
<tr>
<td>GM 310</td>
<td>Golf Psychology</td>
<td>4</td>
</tr>
<tr>
<td>GM 311</td>
<td>Country Club Management</td>
<td>4</td>
</tr>
<tr>
<td>GM 325</td>
<td>The Scoring Game Management*</td>
<td>4</td>
</tr>
<tr>
<td>GM 330</td>
<td>Tournament Planning</td>
<td>4</td>
</tr>
<tr>
<td>GM 335</td>
<td>Food and Beverage Management</td>
<td>4</td>
</tr>
<tr>
<td>GM 360</td>
<td>Golf Tournament</td>
<td>4</td>
</tr>
<tr>
<td>GM 370</td>
<td>Golf Training Seminar</td>
<td>4</td>
</tr>
</tbody>
</table>

*Course requires lab hours

### Major Courses - Concentration: Sports Leadership (12 Courses, 48 Units)

<table>
<thead>
<tr>
<th>#</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BM 271</td>
<td>Business Law</td>
<td>4</td>
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<tr>
<td>BM 341</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>SL 210</td>
<td>History and Philosophy of Sports</td>
<td>4</td>
</tr>
<tr>
<td>SL 310</td>
<td>Public Relations</td>
<td>4</td>
</tr>
<tr>
<td>SL 320</td>
<td>Sports Administration</td>
<td>4</td>
</tr>
<tr>
<td>SL 325</td>
<td>Governance in Sports</td>
<td>4</td>
</tr>
<tr>
<td>SL 330</td>
<td>Finance and Economics in Sports</td>
<td>4</td>
</tr>
<tr>
<td>SL 335</td>
<td>Leadership and Management in Sports</td>
<td>4</td>
</tr>
<tr>
<td>SL 337</td>
<td>Technology in Sports</td>
<td>4</td>
</tr>
<tr>
<td>SL 340</td>
<td>Sports and the Mass Media</td>
<td>4</td>
</tr>
<tr>
<td>SL 370</td>
<td>Seminar in Sports: Special Topics I</td>
<td>4</td>
</tr>
<tr>
<td>SL 375</td>
<td>Seminar in Sports: Special Topics II</td>
<td>4</td>
</tr>
</tbody>
</table>
### Major Courses - Concentration: Taekwondo (12 Courses, 48 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK 212</td>
<td>Introduction to Taekwondo</td>
<td>4</td>
</tr>
<tr>
<td>TK 213</td>
<td>History and Philosophy of Taekwondo</td>
<td>4</td>
</tr>
<tr>
<td>TK 220</td>
<td>Taekwondo Training Methods &amp; Evaluation</td>
<td>4</td>
</tr>
<tr>
<td>TK 310</td>
<td>Management of Taekwondo Competition</td>
<td>4</td>
</tr>
<tr>
<td>TK 311</td>
<td>Management of Training Centers</td>
<td>4</td>
</tr>
<tr>
<td>TK 320</td>
<td>Sports Massage</td>
<td>4</td>
</tr>
<tr>
<td>TK 321</td>
<td>CPR and First Aid</td>
<td>4</td>
</tr>
<tr>
<td>TK 350</td>
<td>Taekwondo Foundation Techniques</td>
<td>4</td>
</tr>
<tr>
<td>TK 351</td>
<td>Self Defense Techniques</td>
<td>4</td>
</tr>
<tr>
<td>TK 355</td>
<td>Rules of Taekwondo Judgment</td>
<td>4</td>
</tr>
<tr>
<td>TK 360</td>
<td>Taekwondo Tournament</td>
<td>4</td>
</tr>
<tr>
<td>TK 370</td>
<td>Taekwondo Training Seminar</td>
<td>4</td>
</tr>
</tbody>
</table>

### Elective Courses (5 Courses, 20 Units)

The student may choose among the major courses (at least in the 300 series) of other bachelor programs to complete a total of twenty (20) quarter units as elective courses, subject to the approval of the Academic Dean.

### Master of Business Administration (M.B.A.)

#### Program Objectives

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.

1. Develop an executive level perspective on economic systems and on the relationship between business and society.
2. Develop a global perspective on business operations.
3. Provide a foundation in concepts and applications of quantitative methods and information technology in the business setting.
4. Stimulate the students’ intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles.

#### Description of Course Instruction

Please see Course Description from pages 90 to 92.

### M.B.A. Program 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 statistics, economics, and business management are required to complete the following prerequisite courses.

<table>
<thead>
<tr>
<th>#</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>XXXX</td>
<td>Select 1 course from BSBM program</td>
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</tr>
</tbody>
</table>

#### Major Courses (11 courses, 44 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 501</td>
<td>Management Communication</td>
<td>4</td>
</tr>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 512</td>
<td>Advanced Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 521</td>
<td>Leadership and Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BA 531</td>
<td>Operations Planning and Control</td>
<td>4</td>
</tr>
<tr>
<td>BA 532</td>
<td>Advanced Management Science</td>
<td>4</td>
</tr>
<tr>
<td>BA 541</td>
<td>Financial Management and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 551</td>
<td>Marketing Management Theory</td>
<td>4</td>
</tr>
<tr>
<td>BA 573</td>
<td>Project Planning and Management Seminar</td>
<td>4</td>
</tr>
<tr>
<td>EC 521</td>
<td>Business and Economic Forecasting</td>
<td>4</td>
</tr>
<tr>
<td>IB 521</td>
<td>International Management Theory</td>
<td>4</td>
</tr>
</tbody>
</table>
Elective Courses
1. For those completing the program with a Thesis (MS 601), students may choose among the major courses of other master programs to complete four (4) quarter units as elective courses, subject to the approval of the Academic Dean.
2. For those completing the program with a Project (MS 611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.
3. For those completing the program with a Comprehensive Exam (MS 621), students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

Program Completion Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4</td>
</tr>
<tr>
<td>MS 621</td>
<td>Comprehensive Exam</td>
<td>1</td>
</tr>
</tbody>
</table>

Graduation Requirements

Master of Science in Sports Management (M.B.A.) Degree
The M.B.A. degree is conferred upon satisfactory completion of fifty-six (56) to fifty-seven (57) quarter units. A minimum grade point average of 3.0 is required.

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) 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.

Master of Science in Computer Information Systems (M.S.C.I.S.)

Program Objectives
The Master 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.

1. Enhance the students’ acquired knowledge on major organizational functions which support computer information systems.
2. Empower the students in becoming proficient in communication, human relations, and management skills which are critical to successful technology implementation and evaluation.
3. 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.
4. Create a constant awareness among students of the ethical issues and the societal impacts of the Information Age.

Description of Course Instruction
Please see Course Description from pages 96 to 100.

M.S.C.I.S. Program Requirements
Prerequisite Courses (4 courses, 16 units)
Students who completed their bachelor degree in a non-information field or students with insufficient background in management, statistics, computer information systems, data structure, and programming Language are required to complete the following prerequisite courses.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>CS 201</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CS 221</td>
<td>Introduction to Data Structure &amp; Algorithms</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major Courses (11 courses, 44 units)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 501</td>
<td>Management Communication</td>
<td>4</td>
</tr>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 573</td>
<td>Project Planning and Management Seminar</td>
<td>4</td>
</tr>
<tr>
<td>CS 521</td>
<td>Management Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CS 531</td>
<td>Information Systems Planning</td>
<td>4</td>
</tr>
<tr>
<td>CS 532</td>
<td>Organizations Transformation</td>
<td>4</td>
</tr>
<tr>
<td>CS 541</td>
<td>Staffing the Information Systems Function</td>
<td>4</td>
</tr>
<tr>
<td>CS 551</td>
<td>Information Systems Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CS 552</td>
<td>Comparative System Development Methodologies</td>
<td>4</td>
</tr>
<tr>
<td>CS 561</td>
<td>Data Modeling and Database Administration</td>
<td>4</td>
</tr>
<tr>
<td>CS 571</td>
<td>Network Planning and Administration</td>
<td>4</td>
</tr>
</tbody>
</table>

**Elective Courses**

1. For those completing the program with a Thesis (MS 601), students may choose among the major courses of other master programs to complete four (4) quarter units as elective courses, subject to the approval of the Academic Dean.

2. For those completing the program with a Project (MS 611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.

3. For those completing the program with a Comprehensive Exam (MS 621), students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

**Program Completion Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4</td>
</tr>
<tr>
<td>MS 621</td>
<td>Comprehensive Exam</td>
<td>1</td>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENTS**

**Master of Science in Sports Management (M.S.C.I.S.) Degree**

The M.S.C.I.S. degree is conferred upon satisfactory completion of fifty-six (56) to fifty-seven (57) quarter units. A minimum grade point average of 3.0 is required.

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) 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.

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

**Program Objectives**

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.

1. Train students to acquire a deeper and more sophisticated knowledge of the economic analysis of markets and financial institutions.
2. 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.
3. 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.
4. Increase the ability to communicate regarding economic issues and research results with both professional
and lay audiences.

DESCRIPTION OF COURSE INSTRUCTION
Please see Course Description from pages 100 to 103.

M.S.E. PROGRAM 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
statistics, economics, and business management are required to complete the following prerequisite courses.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>XXXX</td>
<td>Select 1 Major course from BSE program</td>
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</tbody>
</table>

Major Courses (11 courses, 44 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 512</td>
<td>Advanced Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 573</td>
<td>Project Planning and Management Seminar</td>
<td>4</td>
</tr>
<tr>
<td>EC 521</td>
<td>Business and Economic Forecasting</td>
<td>4</td>
</tr>
<tr>
<td>EC 531</td>
<td>Microeconomics Theory</td>
<td>4</td>
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<td>EC 532</td>
<td>Macroeconomics Theory</td>
<td>4</td>
</tr>
<tr>
<td>EC 541</td>
<td>Advanced Econometrics I</td>
<td>4</td>
</tr>
<tr>
<td>EC 542</td>
<td>Advanced Econometrics II</td>
<td>4</td>
</tr>
<tr>
<td>EC 551</td>
<td>Advanced Monetary Theory</td>
<td>4</td>
</tr>
<tr>
<td>EC 561</td>
<td>Advanced Labor Economics</td>
<td>4</td>
</tr>
<tr>
<td>EC 571</td>
<td>Managerial Economics &amp; Operations Research</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses
1. For those completing the program with a Thesis (MS 601), students may choose among the major courses of
other master programs to complete four (4) quarter units as elective courses, subject to the approval of the
Academic Dean.
2. For those completing the program with a Project (MS 611), students may choose among the major courses of
other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the
Academic Dean.
3. For those completing the program with a Comprehensive Exam (MS 621), students may choose among the major
courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval
of the Academic Dean.

Program Completion Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4</td>
</tr>
<tr>
<td>MS 621</td>
<td>Comprehensive Exam</td>
<td>1</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS

Master of Science in Sports Management (M.S.E.) Degree
The M.S.E. degree is conferred upon satisfactory completion of fifty-six (56) to fifty-seven (57)
quarter units. A minimum grade point average of 3.0 is required.

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) 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.

**MASTER OF SCIENCE IN HEALTHCARE MANAGEMENT (M.S.H.M.)**

**Program Objectives**
The purpose of the Master of Science in Healthcare Management program is to equip well seasoned healthcare professionals with core executive competencies in managing healthcare organizations in a dynamic and market-driven environment.

1. Provide students with an executive approach in overseeing the general operations of healthcare organizations.
2. Provide students with the managerial skills and tools in effectively handling functional units in healthcare organizations.
3. Expand the student's knowledge in the corporate and social responsibilities involved in healthcare management.
4. Engage the students in progressive research work for the development of the healthcare industry.
5. Maintain a solid foundation among students in critical thinking and ethical principles involved in managing healthcare organizations.

**Description of Course Instruction**

Please see Course Description from pages 109 to 112.

**M.S.H.M. Program Requirements**

**Prerequisite Courses (4 courses, 16 units)**

Students who completed their bachelor degrees in a non-related field or students with insufficient background in management, statistics, healthcare concepts, and healthcare terminology are required to complete the following prerequisite courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>HM 201</td>
<td>Healthcare Concepts</td>
<td>4</td>
</tr>
<tr>
<td>HM 202</td>
<td>Healthcare Terminology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Core Courses (11 courses, 44 units)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 501</td>
<td>Management Communication</td>
<td>4</td>
</tr>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 521</td>
<td>Leadership and Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BA 541</td>
<td>Financial Management and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>EC 591</td>
<td>Economic Analysis and Public Policy</td>
<td>4</td>
</tr>
<tr>
<td>HM 511</td>
<td>Healthcare Management Theory</td>
<td>4</td>
</tr>
<tr>
<td>HM 521</td>
<td>Human Resource Development in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>HM 531</td>
<td>Healthcare Operations Management and Control</td>
<td>4</td>
</tr>
<tr>
<td>HM 535</td>
<td>Healthcare Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>HM 545</td>
<td>Dynamic Healthcare Law</td>
<td>4</td>
</tr>
<tr>
<td>HM 571</td>
<td>Healthcare Cases and Research Methodologies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Elective Courses**

1. For those completing the program with a Thesis (MS 601), students may choose among the major courses of other master programs to complete four (4) quarter units as elective courses, subject to the approval of the Academic Dean.

2. For those completing the program with a Project (MS 611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.

3. For those completing the program with a Comprehensive Exam (MS 621), students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.
Graduation Requirements

Master of Science in Healthcare Management (M.S.H.M.) Degree

The M.S.H.M. degree is conferred upon satisfactory completion of fifty-six (56) to fifty-seven (57) quarter units. A minimum grade point average of 3.0 is required.

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) 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.

Master of Science in International Business (M.S.I.B.)

Program Objectives

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.

1. Equip students with the theories, models, and concepts appropriate to solving the problems they will face as managers in international business.
2. Enable students to analyze and synthesize different theories, models, and concepts being used in international business management.
3. 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.
4. Engage students in adopting a variety of analytical approaches to assess complex issues confronting managers in international business.

Description of Course Instruction

Please see Course Description from pages 112 to 115.

M.S.I.B. Program 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 statistics, economics, and business management are required to complete the following prerequisite courses.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>XXXX</td>
<td>Select 1 Major course from BSBM program</td>
<td>4</td>
</tr>
</tbody>
</table>
Major Courses (11 courses, 44 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>Management Communication</td>
<td>4</td>
</tr>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 573</td>
<td>Project Planning and Management Seminar</td>
<td>4</td>
</tr>
<tr>
<td>EC 521</td>
<td>Business and Economic Forecasting</td>
<td>4</td>
</tr>
<tr>
<td>IB 521</td>
<td>International Management Theory</td>
<td>4</td>
</tr>
<tr>
<td>IB 522</td>
<td>International Business Strategies</td>
<td>4</td>
</tr>
<tr>
<td>IB 531</td>
<td>International Economics</td>
<td>4</td>
</tr>
<tr>
<td>IB 551</td>
<td>International Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>IB 552</td>
<td>Foreign Exchange</td>
<td>4</td>
</tr>
<tr>
<td>IB 561</td>
<td>International Marketing Theory</td>
<td>4</td>
</tr>
<tr>
<td>IB 571</td>
<td>International Investment Theory</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses
1. For those completing the program with a Thesis (MS 601), students may choose among the major courses of other master programs to complete four (4) quarter units as elective courses, subject to the approval of the Academic Dean.
2. For those completing the program with a Project (MS 611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.
3. For those completing the program with a Comprehensive Exam (MS 621), students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

Program Completion Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4</td>
</tr>
<tr>
<td>MS 621</td>
<td>Comprehensive Exam</td>
<td>1</td>
</tr>
</tbody>
</table>

Graduation Requirements
Master of Science in Sports Management (M.S.I.B.) Degree
The M.S.I.B. degree is conferred upon satisfactory completion of fifty-six (56) to fifty-seven (57) quarter units. A minimum grade point average of 3.0 is required.

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) 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.

Master of Science in Sports Management (M.S.S.M.)

Program Objectives
The purpose of the Master of Science in Sports Management program is to equip students with the necessary science in sports management competencies with option to concentrate on Taekwondo, Golf, or Sports Leadership.

1. Provide students with the advanced knowledge and competencies in science in sports management.
2. Equip the students with effective teaching methodologies in Taekwondo, Golf, or Sports Leadership.
3. Instill social responsibility in maintaining sports development in the community.
4. Provide career opportunities for students in science in sports management.

Description of Course Instruction
Please see Course Description from pages 120 to 122.

M.S.S.M. Program Requirements
Prerequisite Courses (4 courses, 16 units)
Students who completed their bachelor’s degrees in a non-related field or students with insufficient background in science in sports management are required to complete the following prerequisite courses.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>SM 200</td>
<td>Foundations of Science in Sports Management</td>
<td>4</td>
</tr>
<tr>
<td>SM 201</td>
<td>Anatomy/Physiology or SM202 Biomechanics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Core Courses (6 courses, 24 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 521</td>
<td>Leadership and Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>SL 520</td>
<td>Leisure Sports Management I</td>
<td>4</td>
</tr>
<tr>
<td>SM 530</td>
<td>Sports Law</td>
<td>4</td>
</tr>
<tr>
<td>SM 540</td>
<td>Research Methods in Sports</td>
<td>4</td>
</tr>
<tr>
<td>SM 591</td>
<td>Sports Seminar: Advanced Special Topics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major Courses Concentration: Golf (5 Courses, 20 Units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM 515</td>
<td>Golf Psychology Seminar</td>
<td>4</td>
</tr>
<tr>
<td>GM 520</td>
<td>Advanced Turf Grass Management</td>
<td>4</td>
</tr>
<tr>
<td>GM 525</td>
<td>Advanced Golf Rules and Regulations</td>
<td>4</td>
</tr>
<tr>
<td>GM 530</td>
<td>Techniques in Coaching Golf</td>
<td>4</td>
</tr>
<tr>
<td>GM 591</td>
<td>Golf Seminar: Advanced Special Topics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major Courses Concentration: Sports Leadership (5 Courses, 20 Units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL 510</td>
<td>Sports Facility and Events Management</td>
<td>4</td>
</tr>
<tr>
<td>SL 511</td>
<td>Sports Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>SL 521</td>
<td>Leisure Sports Management II</td>
<td>4</td>
</tr>
<tr>
<td>SL 530</td>
<td>Risk Management in Sports</td>
<td>4</td>
</tr>
<tr>
<td>SL 591</td>
<td>Sports Leadership Seminar: Advanced Special Topics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major Courses Concentration: Taekwondo (5 Courses, 20 Units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK 511</td>
<td>Techniques in Coaching Taekwondo</td>
<td>4</td>
</tr>
<tr>
<td>TK 520</td>
<td>International Marketing and Taekwondo Diplomacy</td>
<td>4</td>
</tr>
<tr>
<td>TK 530</td>
<td>Dynamic Taekwondo: Martial Arts in Olympic Sports</td>
<td>4</td>
</tr>
<tr>
<td>TK 540</td>
<td>Taekwondo Advanced Skills</td>
<td>4</td>
</tr>
<tr>
<td>TK 591</td>
<td>Taekwondo Seminar: Advanced Special Topics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Elective Courses**

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**Program Completion Courses**

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<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4</td>
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<td>MS 621</td>
<td>Comprehensive Exam</td>
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Certificate Program

English as a Second Language (ESL)
The ESL program is offered to students who wish to learn and gain an understanding of the English language as it is used in the United States, either as a second or foreign language. The purpose of the English as a Second Language (E.S.L.) program is to enhance the English-language proficiency of individuals who have pre-existing vocational knowledge, training, or skills, but cannot use that knowledge, training, or skill because of their English-speaking deficiency. It aims to provide opportunities for English language development and to support the effort of each student to enhance his/her English communication skills. All components of the program are aimed to helping students increase their capacity for success in America and in the global society.

The ESL courses are divided into 6 levels according to student proficiency: ES 111: ESL Basic 1, ES 121: ESL Basic 2, ES 131: ESL Intermediate 1, ES 141: ESL Intermediate 2, ES 151: ESL Advanced 1 and ES 161: ESL Advanced 2. All students are required to take the TOEFL PBT test which the school administers upon entrance and exit. Students are also required to take the TOEFL PBT test and achieve the appropriate score to prove successful completion of their current level and thus, advance to the next level. The range of scores and level placement are as follows:

<table>
<thead>
<tr>
<th>Level / #</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC ES 111 &amp;</td>
<td>This course is a beginning course for students who need to review basic key concepts of English. It covers basic grammar and structure of conversational English, such as simple vocabulary, expressions and sentences.</td>
</tr>
<tr>
<td>ES 121</td>
<td></td>
</tr>
<tr>
<td>INTERMEDIATE ES</td>
<td>This course is for intermediate level students who wish to further develop and apply their knowledge of the language. Students take on more challenging level of grammar, vocabulary, common expressions, and practice various speaking and listening exercises.</td>
</tr>
<tr>
<td>131 &amp; ES 141</td>
<td></td>
</tr>
</tbody>
</table>
This course is for advanced level students who wish to further improve fluency as well as their communication skills. Students expand their knowledge and skills through meaningful conversations, discussions, reading and writing on various topics.

**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.
COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

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.

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.

BA Business Administration Courses
BM Business Management Courses
CE Communications Courses
CS Computer Information Systems Courses
EC Economics Courses
EL English Language Development Courses
GM Golf Management Courses
HA Humanities and Arts Courses
HM Healthcare Courses
IB International Business Courses
IT Internet-Related Courses
MS Program Completion Courses
SB Social and Behavioral Sciences Courses
SL Sports Leadership Courses
SM Sports Management Courses
ST Sciences and Technology Courses
TK Taekwondo Courses
BUSINESS ADMINISTRATION COURSES

BA 501 Management Communication
The course prepares students to write business messages and make presentations in a business environment. The course teaches students how to successfully interview for business positions and maintain effective communication practices to foster teamwork at the workplace.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

BA 511 Business Statistics and Analysis
Prerequisite: BM 221
The course covers the application of Statistics. Derivation of basic statistical concepts used in business will be explored. Topics include probability distributions, moment-generating functions, sampling theory, statistical inference, regression, and correlation. Throughout the course, applications are drawn from business and industry.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

BA 512 Advanced Strategic Management
Prerequisite: Approval of Academic Dean
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. Course will develop a set of tools which are crucial for the formulation and management of a winning technology strategy.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework: 15%, Mid-Term: 15%, Final: 15%, Project: 30%, Oral Presentation: 15%, Attendance: 10%

BA 521 Leadership and Organizational Behavior
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework/competency exercises 10%, Attendance/participation/class work 10%, Mid-term Exam 30%, Final Exam 30%, Individual project/presentation 20%

BA 531 Operations Planning and Control
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Assignment 12.5%, Homework 12.5%, Reaction Paper 12.5%, Research Paper 12.5%, Exams 50%

BA 532 Advanced Management Science
Prerequisite: BA 531 or Approval of Academic Dean
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Quizzes 15%, Group Work 15%, Homework and Participation 10%, Exams 60%
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Assignments 10%, Term Paper 20%, Mid-term 35%, Final Exam 35%

BA 542 Investment Theory & Portfolio Management  4 units
Prerequisite: BA 511 or Approval of Academic Dean
A survey of investments including corporate and government securities, real property, and financial intermediaries.
A survey of investment theory emphasizing security analysis, valuation, and portfolio management.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Weekly Quizzes 10%, Homework and Participation 20%, Exams (Mid-Term and Final) 70%

BA 548 Corporate Finance  4 units
This course covers the principles that corporations use to make their investing and financing decisions and focuses
on the application of concepts in the corporate finance decision-making process. The course looks at capital
budgeting, which is the process of making decisions about which long-term projects the corporation should accept
for investment. The cost of capital is examined as a means to explain how the required rate of return for a project is
developed. The course further explores capital structure and how the optimal capital structure is affected by taxes,
agency costs, and the possibility of financial distress. The course will also introduce the students to the negative
effects of inadequate corporate governance.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Weekly Quizzes 10%, Homework and Participation 20%, Exams (Mid-Term and Final) 70%

BA 551 Marketing Management Theory  4 units
This course explains to students 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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%

BA 552 Consumer Behavior Theory  4 units
Prerequisite: BA 551 or Approval of Academic Dean
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%

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
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Weekly Quizzes 10%, Homework and Participation 20%, Exams (Mid-Term and Final) 70%

BA 562 Auditing Seminar  4 units
Prerequisite: BA 561 or Approval of Academic Dean
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Article Critique and Write-ups 10%,
Topic Participation, Critical Analysis, and Discussion 15%, Term Paper Project 25%, Mid-term Exam 25%, Final Exam 25%
BA 565 Risk Management and Derivatives  
4 units  
The course is on the analytics of financial derivatives and risk management and covers a range of topics in contemporary finance. Specifically, the course examines the pricing and use of financial derivatives, including options, forwards, futures, swaps and credit derivatives in risk management. The course will extensively focus on the theory and applications of risk management tools.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%  

BA 568 Business Law and Ethics  
4 units  
This course explores the fundamental concepts of business law. Specific emphasis will be given on the ethical aspects of business law and its practical aspects in everyday life. Issues that will be discussed include contracts, agency law, negligence, anti-trust law, premises liability, and business organizations. Students will leave the class with a deeper understanding of the close relationship between law and business and how to structure business transactions so that you do not violate the law.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%  

BA 571 Decision Making Theory  
4 units  
Prerequisite: BA 511  
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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%  

BA 572 Environmental and Risk Management  
4 units  
This course presents 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 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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%  

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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Case studies 10%, MS Project work/team building 10%, Research project 20%, Mid-term and final exams 60%  

BA 578 Agent Based Modeling  
4 units  
This course presents the field of agent-based modeling and its applications to business and social sciences field. The course examines various agent-based models and teaches students to construct their own. The course teaches the best practices in model design and testing, and how agent-based modeling can be incorporated into an empirical research program.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%  

BUSINESS MANAGEMENT COURSES  

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 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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class attendance and participation 15%, Assignments 15%, Midterm Exam 35%, Final Exam 35%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Tests 52%, Homework 14%, Mid-term Exam 17%, Final Exam 17%

BM 231 Business Communications 4 units
This course introduces the students to the basic concepts in communication, particularly in the business environment.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 5%, Homework 10%, Class project and report 10%, Three Midterms (each 15%) 45%, Final Exam 30%

BM 271 Business Law 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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

BM 281 Mathematics for Business & Economics 4 units
Prerequisite: ST 131
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 10%, Homework Assignments 20%, Tests: 35%, Final Exam: 35%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 20%, Pre/Post tests 20%, Homework Assignments 20%, Midterm Exam 20%, Final Exam 20%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 20%, Quizzes 20%, Midterm Exam 30%, Final Exam: 30%
BM 331 Financial Management  
Prerequisite: BM 211  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Attendance and Participation 10%, Homework 20%, Quizzes 20%, Midterm Exam 25%, Final Exam 25%

BM 332 Investment Theory  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Attendance and Participation 10%, Quizzes 20%, Security Project 30%, Midterm Exam 20%, Final Exam 20%

BM 341 Human Resources Management  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Attendance and Participation 15%, Quizzes 15%, Case Study Presentation 25%, Mid-term Exam 20%, Final Exam 25%

BM 342 Organizational Development  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Attendance and Participation 10%, Mid-Term Exam 35%, Quizzes 20%, Final Exam 35%

BM 351 Marketing Management  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Attendance and Participation 10%, Case Assignments 30%, Midterm Exam 30%, Final Exam 30%

BM 352 Consumer Behavior  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Case Presentation 25%, Research Project 35%, Midterm Exam 20%, Final Exam 20%

BM 361 Management Science  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**BM 362 Production & Operations Management**  
Prerequisite: BM 361 or Approval of Academic Dean
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Group Case Study Presentation 35%, Quizzes 20%, Mid-Term Exam 20%, Final Exam 25%

**BM 371 Strategic Management**  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**GENERAL EDUCATION: COMMUNICATIONS**

**CE 101 College English**  
Prerequisite: CE 101 or Approval of Academic Dean
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance and Participation 10%, Seat Work and Assignments 20%, Quizzes 20%, Term Papers 25%, Final Exam 25%

**CE 111 Reading and Composition**  
Prerequisite: CE 101 or Approval of Academic Dean
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance 10%, Class Exercises 35%, Writing Projects 35%, Journal Summaries and Portfolio 20%

**CE 121 Creative Writing**  
Prerequisite: CE 101 or Approval of Academic Dean
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance 8%, Assignments 14%, Quizzes 20%, Mid-Term Exam 25%, Final Exam 33%

**CE 131 Communication and Speech** 4 units
Prerequisite: CE 101 or Approval of Academic Dean
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 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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

**COMPUTER INFORMATION SYSTEMS COURSES**

**CS 201 Introduction to Computer Information Systems** 4 units
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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Class Attendance & Participation 14%, Chapter Quizzes 41%, Case Study Paper 18%, Case Study Presentation 27%

**CS 211 Computer Applications in Business and Economics** 4 units
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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Assignments 25%, Midterm Exam 30%, Final Exam 35%

**CS 221 Introduction to Data Structure & Algorithms** 4 units
Prerequisite: Approval of Academic Dean
This course is an introduction to the design, analysis, and variety of algorithms. This course covers the specification of computational tasks, varieties of algorithms 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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Assignments 20%, Project 20%, Midterm Exam 20%, Final Exam 20%

**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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Assignments 15%, Project 30%, Midterm Exam 25%, Final Exam 30%

**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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Assignments 10%, Project 35%, Quizzes 15%, Midterm Exam 20%, Final Exam 20%

**CS 311 Management Information Systems** 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 Academic Dean
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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Homework Assignments 20%, Project 30%, Midterm Exam 20%, Final Exam 30%

CS 331 Principles of Programming Languages 4 units
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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Attendance and Participation 10%, Quizzes 25%, Midterm Exam 25%, Final Exam 40%

CS 332 Object 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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Programming Assignments 35%, Midterm Exam 30%, Final Exam 35%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Class Participation 10%, Quizzes 20%, Project 30%, Midterm Exam 20%, Final Exam 20%

CS 351 System Analysis & Design 4 units
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance and Participation 10%, Homework 15%, Project 35%, Midterm Exam 20%, Final Exam 20%

CS 361 Digital Multimedia Systems Design 4 units
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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Attendance and Participation 10%, Homework 15%, Project 35%, Midterm Exam 20%, Final Exam 20%

CS 521 Management Information Systems 4 units
Prerequisite: CS 201
Analyzes 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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 11%, Chapter Quizzes 52%, Case Study Paper & Presentation 37%

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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance & Participation 10%, Chapter Quizzes 30%, Case Study Paper 30%, Case Study Presentation(s) 30%

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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%

CS 541 Staffing the Information Systems Function  
4 units
Systems theory, quality, decision making and the organizational role of information systems are analyzed. Information technology, including computing and telecommunications systems, is stressed. Concepts of organization, information systems, and re-engineering are introduced.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%

CS 542 Information Systems Resource Acquisition  
4 units
This course examines 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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Midterm Exam 50%, Final Exams 50%

CS 551 Information Systems Project Management  
4 units
Students will be exposed 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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 552 Comparative System Development Methodologies  
4 units
Telecommunications fundamentals including data, voice, image, and video are presented. Students explore 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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 561 Data Modeling and Database Administration  
4 units
The concepts, principles, issues and techniques for managing corporate data resources are presented. 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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

**CS 562 Data Communication & Computer Networks**  
4 units  
The course emphasizes advanced topics and principles 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 examines the concept of internet working, a powerful abstraction that deals with the complexity of multiple underlying communication technologies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Midterm Exam 50%, Final Exams 50%

**CS 568 Advanced SQL**  
4 units  
Prerequisite: CS 561  
This course provides students with the theory and application of Structured Query Language (SQL) for those who develop database applications. Students will gain a solid working knowledge of this powerful and universal database programming language used in today's business environment. Database theory and database design will be covered. Microsoft (MS) Access will be used for demonstrations throughout this course. Differences between MS Access and MySQL, MSSQL, Oracle, or IBM DB2 will be highlighted where significant.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

**CS 571 Network Planning and Administration**  
4 units  
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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0  
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

**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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0  
Course Instruction: Midterm Exam 50%, Final Exams 50%

**CS 582 Information Systems Security**  
4 units  
The course will build upon security concepts that are introduced in Information Systems prerequisite courses. The student will examine security from the perspective of multiple industry standards. The course will develop those concepts and introduce the 10 security domains as specified by the International Information Systems Security Certification Consortium (ISC)2 book of knowledge for security. The course will also prepare the student to take the professional Certified Information Systems Security Professional (CISSP) examination.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Midterm Exam 50%, Final Exams 50%

**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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**EC 211 Econometrics I**
4 units
Prerequisites: BM 321 or Approval of Academic Dean
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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

EC 342 Monetary Economics  
Prerequisite: Approval of Academic Dean  
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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

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 rights; the role of policy advice in influencing economic outcomes; and the effect of political power and ideology on economic variables are studied.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

EC 521 Business and Economic Forecasting  
Prerequisite: BA 511  
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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**EC 562 Economics Policy Theory** 4 units
Focused on analytical models of political institutions, this course presents 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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam
EC 571 Managerial Economics & Operations Research  
4 units  
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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

EC 591 Economics Analysis and Public Policy  
4 units  
Presents and develops the tools of microeconomic analysis and illustrates their use via applications to current issues. Students also explore the methods of microeconomic analysis of government growth and stabilization policies.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

ENGLISH LANGUAGE DEVELOPMENT

EL 101 Intensive ELD  
This course is a non-credit course, 16 hours per week on a quarterly basis (10 weeks). This course focuses on the basics of American-English as it is used in the college classroom. It covers reading, listening, grammar, writing, and speaking. Instructional methodology includes lectures, team and individual exercises, discussions, reading and analysis, composition, presentations, videos, computer lab, and class field trips. This course does not apply toward a University degree. It is offered for entering students with below-average scores on the CALUMS English Proficiency Examination and is designed to enable students to meet University-level expectations in the five categories of English. Scores on the initial placement examination administered by the University determine which course an entering student will be required to take. At the end of every quarter, the University offers the CALUMS English Proficiency Examination. The score on this exam determines which course students are eligible to register for the following quarter. Students have a maximum of three quarters to strengthen their English skills.  
Hours: Lecture: 160  
Course Instruction: Final Exam 100%

EL 111 Remedial ELD  
This course is a non-credit course, 6 hours per week on a quarterly basis (10 weeks). This course focuses on American-English as it is used in the college classroom. It covers reading, listening, grammar, writing, and speaking. It does not apply toward a University degree. It is offered for entering students with intermediate scores on the CALUMS English Proficiency Examination and is designed to enable students to meet University-level expectations in the five categories of English. Scores on the initial placement examination administered by the University determine which course an entering student will be required to take. At the end of every quarter, the University offers the CALUMS English Proficiency Examination. The score on this exam determines which course students are eligible to register for the following quarter. Students have a maximum of three quarters to strengthen their English skills.  
Hours: Lecture: 60  
Course Instruction: Final Exam 100%

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, introduction to the rules of golf, trends in golf industry, golf associations, public/private golf courses and possible career paths.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Research Paper 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 205 Turf Grass Fundamentals**
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.

Hours: Lecture: 40, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 210 Golf Cart Fleet Management**
4 units
This course covers a study of golf cart 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 cart maintenance, record keeping, and tax benefits for the fleet as a financial investment.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Paper 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 220 Intro to Golf Fundamentals**
4 units
This course is designed to introduce students to the basic golf fundamentals necessary for a beginning level golfer. Areas of emphasis will be: history and rules, etiquette, physiological and social benefits of golf, equipment and attire, basic movements involved in the golf swing, preparing for and playing a round of golf and on course management strategies.

Hours: Lecture: 40, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Paper 20%, Mid-Term Exam 30%, Final Exam 40%

**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.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Lab 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 227 Golf Performance Enhancement**
4 units
This course is designed to provide students with the opportunity to enhance their practical skills in the game of golf. Area of emphasis will be on the steps taken to improve overall scoring. This will include both structured practice and playing sessions. Students will be expected to record and report on their progress in their own personal journals.

Hours: Lecture: 20, Lab: 40, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Lab 30%, Journal 30%, Mid-Term Exam 10%, Final Exam 20%

**GM 233 Golf Swing Motion Analysis**
4 units
This course helps the student improve his or her golf swing through video motion analysis software under the supervision of the instructor. It provides powerful, effective, and immediate feedback to the students specifically on clubhead path swing, swing planes, speed planes, and balance.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Lab 20%, Mid-Term Exam 30%, Final-Exam 40%

**GM 240 Golf Career Enhancement**
4 units
Through assessment and feedback, leadership strengths and developmental needs are identified to enhance golfer career strategies and competencies. There are no prerequisites for this course.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Paper 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 300 Golf Teaching Methods** 4 units
This course engages the student in applying different methods in teaching golf. Emphasis is on identifying golf training skills needs among participants and developing training modules for progressive levels, i.e., basic to advanced. Students will also be exposed to teaching techniques from today's top golf instructors.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 310 Golf Psychology** 4 units
This course will give the students knowledge of the 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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 311 Country Club Management** 4 units
Course Prerequisite: BM 201
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 between the Home Owner's Association and a golf facility.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Field trip 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 325 The Scoring Game Management** 4 units
Course Prerequisite: GM 215 or Approval of Academic Dean
This course is designed for intermediate students who are already familiar with short game swing fundamentals with adequate skills in using appropriate shot selections. Students will be able to enhance ball control skills and course management or approach while focusing on the scores.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Lab 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 330 Tournament Planning** 4 units
Course Prerequisite: GM 215 or Approval of Academic Dean
This course is designed to introduce and describe the critical elements involved in tournament planning. Areas of emphasis will be: Tournament development, planning, day of event assignments, different types of tournaments, different types of handicaps used in tournament play, rules in tournament play, tournament software and logistical concerns when holding large tournaments.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Tournament Operating Budget Project 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 335 Food and Beverage Management** 4 units
Students receive an overview of food and beverage operations and management. Topics include careers, equipment layout and décor, menu planning, management development, customer service, purchasing, receiving, and storage.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

**GM 360 Golf Tournament** 4 Units
Course Prerequisite: GM 201 and 12 Quarter Units of GM Major Courses
This course is designed for students to participate in tournament or simulated tournament conditions in order to gain tournament playing experience. The student will be applying the rules of golf, swing principles and methods to mentally prepare for tournament conditions. The students will be expected to record and report on their progress in their own personal journals.
Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0
GM 370 Golf Training Seminar
4 Units
This seminar will provide students with a variety of tools, techniques, current trends and concepts in the professional golf industry. The course will analyze mainstream golf marketing, country club management, and socio-cultural issues and concerns involved in professional golf management.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

GM 515 Golf Psychology Seminar
4 units
This course is designed to provide students with an understanding of the theoretical structure that underlies psychology as it has been applied to golf. There will be a particular emphasis on the psychological concerns that confront coaches, physical educators, organizations, athletes, motivation, optimal performance, teams and the general health benefits of sports.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

GM 520 Advanced Turf Grass Management
4 units
This course provides the foundation in pesticide management upon which the other courses (Turf/Ornamental Weed Control & Turf Grass Pathology and Entomology) build. The focus of this course is to explain the concepts, terminology, and processes involved in the management of turf grass pests and to gain an understanding of how to share information concerning pests with the public.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

GM 525 Advanced Golf Rules and Regulations
4 units
A review and practical application of rules and decisions in golf. The purpose of the class is to instruct the students in the principles and applications of the rules of golf. The student will develop an understanding of the rules that will enable them to quickly identify and correctly apply the decisions to incidents that may occur during competition.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

GM 530 Techniques in Coaching Golf
4 units
This course involves several learning resources which enable the students to gain a broader understanding of the rules and mechanics of golf in a shorter amount of time. These resources, along with directed drill, practice and play, prepare students to teach golf to small groups. The emphasis is on the development of classroom and driving range lesson plans which will allow students to evaluate and increase their own golf skills.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Lab 20%, Mid-Term Exam 30%, Final Exam 40%

GM 591 Golf Seminar: Advanced Special Topics
4 units
This seminar will explore a variety of tools, techniques and concepts for the formulation and implementation of a science in sports management strategy. The emphasis is not only on making strategic decisions under conditions of uncertainty and within the internal and external environmental constraints faced by organizations but also developing heightened professionalism through seminars and reflection focused on issues, topics, skills, materials, and technology.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Research Paper 30%, Mid-Term Exam 30%, Final Exam 30%

GENERAL EDUCATION: HUMANITIES AND ARTS

HA 101 Introduction to Art
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
HA 102 Art History
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 103 Art Appreciation
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 111 History of Western Civilization
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.”
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 112 History of Eastern Civilization
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 cultural, political, religious, economic, and social development.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 121 American Literature
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 122 World Literature
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 131 Introduction to Philosophy
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  

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 133 Western Philosophy  
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.

Evaluation: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 141 U.S. History  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 142 World History  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 151 Religions of the World  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 161 Introduction to Ethics  
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 171 Classics  
This course deals with the art and architecture of ancient Greece from the Minoan and Mycenaeian 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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 10%, Assignments 20%, Mid-Term Exam 30%, Final Exam 30%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 10%, Assignments 20%, Mid-Term Exam 30%, Final Exam 30%

HM 261 Healthcare Office Management 4 units
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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes / Homework 15%, Lab Work 25%, Mid-Term Exam 20%, Final Exam 30%

HM 262 Workplace Behaviors in Healthcare 4 units
Healthcare and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Assignments 10%, Term Paper 30%, Mid-Term Exam 20%, Final Exam 30%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Group Presentation 20%, Group Project Paper 30%, Mid-Term Exam 20%
Final Exam 20%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%
**HM 281 Business and Health Law**  
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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class Participation 10%, Assignments 20%, Mid-Term Exam 30%, Final Exam 40%

**HM 291 Healthcare Data Systems**  
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.  
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0  
Course Instruction: Class Participation 10%, Lab Work 30%, Mid-Term Exam 20%, Final Exam 40%

**HM 292 Healthcare Information Technology**  
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.  
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0  
Course Instruction: Class Participation 10%, Quizzes 20%, Assignments 20%, Mid-Term Exam 20%, Final Exam 30%

**HM 511 Healthcare Management Theory**  
This course is intended to build understanding of managing health care services and health care delivery organizations, especially in the United States.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**HM 521 Human Resource Development in Healthcare**  
This course is designed to expose the students to the major issues, laws, managerial processes, procedures, and psychological factors which should be considered when developing a management system for healthcare organizations in the 21st century.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**HM 525 Economic Policy in Healthcare Management**  
Health policy is examined from an economic perspective. Basic economic theories and their relationships to the structure and function of the U.S. healthcare system are explored. Alternative health care systems and healthcare reforms are also evaluated.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**HM 531 Healthcare Operations Management and Control**  
Prerequisite: HM 511 or Approval of Academic Dean  
This course explores opportunities for improvement in the design and management of healthcare operations. The course utilizes operations management tools such as optimization, scheduling, economic analysis, decision analysis, and Monte Carlo simulation.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**HM 535 Healthcare Information Systems**  
Prerequisite: HM 531 or Approval of Academic Dean  
This course provides students with the ability to define operational and strategic objectives for healthcare
management information systems. Emphasis will be on the hardware, software and communication links and the proper interpretation and utilization of processed information for program management purposes.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**HM 545 Dynamics of Healthcare Law**  
This course provides an overview of the legal issues that professionals and executives face in managing healthcare organizations in the 21st century. It includes topics such as patients’ rights, antitrust, institutional liability, and employee relations.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**HM 555 Global Alignment in Healthcare Management**  
Prerequisite: HM 511 or Approval of Academic Dean
This course covers major health and health-related issues involved in developing, resource-limited, and emerging nations. Students will study and analyze a variety of health priorities among various populations and cultural settings in relation to global health goals and partnerships.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**HM 571 Healthcare Cases and Research Methodologies**  
Prerequisites: Approval of Academic Dean
This course provides an overview of the research process as well as studies on healthcare cases. The purpose, conduct and evaluation of research will be discussed utilizing examples from the health sciences literature. Basic concepts of biostatistics will also be introduced.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**INTERNATIONAL BUSINESS COURSES**

**IB 201 International Business Management**  
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 international business environment from both a multinational corporate perspective and single business person orientation.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**IB 211 Intercultural Business Communications**  
Introduces students to key variables influencing the process of intercultural (or trans-national) 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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

**IB 311 International Trade**  
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.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam
IB 321 International Market and Export Management  
4 units  
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. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam  

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. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam  

IB 332 Transportation & Logistics Management  
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. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam  

IB 341 International Accounting  
4 units  
Analysis of accounting for multinationals; area studies of accounting and financial reporting standards; and an evaluation of the international accounting harmonization effort. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam  

IB 351 Global Financial Markets  
4 units  
Strategies and mechanics of investing in stocks, bonds, and derivatives. Topics include investment selection, portfolio management, financial markets and institutions. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam  

IB 352 International Finance  
4 units  
Explores the environmental challenges facing financial managers in global financial markets and develops tools and techniques to meet such challenges. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam  

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. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam  

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. 
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam
**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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Weekly Reports, Term Paper, Final Exam

**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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Weekly Reports, Term Paper, Final Exam

**IB 531 International Economics**  
4 units  
Prerequisite: Approval of Academic Dean  
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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Weekly Reports, Term Paper, Final Exam

**IB 541 International Trade Policy**  
4 units  
Prerequisite: Approval of Academic Dean  
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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Weekly Reports, Term Paper, Final Exam

**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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Weekly Reports, Term Paper, Final Exam

**IB 551 International Financial Management**  
4 units  
Prerequisite: Approval of Academic Dean  
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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Weekly Reports, Term Paper, Final Exam

**IB 552 Foreign Exchange**  
4 units  
Prerequisite: Approval of Academic Dean  
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.  
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Weekly Reports, Term Paper, Final Exam
IB 561 International Marketing Theory 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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Weekly Reports, Term Paper, Final Exam

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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Weekly Reports, Term Paper, Final Exam

IB 581 International Entrepreneurship 4 units
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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Weekly Reports, Term Paper, Final Exam

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.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Weekly Reports, Term Paper, Final Exam

INTERNET RELATED COURSES

IT 201 Introduction to e-Commerce 4 units
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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

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 (HTML, 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.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%
PROGRAM COMPLETION COURSES

**MS 601 Thesis**  
8 units  
Prerequisites: 32 units of major courses completed and Approval of Academic Dean  
This is an integrative course which encapsulates theories and key learning areas within the program documented into a well written thesis supported by appropriate research techniques and methodology. Prior to undertaking the thesis and in addition to the course prerequisites, the academic dean will assess the standards of academic progress of the student to establish preparedness and proper foundation. A faculty member will be assigned by the academic dean as thesis advisor for the duration of the research work, to include editing and finalizing) the thesis for presentation and thesis panel defense. A thesis panel consisting of three members in the academe (one from an outside institution duly recognized by CALUMS) will be formed for final evaluation and grading.  
Hours: Lecture: 10, Lab: 140, Practicum/Internship: 0

**MS 611 Project**  
4 units  
Prerequisite: Approval of Academic Dean  
This course aims to enhance the student’s project and research planning and presentation skills focusing on an approved master’s project. Students will be required to complete 10 lab hours and 60 internship/practicum hours in approved internship sites where they will initiate and finalize research coursework resulting to a project proposal. Research preparation and approval of selected project proposals are conducted under the guidance of the academic advisor. A faculty member will be assigned to the student as academic advisor for the duration of the preparation, implementation, and evaluation of the project. Final evaluation and grading of the project will be conducted and given by the academic dean or program director.  
Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0

**MS 621 Comprehensive Examination**  
1 unit  
Prerequisites: 44 units of major courses completed and Approval of Academic Dean  
This written examination is designed to test the student’s overall knowledge and skill levels within the program’s field of study to determine his/her eligibility for completing the program requirements prior to graduation. Prior to taking the examination and in addition to the course prerequisites, the academic dean will assess the standards of academic progress of the student to establish preparedness and proper foundation. Three members of the academic committee will be formed to develop the reading list to be assigned to the student. The reading list will include books, journals, and/or other publications which are related to the program’s field of study. The examination is designed to be completed in a period of 10 hours. Final evaluation and grading will be conducted by the academic committee.  
Hours: Lecture: 10, Lab: 0, Practicum/Internship: 0

GENERAL EDUCATION: SOCIAL & BEHAVIORAL SCIENCE

**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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Evaluation: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 122 Human Nature, Drug & Society**
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 131 Introduction to Psychology**
This course addresses principles of research, perception, development, learning, motivation, emotion and abnormal behavior. Emphasizes application of psychological principles to personal adjustment.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 132 Social Psychology**
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 141 U.S. Government**
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Evaluation: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 142 Public Administration**
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 143 Minority Studies**
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.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
**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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 153 Introduction to Comparative Politics**  
4 units  
This course teaches students how to compare political systems in a variety of countries. The course analyzes elections, parties, parliaments, presidents, protest movements, and other aspects of national politics across countries. Students will learn how to make meaningful comparisons across countries, assessing the efficiency and effectiveness of political systems.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**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.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SPORTS LEADERSHIP COURSES**

**SL 210 History and Philosophy of Sports**  
4 units  
This course introduces the student to the history of sports and a discussion of the philosophy related to sports, exercise, and health. It also includes discussion on current issues on sports development and the competition theory.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Class Participation 20%, Mid-Term Exam 40%, Final Exam 40%

**SL 310 Public Relations**  
4 units  
This course introduces the students to the field of sports public relations. The course will include discussions regarding various aspects of sports public relations, presentations by professionals associated to the field, writing assignments and role-playing exercises.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
SL 320 Sports Administration  
4 units  
This course will provide an overview of all facets of sports including management, career opportunities, marketing and promotion, public relations, fund raising, and event and facilities management. Students in sports administration combine their classroom instruction with practical experiences. 
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0 
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

SL 325 Governance in Sports  
4 units  
This course is an examination of sport organizations focused on both professional and amateur governance structures and processes. The study of policy in educational, non-profit and professional sport venues will also be addressed. 
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0 
Course Instruction: Class Participation 20%, Mid-Term Exam 40%, Final Exam 40%

SL 330 Finance and Economics in Sports  
4 units  
This course explores financial aspects and the economics of the sports business. The students will be expected to understand the role of markets in terms of supply and demand, costs and benefits, and gain a better perspective of the impact of government intervention in the market. 
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0 
Course Instruction: Class Participation 20%, Mid-Term Exam 40%, Final Exam 40%

SL 335 Leadership and Management in Sports  
4 units  
This course aim to critically examine common concepts of leadership and leader development according to sport, health promotion and physical activity on individual-and group levels. The students will learn different theoretical approaches of leadership as well as the management skills necessary to handle the working staff. 
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0 
Course Instruction: Class Participation 20%, Mid-Term Exam 40%, Final Exam 40%

SL 337 Technology in Sports  
4 units  
This course discusses the growing technological advancements in the sports industry. It includes shifting forms of multimedia being utilized to enhance sports representation in the American culture and prospects for future development of the use of mass media in the promotion of sports. 
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0 
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

SL 340 Sports and the Mass Media  
4 units  
This course introduces the students to the world of sports and athletics through the incorporation of academic writing, popular media, and personal experiences and observations. A thorough discussion on the influence of television networks, cable outlets, chat-rooms, bloggers, talk radio, Internet sites, and tabloid shows will be covered. In this course, students will also discuss the political challenges generated by media revolution. 
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0 
Course Instruction: Class Participation 20%, Mid-Term Exam 40%, Final Exam 40%

SL 370 Seminar in Sports: Special Topics I  
4 units  
Prerequisites : SL210, 20 units of SL courses  
This course engages the student to participate in a seminar on sports development focusing on new trends and advancements in the industry. Guest speakers, professional athletes and/ or national team coaches will be invited to talk on these topics. 
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0 
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

SL 375 Seminar in Sports: Special Topics II  
4 units  
Prerequisites : SL210, 20 units of SL courses  
This course engages the student to participate in an advanced seminar on sports development focusing on new
trends and advancements in the industry. Guest speakers, professional athletes and/or national team coaches will be invited to talk on these topics.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

**SL 510 Sports Facility and Events Management**  
This course provides students with an introduction to the planning and management of sports facilities. The course will focus on elements of planning, design, and management, while examining functions related to maintenance, security, operations, and evaluation. The course will emphasize problem solving utilizing class discussions, guest speakers and facility site visitations as feasible.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 25%, Course Project 25%, Mid-Term Exam 25%, Final Exam 25%

**SL 511 Sports Entrepreneurship**  
This course covers key stakeholders in managing a sports enterprise. Sports entrepreneurship factors and correlations play major roles in making the students aware of the elements of risks and prospects of this industry. Interviews with national league team owners in basketball, football, and baseball are included in instructor demonstrations.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 25%, Course Project 25%, Mid-Term Exam 25%, Final Exam 25%

**SL 520 Leisure Sports Management I**  
This course will cover sports management programming and administrative practices. Best ways to manage, exercise and teach various leisure sports activities will be explored.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Team Presentations 20%, Mid-Term Exam 30%, Final Exam 40%

**SL 521 Leisure Sports Management II**  
Prerequisite: Approval of Academic Dean
This course is designed to provide a deep understanding of the leisure sports management. Advanced techniques and theories of management models and leadership will be studied. Ability to teach the leisure sports activities will be developed.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

**SL 530 Risk Management in Sports**  
This course explores Negligence Liability and the Risk Management planning process. Students will learn the critical concept of Reasonable Standard of Care and how this impacts and guides all risk management planning efforts. By the end of the course, students will have a clear understanding of the concept of negligence as it applies to the area of sport and recreation, and will acquire valuable risk management planning tools and the skills necessary to develop and implement a simple risk management plan for their work situation.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Learning Unit Assignment 25%, Term Project 25%, Mid-Term Exam 15%, Final Exam 15%

**SL 591 Sports Leadership Seminar: Advanced Special Topics**  
Prerequisite: Approval of Academic Dean
This course engages the student to participate in a seminar on sports society and the industry. This is a discussion-oriented course focusing on the connection between sports, culture, selected contemporary world institutions, and the sports industry.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Mid-Term Exam 40%, Final Exam 40%

**SPORTS MANAGEMENT COURSES**

**SM 200 Foundations of Sports Management**  
This course provides the foundations of: a) sport business as an occupation and industry; b) the sport management
function and best practices; c) sport finance; d) sport marketing; e) sport law; f) event management; and g) sport ethics.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance/Assignments 10%, Quizzes 10%, Mid-Term Exam 40%, Final Exam 40%

SM 201 Anatomy / Physiology
4 units
The objective of this course is to provide students with an understanding of the structures and arrangement of gross surface features of the human body. This course pays special attention to the skeletal system, joints, muscular system, and lymphatic system along with basic blood chemistry, blood pH, body fluids and electrolyte balance, and acid-base balance.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance/Assignments 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

SM 202 Biomechanics
4 units
Biomechanical analysis of human movement based on anatomical concepts and mechanical laws of motion.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance/Assignments 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

SM 205 Sports Marketing
4 units
This course examines the rapidly developing sports industry from a strategic marketing perspective. 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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance/Assignments 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

SM 211 Sports Psychology
4 units
This course provides the student with knowledge on the psychological factors affecting the field of sports. Emphasis is on specific elements of psychology as it relates to sports, competition, motivation, teamwork, leadership styles, and social belongingness.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

SM 220 Sports Ethics
4 units
This course is designed to create awareness of important ethical issues in sports and to provide students with skills and information to enable them to competently respond to such issues as they occur. Building upon their own experiences with sports, students will explore real-life issues from a variety of perspectives (e.g., as coach, player, parent, umpire, citizen). Possible topics will include the role of ethics in athletic competition, the value of sportsmanship, fairness in sports, use of performance-enhancing drugs, gamesmanship, violence, the role of a coach as an authority figure, friend, and counselor, and whether sports build moral character.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

SM 221 Sports Sociology
4 units
This course examines institutionalized sport from a sociological perspective. This perspective examines the processes by which people are socialized into sport roles and the social processes by which sport functions as a vehicle for socialization.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 5%, Quizzes 10%, Group Presentations 15%, Mid-Term Exam 30%, Final Exam 40%

SM 222 Sports Nutrition
4 units
Basic scientific principles as they apply to human nutrition maintaining health and preventing disease are discussed. Concentration is on the nutrient requirements of the human body throughout life. Biochemical functions and interrelationships of nutrients are examined. Current nutritional controversies are evaluated.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%
SM 250 Legal Aspects of Sports 4 units
This course covers federal, state and organizational regulations impacting the sports industry. Focus is placed on contract law, tort liability, agency law, labor law, copyright, license and intellectual property law as applied to sports.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%
SM 255 Event and Facility Management 4 units
This course is designed to assist the student in gaining an understanding of facility planning and design for sport areas. Students will also learn factors involved in planning and managing successful sporting events.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Team Presentations 20%, Mid-Term Exam 30%, Final Exam 40%
SM 530 Sports Law 4 units
This course examines the relationship between discrete areas of the law – contracts, torts, antitrust and labor law – and the business of sport. It focuses on the application of various areas of law to a particular industry.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Team Presentations 20%, Mid-Term Exam 30%, Final Exam 40%
SM 540 Research Methods in Sports 4 units
Exploration of quantitative and qualitative research methods commonly used in the sports industry. Students will be able to develop an understanding of the principles and processes involved in developing and addressing specific research topics involving sports; and develop core competencies in writing a research proposal.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Team Presentations 20%, Mid-Term Exam 30%, Final Exam 40%
SM 591 Sports Seminar: Advanced Special Topic 4 units
This course engages the student to participate in a seminar on sports development. Special emphasis will be on current events, new programs, policy regulations, and global issues related to the sports industry.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Team Presentations 20%, Mid-Term Exam 30%, Final Exam 40%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
**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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 141 Calculus I**
4 units
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 142 Calculus II**
Prerequisite: ST 141
4 units
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 152 Statistics II**
Prerequisite: ST 151
4 units
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.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**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, formulize their hypothesis, design experiments, statistically evaluate the data, and professionally communicate results.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 181 Physical Education**
4 units
This course provides students with the knowledge on how to incorporate major components of physical fitness in order to improve performance. Key areas will focus on muscular strength and endurance, cardio-respiratory endurance and flexibility by using a variety of fitness regimens.
Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
TK 212 Introduction to Taekwondo
This course will cover a brief historical survey of the origin and development of Taekwondo. This course also introduces the basic concept and forms of Taekwondo.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 20%, Instructor observation 50%

TK 213 History and Philosophy of Taekwondo
This course covers detailed study of the origin and history of Taekwondo over many centuries. The philosophy of Taekwondo is also included in the course.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Assignment 10%, Quiz 10%, Mid-Term Exam 40%, Final Clinic Project 40%

TK 220 Taekwondo Training Methods and Evaluation
This course introduces the qualification of Taekwondo instructors and instructors’ task and necessary requirements.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Assignment 20%, Quizzes 10%, Mid-Term Exam 30%, Final Exam 40%

TK 310 Management of Taekwondo Competition
This course provides the student with an overview of managing Taekwondo competitions from a theoretical and practical perspective. It entails a discussion of the various issues related to Taekwondo competitions through case studies, as well as the ethical principles and organizational relationships.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 10%, Quizzes 20%, Mid-Term Exam 30%, Final Exam 40%

TK 311 Management of Taekwondo Training Centers
This course covers issues and concerns in establishing and managing a Taekwondo training center. It involves basic functionalities in planning, organizing, and controlling the operations of the training center.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation and Quizzes 10%, Mid-Term Exam 40%, Final Exam 50%

TK 320 Sports Massage
The main emphasis of this course is on the Skeletal, Muscular and Neurological systems. Also included are sports massage techniques that are invaluable for treating muscular conditions/ injuries resulting from sports, occupational or hobbies/leisure activities.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 10%, Mid-Term Exam 40%, Final Exam 50%

TK 321 CPR and First Aid
This course covers the basics of first aid and cardiopulmonary resuscitation for the health care professional. Upon completion of the program, students will be CPR certified by the American Heart Association.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Class Participation 50%, Final Exam 50%

TK 350 Taekwondo Foundation Techniques
This course covers traditional Taekwondo techniques. It is designed for beginner and intermediate students to learn basic Taekwondo forms, kicking, blocking, striking and self-defense techniques.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 20%, Instructor observation 50%

TK 351 Self Defense Techniques
This course covers Hoh Shin-Sul or Taekwondo Self defense techniques. It includes practicum sessions on holding, defense against knife, sparring, falling techniques, throws, sweeps, and reaps.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
TK 355 Rules of Taekwondo Judgment
4 units
This course discusses the rules used by the International Taekwondo Federation (ITF) which are being used in tournaments, seminars, as well as teaching standards.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 20%, Instructor observation 50%

TK 360 Taekwondo Tournament
6 units
Course Prerequisites: 16 units of TK courses
This course will teach students fundamental Taekwondo postures, styles, skills, and Poomsae; breaking skills, rules on judgment, measurement and evaluation, Taekwondo demonstration, body energy training, and rules and techniques on defensive and offensive postures.
Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0
Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 20%, Instructor observation 50%

TK 370 Taekwondo Training Seminar
4 units
Course Prerequisite: TK 212
This course engages the student to participate in a seminar on Taekwondo technical training which includes practice breathing control, technique, stances, posture, power, focus, reaction force and etiquette.
Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0
Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 20%, Instructor observation 50%

TK 511 Techniques in Coaching Taekwondo
4 units
This course covers effective coaching techniques in the sport of Taekwondo. Various forms are discussed while students learn and observe time-tested techniques from noted Taekwondo grandmasters. The course also includes elements of mentorship in modern day martial arts training.
Hours: Lecture: 40, Lab 0, Practicum/Internship: 0, Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 30%, Instructor observation 40%

TK 520 International Marketing and Taekwondo Diplomacy
4 units
This course is designed to introduce students to the world of sports marketing and sport diplomacy, particularly Taekwondo which is a form of Korean martial art. From the ancient world to the global society, sport has played an important role in shaping and influencing the culture of many countries. Students will learn and discuss the influence of sports and sports events, especially Taekwondo from a global perspective.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 20%, Instructor observation 50%

TK 530 Dynamic Taekwondo: Martial Arts in Olympic Sports
4 units
This course discusses Taekwondo's inclusion in the martial art Olympics since 1988 through the World Taekwondo Federation (WTF). It covers the progression of Olympic rules and judgment calls in the sport of Taekwondo and how it differs from those being used in the ITF and local Taekwondo tournaments.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 10%, Mid-Term Exam 20%, Final Exam 20%, Instructor observation 50%

TK 540 Taekwondo Advanced Skills
4 units
This course involves thorough practice and student's demonstration and acquisition of advanced skills in Taekwondo including Poomsae, Taekkyon, body and energy training, and other techniques. Student will be required to actively participate in the practice and demonstration sessions until the said skills are acquired by them as determined by the instructor.
Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0
Course Instruction: Attendance 10%, Participation 60%, Final Exam 20%, Instructor Observation 10%

TK 591 Taekwondo Seminar: Advanced Special Topics
4 units
This course engages the student to participate in a seminar on Taekwondo focusing on current trends of the sport.
Guest speakers, grandmasters, or Taekwondo coaches will be invited to talk on these topics with practice exercises and demonstrations.

Hours: Lecture 10, Lab: 60, Practicum/Internship: 0
Course Instruction: Attendance 10%, Participation 30%, Presentation 40%, Instructor observation 20%

UNIVERSITY PERSONNEL

ADMINISTRATORS AND STAFF

President
David Park
dpark@CALUMS.edu
Vice President
Jason Shin
jshin@CALUMS.edu
President’s Advisor
Jong S. Yoon
jsyoon@CALUMS.edu
Academic Dean
Silviu Velovici
silviu.velovici@CALUMS.edu
Administrative Assistant
David Sung
davidit@CALUMS.edu
Admission Officer/Office Manager
DJ Johnson
djohnson@CALUMS.edu
Assistant Academic Dean
Sasha Safarzadeh
sasha.zadeh@CALUMS.edu
Chief Compliance Officer
Jeffrey Beasca
jeffb@CALUMS.edu
Compliance Officer/Accreditation Admin
Grace Choi
grace@CALUMS.edu
Director of Administration
Woojin Han
whan@CALUMS.edu
Director of Admissions
Lisa Lee
lisa@CALUMS.edu
Director of Finance
Fred Kim
fredkim@CALUMS.edu
Director of Libraries
Edwin Follick
efollick@CALUMS.edu
Director of Marketing
Hyunchul Kim
charles@CALUMS.edu
Director of Student Services&Enrollment
Andrew Press
andrew@CALUMS.edu
Financial Aid Officer
Jeffrey Beasca
finaid@CALUMS.edu
Finance Staff
Julie Kim
julie@CALUMS.edu
HR Director
Jayden Park
jayden@CALUMS.edu
International Student Advisor
Tyler Cope
tyler@CALUMS.edu
Librarian
Karine Parry
karine@CALUMS.edu
Marketing Staff/Receptionist
Alena Martynenko
alena@CALUMS.edu
Marketing Staff/Receptionist
Monica Showrank
monica@CALUMS.edu
Program Chair, Sports Management
Woojin Han
whan@CALUMS.edu
Project Advisor
Sasha Safarzadeh
sasha.zadeh@CALUMS.edu
Project Advisor Staff
Kholoood Jadalla
kholoood.jadalla@CALUMS.edu
Registrar
Hongjun Ahn
hjahn@CALUMS.edu
Web&IT Administrator
David Sung
davidit@CALUMS.edu
Faculty

Note: (*) designates Part-Time Faculty Status

BAGLIN, JERENE*
M.A. Organizational Leadership, Chapman University, California
B.A., Sociology, University of California in Los Angeles
Teaching Area: Human Resources, Leadership, Organizational Behavior

BALTAZAR, RAMON*
M.B.A. University of Phoenix, Arizona
B.A. Communications, Ateneo De Manila University, Philippines
Teaching Area: Business Administration, Operation Planning

BEHIZADEH, KAWEH*
B.A. California State University in Fullerton
Teaching Area: Mathematics

CHANG, YAE JIN*
M.S. Acupuncture & Oriental Medicine, South Baylo University, California
M.S. Physical Education / Sports Medicine, Seoul National University, Korea
B.S. Physical Education / Exercise Physiology, Seoul National University, Korea
Teaching Area: Healthcare, Sports Sciences

CHOI, ANDREW*
M.S. Sports Management, California University of Management and Sciences, California
B.A. Physical Education-Taekwondo, Kyung Hee University, Korea
Teaching Area: Taekwondo

COCHRAN, MITCHELL T.
M.A. Homeland Security, Penn State University
M.A. Administration, UC Riverside
B.S. Statistics, UC Riverside
Teaching Area: Computer Information Systems, Network Security

FOLLICK, EDWIN*
Ph.D., Doctor of Theology, St. Andrews Theological Intercollegiate, London
D.C., Cleveland Chiropractic College of Los Angeles, California
LL.B. J.D., Blackstone School of Law, Illinois
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

HAN, WOOJIN
Ph.D. Leisure Studies Program, Penn State University
M.S. Physical Education, Yonsei University, Korea
B.S. Physical Education, Yonsei University, Korea
Teaching Area: Sports Management, Research Methods

KHOR, CHAI HONG (RAINBOW) *
Ph.D. Oriental Medicine & Acupuncture, South Baylo University, Anaheim
M.S. Acupuncture & Oriental Medicine, South Baylo University, Anaheim
Teaching Area: Healthcare Management

KIM, WOOGON*
M.S.C.I.S. Computer Science, Korea University, Seoul, Korea
B.S. Bachelor of Engineering, Korea University, Seoul, Korea
Teaching Area: Golf Management

LACY, JESSICA*
B.A. Sociology, Chapman University
Teaching Area: English as a Second Language

LAURIN, JANET
M.B.A. University of La Verne, California
B.S. Business Administration, University of Phoenix, Arizona
Teaching Area: Project Planning and Management

LAURIN, JORINA K.*
B.A. English, TESOL, Humboldt State University
Teaching Area: English Language Development

LEE, JONG YUN*
M.S. Sports Management, California University of Management and Sciences
B.A. Culinary Management, Le Cordon Bleu, Arizona
Teaching Area: Golf and Sports Management

MARINPONG, PASANAN*
DVM, Chulalongkorn University, Bangkok, Thailand
M.S. AOM, South Baylo University, California
Teaching Area: Veterinary Technoligy

McGINNESS, RODGER*
Ed.D. Educational Leadership, University of Southern California
M.S. Organizational Behavior, University of Southern California
M.B.A. Loyola Marymount University, California
B.S. Business, University of Colorado, Boulder
Teaching Area: International Business, Auditing

MOMAYEZ, SABA*
M.S. in Financial Economics, California State Polytechnic University, Pomona
Teaching Area: Economics, Statistics

MOULIK, SANJOY*
M.B.A. Global Business, Pepperdine University, Malibu
B.S. Computer Science, California State University Northridge, Northridge
Teaching Area: Computer Information System, Data Modelling

P. NEATA, NATHALIE*
M.A. Master of Library Science, Simmons Graduate School of Library and Information Science, Boston
B.A. English, Salve Regina University, Newport, RI
Teaching Area: English Language Development

PANAITESCU, PHILIP A.*
B.A. in Economics, University of Massachusetts, Amherst
Teaching Area: Economics, Investment
SAFARZADEH, POOYA*
Juris.D. Law, Chapman University. School of Law
B.A. Political Science, UC Berkeley
Teaching Area: Paralegal Studies, Business Law and Ethics

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
Teaching Area: Economics, Management Sciences

SAFARZADEH, PASHA*
M.A., Economics, Claremont University, California
B.A., Mathematics, UC Berkeley
Teaching Area: Business and Economic Forecasting, Statistics

SAFARZADEH, SASHA*
M.A. Economics, Claremont Graduate University
B.A. Economics, University of California, Irvine
Teaching Area: Economic Policy, Management Communication

STOWERS, GREGORY SCOTT*
B.A. History, California State University Dominguez Hills,
Teaching Area: English as a Second Language

TERZYAN, ANNA*
M.A. Economics, California State University, Los Angeles
B.A. Economics, California State University, Northridge
Teaching Area: Strategic Management, Trade Policy

TRIPP, SOPHIE*
M.A. Economics, Claremont Graduate University, Claremont
B.A. Economics, Wagner College, Staten Island
Teaching Area: Business Statistics

VELOVICI, SILVIU*
M.B.A. Pepperdine University
M.S. Financial Engineering, Claremont Graduate University
Teaching Area: Financial Management

WALKER, ANDRESS*
M.B.A. University of Phoenix, Arizona
B.A. Organizational Studies, Pitzer College, California
Teaching Area: Accounting

WILLIAMS, PRESTON*
M.A. Computer Assisted Instruction, California State University Dominguez Hills, California
B.S. Education, McNesse State University, Louisiana
Teaching Area: Data Structure, Information System Development

WILSON-AUS, AILEEN*
M.B.A. Azusa Pacific University, California
B.A. Business Administration, Loyola Marymount University, California
Teaching Area: Marketing

WIMBERLY, WILLIAM*
Master of Information Systems Management, Devry University, California
B.A. Psychology, University of Arkansas at Little Rock
Teaching Area: Management Information System

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

YOON, JONG SIK*
Ph.D. Genetics, University of Texas at Austin
M.A. Genetics, University of Texas at Austin
B.S. Biology, Yonsei University, Korea
Teaching Area: Science and Technology

ZAKARNI, YOUSEF*
Ph.D. Nursing, University of San Diego, California
M.B.A. Business Management, California Southern University
M.S.N. Clinical Nursing Practice, University of Jordan
B.S. Nursing Science, Jordan University of Science & Technology
Teaching Area: Healthcare Management
LOCATION AND MAP

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