



PACIFIC STATES UNIVERSITY

General Catalog

2011-2015

Accredited by ACICS
Member of CHEA
Approved by DCA

ABOUT THIS CATALOG

The *Pacific States University General Catalog 2011-2015* is published to help prospective and enrolled students make decisions toward fulfillment of academic goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies - a Catalog of Record for Fall 2011 through Summer 2015. Implicit in each student's matriculation at the University 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 those appropriate instructional departments, colleges, or administrative offices and websites should be consulted for updates, including catalog supplements.

This catalog is available at the Admissions Office and on the PSU website:

[www.psuca.edu /catalog](http://www.psuca.edu/catalog)

CATALOG OF RECORD

It is PSU policy to clear each student for graduation, insofar as possible, under the program requirements stated in the Catalog of Record, *i.e.*, the catalog in effect when he/she enrolled and under which he/she maintained continuous residence. Student programs must, reflect at least the total number of units required in the catalog under which the student petitions to graduate. Curriculum advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

CUSTODIAN OF RECORDS

The University maintains student records in accordance with the Department of Consumer Affairs (DCA) guidelines in the State of California. The Registrar acts as the Custodian of Records and maintains student personnel information, financial records, and transcripts in locked, fire-proof files. Transcripts are never destroyed; other files may be purged after a minimum of five (5) years.

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ACADEMIC CALENDAR

FALL QUARTER 2011

Oct 3	Monday	Fall Quarter Classes Begin;
Oct 10	Monday	Columbus Day; Campus Open
Nov 11	Friday	Veterans Day; Campus Open
Nov 24-26	Thursday-Saturday	Thanksgiving Holiday; <u>Campus Closed</u>
Dec 12-17	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER 2012
Dec 19-31	Monday-Saturday	Student Recess; Registration for WINTER QUARTER 2012
Dec 24-27	Saturday-Tuesday	<u>Campus Closed</u>
Dec 31-Jan 2	Saturday-Monday	New Year's Holiday: <u>Campus Closed</u>

WINTER QUARTER 2012

Jan 3	Tuesday	Winter Quarter Classes Begin
Jan 16	Monday	Martin Luther King Jr.s' Birthday Observed; <u>Campus Closed</u>
Feb 20	Monday	Presidents' Day Observed; <u>Campus Closed</u>
Mar 12-17	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER 2012
Mar 19-31	Monday-Saturday	Student Recess; Registration for SPRING QUARTER 2012

SPRING QUARTER 2012

Apr 2	Monday	Spring Quarter Classes Begin
May 26-28	Saturday-Monday	Memorial Day Observed; <u>Campus Closed</u>
June 11-16	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER 2012
June 16	Saturday	Commencement
June 18-Jul 30	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER 2012

SUMMER QUARTER 2012

July 2	Monday	Summer Quarter Classes Begin
July 4	Wednesday	Independence Day Observed; <u>Campus Closed</u>
Sept 1-3	Saturday-Monday	Labor Day Observed; <u>Campus Closed</u>
Sept 10-15	Monday-Saturday	Final Examinations; Registration for FALL QUARTER 2012
Sept 17-Sep	Monday-Saturday	Student Recess; Registration for FALL QUARTER 2012

FALL QUARTER 2012

Oct 1	Monday	Fall Quarter Classes Begin
Oct 8	Monday	Columbus Day; Campus Open
Nov 12	Monday	Veterans Day; Campus Open
Nov 22-24	Thursday-Saturday	Thanksgiving Holiday; <u>Campus Closed</u>
Dec 10-15	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER 2013
Dec 17-Jan 2	Monday-Saturday	Student Recess; Registration for WINTER QUARTER 2013
Dec 24-26	Monday-Wednesday	<u>Campus Closed</u>
Dec 31-Jan 2	Monday-Wednesday	New Year's Holiday: <u>Campus Closed</u>

WINTER QUARTER 2013

Jan 3	Thursday	Winter Quarter Classes Begin
Jan 21	Monday	Martin Luther King Jr.s' Birthday Observed; <u>Campus Closed</u>
Feb 18	Monday	Presidents' Day Observed; <u>Campus Closed</u>
Mar 11-16	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER 2013
Mar 18-Mar 30	Monday-Saturday	Student Recess; Registration for SPRING QUARTER 2013

SPRING QUARTER 2013

Apr 1	Monday	Spring Quarter Classes Begin
May 25-27	Saturday-Monday	Memorial Day Observed; <u>Campus Closed</u>
June 10-15	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER 2013
June 15	Saturday	Commencement
June 17-Jun 29	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER 2013

SUMMER QUARTER 2013

July 1	Monday	Summer Quarter Classes Begin
July 4	Thursday	Independence Day Observed; <u>Campus Closed</u>
Aug 31-Sept 2	Saturday-Monday	Labor Day Observed; <u>Campus Closed</u>
Sept 9-14	Monday-Saturday	Final Examinations; Registration for FALL QUARTER 2013
Sept 16-Sept 28	Monday-Saturday	Student Recess; Registration for FALL QUARTER 2013

FALL QUARTER 2013

Oct 7	Monday	Fall Quarter Classes Begin
Oct 14	Monday	Columbus Day; Campus Open
Nov 11	Monday	Veterans Day; Campus Open
Nov 28-30	Thursday-Saturday	Thanksgiving Holiday; <u>Campus Closed</u>
Dec 16-21	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER 2014
Dec 23-Jan 4, 2014	Monday-Saturday	Student Recess; Registration for WINTER QUARTER 2014
Dec 24-26	Tuesday-Thursday	<u>Campus Closed</u>
Dec 31-Jan 2, 2014	Tuesday-Thursday	New Year's Holiday; <u>Campus Closed</u>

WINTER QUARTER 2014

Jan 6	Monday	Winter Quarter Classes Begin
Jan 20	Monday	Martin Luther King Jr.s' Birthday Observed; <u>Campus Closed</u>
Feb 17	Monday	Presidents' Day Observed; <u>Campus Closed</u>
Mar 17-22	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER 2014
Mar 24-Apr 5	Monday-Saturday	Student Recess; Registration for SPRING QUARTER 2014

SPRING QUARTER 2014

Apr 7	Monday	Spring Quarter Classes Begin
May 24-26	Saturday-Monday	Memorial Day Observed; <u>Campus Closed</u>
Jun 16-21	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER 2014
Jun 21	Saturday	Commencement
Jun 23-Jul 5	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER 2014
July 4	Friday	Independence Day; <u>Campus Closed</u>

SUMMER QUARTER 2014

July 4	Friday	Independence Day; <u>Campus Closed</u>
July 7	Monday	Summer Quarter Classes Begin
Aug 30-Sept 1	Saturday-Monday	Labor Day Observed; <u>Campus Closed</u>
Sept 15-20	Monday-Saturday	Final Examinations; Registration for FALL QUARTER 2014
Sept 22-Oct 4	Monday-Saturday	Student Recess; Registration for FALL QUARTER 2014

FALL QUARTER 2014

Oct 6	Monday	Fall Quarter Classes Begin
Oct 13	Monday	Columbus Day; Campus Open
Nov 11	Tuesday	Veterans Day; Campus Open
Nov 27-29	Thursday-Saturday	Thanksgiving Holiday; <u>Campus Closed</u>
Dec 15-20	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER 2015
Dec 22-Jan 3, 2015	Monday-Saturday	Student Recess; Registration for WINTER QUARTER 2015
Dec 24-27	Wednesday-Saturday	<u>Campus Closed</u>
Dec 31-Jan 3, 2015	Wednesday-Saturday	New Year's Holiday; <u>Campus Closed</u>

WINTER QUARTER 2015

Jan 5	Monday	Winter Quarter Classes Begin
Jan 19	Monday	Martin Luther King Jr.s' Birthday Observed; <u>Campus Closed</u>
Feb 16	Monday	Presidents' Day Observed; <u>Campus Closed</u>
Mar 16-21	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER 2015
Mar 23-Apr 4	Monday-Saturday	Student Recess; Registration for SPRING QUARTER 2015

SPRING QUARTER 2015

Apr 6	Monday	Spring Quarter Classes Begin
May 23-25	Saturday-Monday	Memorial Day Observed; <u>Campus Closed</u>
June 15-20	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER 2015
June 20	Saturday	Commencement
June 22-Jul 4	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER 2015
July 4	Saturday	Independence Day Observed; <u>Campus Closed</u>

SUMMER QUARTER 2015

July 4	Saturday	Independence Day Observed; <u>Campus Closed</u>
July 6	Monday	Summer Quarter Classes Begin
Sept 5-7	Saturday-Monday	Labor Day Observed; <u>Campus Closed</u>
Sept 14-19	Monday-Saturday	Final Examinations; Registration for FALL QUARTER 2015
Sept 21-Oct 3	Monday-Saturday	Student Recess; Registration for FALL QUARTER 2015

FALL QUARTER 2015

Oct 5	Monday	Fall Quarter Classes Begin
Oct 12	Monday	Columbus Day; <u>Campus Open</u>
Nov 11	Wednesday	Veterans Day; <u>Campus Open</u>
Nov 26-28	Thursday-Saturday	Thanksgiving Holiday; Campus Closed
Dec 14-19	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER 2016
Dec 21-Jan 2	Monday-Saturday	Student Recess; Registration for WINTER QUARTER 2016
Dec 24-26	Thursday-Saturday	<u>Campus Closed</u>
Dec 31-Jan 2	Thursday-Saturday	<u>Campus Closed</u>
Jan 4	Monday	Winter Quarter Classes Begin

SECTION ONE

INTRODUCTION, VISION AND MISSION STATEMENTS

INTRODUCTION

Pacific States University (PSU) is a multi-purpose professional higher education institution which has served local and international communities and scholars for more than 80 years. Its graduates have gone forth to contribute significantly as leaders in the international world of business, commerce, and economics. Alumni along with all members of the University community are collaboratively involved in refreshing its curriculum continuously to stay competitive on the cutting edge of a rapidly changing world. PSU offers quality educational degrees at the bachelor's, master's, and doctoral levels in Business Administration and degrees at the bachelor's and master's levels in Computer Science and Information Systems. Reflecting the most current professional trends, it also offers non-degree programs in English as a Second Language and Accounting Certificate. PSU is authorized to issue degrees and operate its programs in accordance with State of California guidelines. The Accrediting Council for Independent Colleges and Schools, Washington, D.C. has accredited the University since 1996.

VISION

PSU adheres to a fundamental characteristic of all quality institutions of higher learning: to help individuals develop and strengthen their own intellectual independence requisite for success in a world of competing ideas and economic pressures. Proudly the University can showcase its students who can communicate effectively in English and value American ideals while prizing the diverse cultural, religious, and social parameters of the worlds "Global Villages."

MISSION

PSU provides students with academic as well as real world experiences in which they are encouraged to develop a strong sense of responsibility and personal leadership convinced that reason, justice, tolerance and compassion are the cornerstones of individual peace of mind and international harmony.

PSU builds competent learners as they engage in student research, written and oral presentations, field activities, case studies, simulations, readings, lectures, examinations, internships, and related assessments. These processes contribute to student success to achieve the following:

- master course concepts, relevant research, and practical applications;
- think critically, analytically, and creatively in finding practical solutions to routine and unique problems;
- apply ethical standards in everyday personal interactions within the family, the world of work, organizational life, and as a member of an international community;

Operating continuously since 1928, PSU has undergone several changes in its mission. An integral part of PSU's mission today is to be a multi-purpose professional institution of higher education promoting 1) discovery and knowledge application; 2) skill acquisition; and 3) intellectual and character development. Graduates are prepared to contribute effectively and ethically as leaders in today's international business and commerce world. This mission is conducted in an environment which encourages intellectual and scholarly development fosters openness to wide ranging ideas, cultures and people in addition to enhancing personal growth.

GOALS

This mission is achieved through the following goals which are the cornerstones of the academic program:

Higher Order Thinking and Critical Analysis: Students will develop and demonstrate the ability to think critically, analytically, and creatively, and will apply this ability to the tasks of collecting, analyzing, and evaluating data; formulating conclusions; and developing new and important ideas. In the process, they will have demonstrated the oral and written communication skills to apply and contribute to organizational, scientific, and technological knowledge.

Global Understanding and Multicultural Perspective: Students will increase awareness, knowledge, and appreciation of the diversity and commonality of cultures. Specifically, students acquire an insight both into the value that comes from diversity, and from the opportunity to apply their different strengths to achieving common goals. This effort will require the construction of new global relationships from unique and disparate economic, historical, political, geographic, and environmental sources.

Professional Management: Students will develop and demonstrate expertise in the field of business administration and technology with an emphasis on strategic leadership, strategy formulation, organization design, and human resource management within a global context. Such mastery is accomplished through formal study and various experiential forms of learning; by benefiting from previous research and practice; by developing their own learning, organizational, and management knowledge and skills; and by contributing this knowledge and skill to the enhancement and effective application of the learning that comes from prior experience. As part of their growth, students develop and articulate the ethical standards which will guide their professional and personal lives.

OBJECTIVES

Each of the University's goals is activated through these instructional objectives which students apply in their studies.

Subject Competency: Students will become conversant with course content material and hone their research and investigative skills through appropriate learning activities. In this intellectual growth process students learn to value life-long learning as essential to their own personal growth and develop a philosophy of life that helps nurture the entrepreneurial spirit and concern for the community and environment.

Skills Mastery: Students learn the requisite professional and communication skills for careers in business and the world of technology. Computer literacy is essential in this process to access professional literature through on-line services and to gain familiarity with key references in selected fields of study. Especially for international students, PSU's objective is to have them learn to communicate effectively in English and to be sensitive to American values.

Global Understanding: Students, in all courses of study, master the strategic concepts and develop the requisite attitudes and skills to function within the diverse cultural, religious, and social parameters of the world's "Global Village."

LEARNING OPPORTUNITIES

Selected learning opportunities in the classroom are organized around the curriculum with its seminars, field based projects, case studies, research, outreach programs and other instructional processes designed to train the future leader in business and technology to meet the goals and objectives of the program.

PROGRAM EVALUATION

The University judges the success and quality of its program through (1) its ability to attract a highly qualified student body; (2) its distinguished faculty; (3) its success in retaining such students; (4) its effective placement of well trained graduates; (5) its being awarded State of California approval; and (6) its national accreditation.

Professors are encouraged to measure student success in their courses through performance assessment criteria which are congruent with the University's mission, goals, objectives, and learning opportunities. This may be in addition to other forms of course evaluation.

ACCREDITATION AND OTHER APPROVALS

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

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4243
Tel: (202) 336-6780 Fax: (202) 842-2593 www.acics.org

PSU is a member of the Council for Higher Education Accreditation (CHEA). CHEA is a non-profit organization which acts as the national policy center and clearing house on accreditation for the entire higher education community throughout the U.S.A. Its main mission is to promote academic quality.

Council for Higher Education Accreditation (CHEA)
One Dupont Circle NW, Suite 510
Washington, DC 20036
Tel: (202) 955-6126 Fax: (202) 955-6129 www.chea.org

PSU is approved by the Bureau of Private Postsecondary Education (BPPE) the State of California, to provide the following degree and non-degree programs: Bachelor of Business Administration; Master of Business Administration; Doctor of Business Administration; Bachelor of Science in Computer Information Systems; Master of Science in Computer Science; Master of Science in Information Systems; Accounting Certificate; and English as a Second Language. The BPPE address is as follows:

Bureau of Private Postsecondary Education (BPPE)
2535 Capitol Oaks Dr. # 400
Sacramento, CA 95833
Tel: (916) 574-7720 Fax: (916) 263-1897 www.dca.ca.gov

Mailing Address:
BPPE
P.O. 980818
West Sacramento, CA 95798-0818

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

U.S. Immigration and Customs Enforcement (ICE)
Tel: (866) 347-2423 www.ice.gov

A MESSAGE FROM THE CHAIRPERSON AND BOARD OF TRUSTEES



Welcome to Pacific States University!

Join us at PSU where the opportunities for you to learn, to expand your knowledge and to master a successful future in the 21st Century are greater than ever before. Our University is proud to offer programs and experiences designed to develop in students a lifetime commitment to learning.

Today our multi purpose professional school carries out its mission in an environment which encourages intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth. All our students, faculty, and staff stay united in that effort.

The unique needs of our international student body are reflected in the curriculum and course instruction techniques. The campus has a friendly administration and staff who understand that students must cope with homesickness, cultural alienation, the requirements of the U.S. Citizenship and Immigration Services (USCIS), and the academic challenges of non-native English speakers.

Good luck. I hope we meet in the near future.

A handwritten signature in black ink that reads "Kyunghee Kim". The signature is written in a cursive, flowing style.

Kyunghee Kim, Ph.D.

Chairperson, PSU Board of Trustees and Konkuk University Foundation

A MESSAGE FROM THE PRESIDENT



Welcome to PSU!

It is my pleasure to welcome you to Pacific States University. We are very pleased you are here. Students have been attending PSU since 1928 and more than 12,000 graduates are representing our University in Los Angeles and around the globe.

Pacific States University is a unique place with a history of working with a diverse student body. Our students and faculty come from all over the world and, yet, our campus remains small and our staff is devoted to the well being of each individual. Our focus is on providing you with the best educational opportunities, to get to know your professors, and to become friends with the best and brightest young people from all over the world.

All of us at Pacific States University look forward to getting to know you personally. We are sure you will enjoy the experience upon which you are about to embark.

President of Pacific States University

A handwritten signature in black ink, appearing to read "Jin Q Kim". The signature is stylized and written in a cursive-like font.

Jin Q Kim, M.D., Ph.D., FACB, FAST

BOARD OF TRUSTEES

Established in 1928 Pacific States University (PSU) is organized as a 501 (c) (3) Non-Profit, Public Benefit Corporation, chartered in the State of California.

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

UNIVERSITY ADMINISTRATION

President.....	Jin S. Kim
Special Assistant to President	Joan B. Wilson, Ed.D.
Associate University Dean.....	Min Sang Kim, Ed.D.
Director, College of Business	Appointment to be Filled
Registrar/Academic Advisor	Namyong Chah, M.A., M.B.A.
Financial Affairs Officer.....	Keith Kim, M.B.A.
Management Information Systems	
Advisor.....	Kuang-Kai Lu, M.S.C.S.
Associate Director of Admissions.....	Reddy Budalama, M.S.
Assistant Admissions Officer.....	Seohee Yang, M.B.A.
Director of Strategic Career Services, University Librarian.....	Deborah Hull, M.A, M.L.S.
Director of Student Services, Director of Financial Aid, Director of Cyber Learning Center	Min Sang Kim, Ed.D.
Director, College of Computer Science & Information Systems	John Ma, M.S.C.S.
Director, Accounting Certificate Program	Hwang, Yoon Jeong, M.B.A. C.P.A.
D.B.A. Program Administrator	Byung Sik Hong, D.B.A.
M.B.A. Program Administrator	Chase Rhee, D.B.A.

STATEMENT ON NON-DISCRIMINATION

Pacific States University does not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any other University-administered programs or activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the University Dean, the University officer assigned the responsibility for reviewing such matters.

STATEMENT OF ACADEMIC FREEDOM

Pacific States University adheres strictly to a policy of complete academic freedom. Instructors at PSU are encouraged to present a variety of perspectives on their subjects. Students at PSU are encouraged to think and to question, to challenge and to respond. Facts and truth are the primary concern. Faculty and students at Pacific States University are free to examine all pertinent data, to question all ideas as presented, and to be guided by evidence.

STATEMENT OF CONFLICT OF INTEREST

Members of the University community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The Board of Trustees, faculty, and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others having a relationship with the University on the sole basis of what is in the best interests of the University without consideration of personal gain.

This policy establishes the framework within which the University wishes to operate. The purpose of these guidelines is to provide general direction so that members of the University community can seek further clarification on issues related to the subject of acceptable standards of operation. Members

of the Board of Trustees should contact the President of the Board and all others should contact the President of the University for more information or questions about conflict of interest. It is possible that the opinion of the University's attorney may be sought for clarification.

An actual or potential conflict of interest occurs when a member of the University community is in a position to influence a decision that may result in personal gain for that person or for a relative as a result of the University's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage including spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members of the University community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the appropriate party mentioned above as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has a significant ownership in a firm with which the University is doing business, but also when a member of the University community or a relative receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to \$50), or special consideration as a result of any transaction or business dealings involving the University.

The Board of Trustees and the President of the University have the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the University, including, if appropriate, recommendation for disciplinary action or discharge.

Members of the University community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement

at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

FACULTY AND FACULTY SENATE

The quality and dedication of the PSU faculty are central to PSU's effectiveness as an institution of higher learning. The University's academic programs are staffed by outstanding academic and practicing professionals who are responsive to the spirit and demands of the times. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for the students. The academic and professional experiences of our faculty members are included in Section Eleven of this catalog.

The Faculty Senate of PSU, composed of all current instructors and the University Librarian, is an advisory body to the PSU administration and Board of Trustees. At scheduled meetings, the members propose, discuss, and validate PSU actions that directly concern the academic and scholastic pursuits of students and faculty. Rules and policies pertaining to instructors are contained in the *Faculty Handbook*.

SECTION TWO

ADMISSIONS INFORMATION

Requirements for admission to Pacific States University are set forth below and are in accordance with Title V, Chapter 1, Subchapter 3 of *California Administrative Code*.

ADMISSIONS POLICIES

The University admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, or physical disability.

Students seeking admission must submit all application requirements. *All documents received become the property of PSU.*

ADMISSION OF INTERNATIONAL STUDENTS

PSU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). Every effort is made by the PSU faculty to help students adjust to academic life in the U.S., particularly if English is the student's second language.

The application and financial statement required of international students must be submitted on forms available from the Admissions Office. The issuance of an I-20 requires the submission of an official transcript. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by PSU. A non-refundable application fee and administrative processing fee are as follows:

Description	Fee (US\$)
Application Fee (Non-refundable)	\$100

All applicants whose education credits were completed outside the United States will receive conditional acceptance until a formal evaluation of their transcripts have been completed.

An application fee and an administrative processing fee must accompany the admissions application. Once an application and all supporting documents have been received by the Admissions Office, approximately three to four (3-4) weeks should be allowed for processing.

To receive the earliest consideration, an applicant should submit an application and supporting documents according to the following schedule:

Applying for	Documents should be received by
Fall	August 1
Winter	November 1
Spring	February 1
Summer	May 1

PSU will not issue a Certificate of Eligibility (Form I-20) until the student has been admitted and has been financially certified by the University.

The Admissions Office will issue letters of acceptance to successful applicants who have completed satisfactorily all requirements. Form I-20 A-B will be sent to international students.

Students must report to school within seven (7) days after arriving in the U.S. or the I-20 will be void. ***An F-1 student must remain in attendance at the university that issued the I-20 form a minimum of two quarters before transferring to another school.*** A student wishing to transfer at the end of a quarter must apply during that quarter since the U.S. Citizenship and Immigration Services (USCIS) requires sixty (60) days approval before the transfer.

ENGLISH LANGUAGE PROFICIENCY

Applicants for bachelor's and master's degree programs whose native language is other than English must have a score of 450 (paper-based), or 133 (computer-based), or 45 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 4.5 on the International English Language Testing System (IELTS), and must send their scores to PSU's Admissions Office.

Applicants for the doctoral degree program whose native language is other than English must have a score of 550 (paper-based), or 213 (computer-based), or 80 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 6.5 on the International English Language Testing System (IELTS), and must send their scores to PSU's Admissions Office.

Students who have not taken TOEFL or IELTS but need a score to meet the admissions requirement may be admitted conditionally. Those students admitted conditionally may matriculate for two quarters, must enroll EN004, and submit a minimum TOEFL or IELTS score or be dropped from the program. Those students as well as the students who did not qualify for conditional admission are encouraged to enroll in PSU's English as a Second Language (ESL) course of study and/or EN004 to prepare for the TOEFL. Students who have the minimum TOEFL or IELTS score and begin or continue their degree programs may be advised to enroll in EN005 to strengthen their language mastery.

Enrolled students who exhibit difficulties with the English language may be referred to the ESL Faculty for review and for suggestions to remedy any deficiencies.

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

UNDERGRADUATE ADMISSION

Students seeking undergraduate admission must submit the following application requirements:

1. Evidence of completion of high school or equivalent;
2. Proof of English language proficiency. A score of 450 (paper-based), or 133 (computer-based, or 45 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 4.5 on the International English Language Testing System (IELTS);
3. Completed application. Attach two recent 2"x2" passport size photos;
4. Certificate of Financial Support with supporting documents;
5. Copy of passport;
6. Application fee for all students (non-refundable): US\$100
7. (Optional) Express Mailing Fee (Non-Refundable): US\$100

Students may submit other documents for consideration:

1. *A letter of recommendation;*
2. *Personal essay (200 words or less).*

Admission from High School

1. GENERAL CRITERIA

To be admitted, a high school graduate must have the following:

- a. Evidence of completion of high school or equivalent.
- b. The University will evaluate the student's high school Grade Point Average (GPA), curricular records, and other documents to determine entrance eligibility.

Students may submit other documents for consideration:

- *Scholastic Aptitude Test (SAT) or*
- *American College Testing (ACT).*

2. TITLE V CLASS REQUIREMENTS

California law prescribes as requirements for bachelor's degrees that each student demonstrate competence in understanding (1) American history, institutions, and ideals, (2) The Constitution of the United

States, and (3) the principles of state and local government as established in California. Students may meet these requirements by completing specified courses under the General Education requirements.

3. ADMISSION WITH ADVANCED STANDING

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 PSU if the student has earned a score of three (3) out of a possible five (5). Evaluation and approval will be made by the University Dean and become a permanent part of the student's academic file.

GRADUATE ADMISSION

Students will be admitted to the Master of Business Administration (M.B.A.), Master of Science in Computer Science (M.S.C.S.), or Master of Science in Information Systems (M.S.I.S.) program if their undergraduate GPA is 2.50 or greater for courses taken in the last ninety (90) quarter units of their undergraduate program.

M.B.A. students must supply proof that they have completed a bachelor's degree in business administration or economics from a recognized school. Those students who have not completed their bachelor's degree in business related area are required to meet the prerequisite requirements.

M.S.C.S. and M.S.I.S. students must supply proof that they have completed a bachelor's degree in physics, engineering, computer science, information systems, or applied mathematics from a recognized school. Those students who have not completed their bachelor's degree in science area are required to meet the prerequisite requirements.

Students seeking graduate admission must submit the following application requirements:

1. Evidence of completion of bachelor's degree. Official transcripts of all degrees;

2. Proof of English Language Proficiency. A score of 450 (paper-based), or 133 (computer-based), or 45 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 4.5 on the International English Language Testing System (IELTS);
3. Completed application. Attach two recent 2"x2" passport size photos;
4. Certificate of Financial Support with supporting documents;
5. Copy of passport;
6. Application fee for all students (non-refundable): US\$100
7. (Optional) Express Mailing Fee (Non-Refundable): US\$100

Students may submit other documents for consideration:

1. *GMAT or GRE scores;*
2. *Description of professional work experience;*
3. *Two letters of recommendation;*
4. *Personal essay (200 words or less).*

DOCTOR OF BUSINESS ADMINISTRATION (D.B.A.) PROGRAM ADMISSION

D.B.A. program candidates must meet the following criteria:

1. A master's degree from a U.S. Department of Education recognized educational institution or its equivalent;
2. Official transcripts of all degrees. All documentation must be translated into English;
3. A graduate GPA of at least 3.0;
4. An interview with the D.B.A. Admissions Committee either in person, by telephone, or through teleconferencing;
5. Three letters of recommendation from previous professors or employers commenting on the applicant's ability to do doctoral level work;
6. A 750 word Statement of Purpose indicating the applicant's interest in pursuing the advanced degree and future goals;
7. Curriculum Vitae;
8. Proof of English language proficiency. A score of 550 (paper-based), or 213 (computer-based), or 80 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 6.5 on the International English Language Testing System (IELTS);

9. Completed application with two recent 2"x2" passport size photos;
10. Certificate of Financial Support with supporting documents;
11. Copy of passport;
12. Application fee for all students (non-refundable): US\$100
13. (Optional) Express Mailing Fee (Non-Refundable): US\$100

ACCOUNTING CERTIFICATE (NON-DEGREE) PROGRAM ADMISSION

Students seeking accounting certificate program admission must submit the following application requirements:

1. Evidence of completion of bachelor's degree. Official transcripts of all degrees;
2. Proof of English Language Proficiency. A score of 450 (paper-based), or 133 (computer-based), or 45 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 4.5 on the International English Language Testing System (IELTS);
3. Completed application. Attach two recent 2"x2" passport size photos;
4. Certificate of Financial Support with supporting documents;
5. Copy of passport;
6. Application fee for all students (non-refundable): US\$100
7. (Optional) Express Mailing Fee (Non-Refundable): US\$100

Students may submit other documents for consideration:

1. *A letter of recommendation*
2. *Personal essay (200 words or less)*

ESL (NON-DEGREE) COURSE OF STUDY ADMISSION

Students applying for the non-degree English as a Second Language (ESL) course of study will take a placement test to establish their level of competency: beginning, intermediate, or advanced.

Students seeking non-degree course of study admission must submit the following application requirements:

1. Evidence of completion of high school or equivalent;
2. Completed application. Attach two recent 2"x2" passport size photos;
3. Certificate of Financial Support with supporting documents;
4. Copy of passport;
5. Application fee for all students (non-refundable): US\$100
6. (Optional) Express Mailing Fee (Non-Refundable): US\$100

ADMISSION OF TRANSFERRING STUDENTS

For transfers to PSU, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level, and a maximum of thirty-three (33) courses (132 units) for transfer credit at the undergraduate level.

D.B.A. program applicants who have completed equivalent graduate level courses from a U.S. Department of Education recognized educational institution programs in business, management or related fields with a grade of B or higher may, with the approval of the D.B.A. Admissions Committee, have sixteen (16) quarter units transferred into their programs towards Foundation Courses.

Students desiring to transfer such credits must make a formal request which includes:

- A list of PSU courses for which the student is requesting credits;
- Official transcript(s) indicating courses that may be equivalent;
- Descriptions and syllabi/outlines for the course(s) or catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the PSU program as described in the current catalog.

The D.B.A. Admissions Committee in consultation with the D.B.A. Program Committee determines the equivalency and makes their recommendations to the D.B.A. Program Administrator. The D.B.A. Program Administrator in

consultation with the Executive Vice President is responsible for transfer evaluation. The Registrar monitors the recommended transfer evaluation, assuring it does not exceed the sixteen (16) units allowed, and makes the necessary notations on the transcript.

The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content. Only equivalent courses are transferable. A or B grades are required at the graduate level, and grades of C or better at the undergraduate level.

Additional requirements for international students transferring to PSU or changing non-immigrant status:

1. Transfer letter from prior school or attendance letter from prior school;
2. Copy of Form I-20 A-B from prior school;
3. Copy of passport and U.S. Visa stamp;
4. Copy of I-94 Record; and
5. Commitment fee of \$2,000 (non-refundable) but applicable to tuition.

MBA WITH A CONCENTRATION IN INTERNATIONAL BUSINESS DISTANCE EDUCATION PROGRAM ADMISSION

The PSU Distance Education Program makes it possible for diverse groups of students around the world who are unable to attend regular class meetings on campus to reduce the barriers of distance and time by participating in an accredited and quality program. By so doing they can earn their desired degrees, save money, and avoid the hassle of international travel.

Instruction in the program will be through online as well as campus classroom methodology. This gives students the advantage in selecting the mode of learning which best meets their immediate needs. This means that the PSU Distance Education courses will be offered in the online format as well as offered in hardcopy.

Submit the following application requirements:

1. Evidence of completion of bachelor's degree. Official transcripts of all degrees;
2. Proof of English Language Proficiency. A score of 450 (paper-based), or 133 (computer-based), or 45 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 4.5 on the International English Language Testing System (IELTS);
3. Completed application. Attach two recent 2"x2" passport size photos;
4. Certificate of Financial Support with supporting documents;
5. Copy of passport;
6. Online Learning Readiness Assessment Test (available at www.psuca.edu/online/forms.htm);
7. Email address;
8. Application fee for all students (non-refundable): US\$100

Students may submit other documents for consideration:

1. *GMAT or GRE scores;*
2. *Description of professional work experience;*
3. *Two letters of recommendation;*
4. *Personal essay (200 words or less).*

READMISSION

Students who have been dismissed from the University must wait two (2) quarters before applying for readmission and must submit a Petition for Readmission to the University Dean. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The University Dean will notify the students in writing concerning their readmission. If readmission is granted, students may resume course work at Pacific States University.

ADMISSION OF STUDENTS WITH SPECIAL CIRCUMSTANCES

At the discretion of the Admissions Committee, exceptional applicants who do not meet the regular admission requirements may be admitted on a provisional basis to undergraduate or graduate status. These prospective students are essentially qualified for entrance to the University based upon a careful review of their credentials supported by personal interviews. Prerequisite course requirements may be added to their programs.

SECTION THREE

FINANCIAL INFORMATION

TUITION AND OTHER FEES

Tuition

Students are required to pay tuition at registration. Cash, money orders, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. *Fees are subject to changes.* The University resolves that once a tuition level is established for a student, that tuition will remain the same until he/she graduates.

Program Course Level	Cost
Accounting Certificate Program Accounting Course	\$550 per Course
ESL Course of Study ESL Course	\$1,465 per Quarter \$3,195 for 3 Quarters
Undergraduate 100-400 Level Courses	\$4,685 per Quarter (12-16 Units) \$315 per Unit (Below 12 or Beyond 16 Units)
Graduate 500 Level Courses 600 Level Courses 700 Level Courses	\$ 345 per Unit \$ 535 per Unit \$ 730 per Unit

Other Fees

Description	Fee
Application Fee for All Students (Non-Refundable, One-Time)	\$100
Readmission Fee (Non-Refundable)	\$100
Express Mailing Fee (Non-Refundable)	\$100
Facility and Equipment Fees (Per Quarter)	\$150
Registration Fee (Non-Refundable, per Quarter)	\$30
Credit by Special Examination Fee	50% of Course Fee
Credit for Prior Experiential Learning Assessment Fee	\$150
English Placement Test Fee (Per Test)	\$45
Graduation Fee	\$300
Student Tuition Recovery Fund Fee (CA Residents)	\$4
Copy of Official Transcript Fee (Per Transcript)	\$10
Other Service Fees (Official Documents and Letters, per Copy)	\$10
Expedited Service (Same Day) Charge	\$10

Penalties

Description	Fee
Change-of-Course Fee (Add / Drop)	\$10
Change-of-Program Fee	\$100
Late Registration Fee	\$100
Returned Check Fee	\$30

FINANCIAL POLICIES

Payment Policies

Failure to make payments of tuition and other fees, or other amounts when they are due, is considered sufficient cause to place a student on non-academic discipline. This status causes the University to do one or more of the following:

1. Bar the student from attending classes, taking examinations, or registering for the following quarter.
2. Withhold a diploma, scholastic certificate, transcript of record, or grades for the quarter.
3. Suspend the student.

PSU reserves the right to withhold any and all services if petitioner is not in good financial standing with the University.

Deferment of Tuition

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

Withdrawal - Refund Policy

PSU's refund policy has been established so that the student who withdraws from class shares in the cost incurred. Students who register and withdraw before the first class will be refunded the entire tuition minus US\$100. In the event that a student does not complete a course, a tuition refund less the non-refundables will be made according to the schedule below.

Withdrawal During Quarter	Refund*
1st Week of the Quarter	100%
2nd Week of the Quarter	90 %
3rd Week of the Quarter	80%
4th Week of the Quarter	70%
5th Week of the Quarter	60%
6th Week of the Quarter	50%
7th Week of the Quarter	45%
After 7th Week of the Quarter	0

* *The percentages shown reflect the Department of Consumer Affairs guidelines, which specify a pro rata refund.*

PSU refunds tuition for all students, which includes those registered in degree programs and the English as a Second Language Course of Study. The student should inform the Financial Affairs Officer of the intention to withdraw.

No refund will be issued unless the student account has credit balance. Refunds will be made within thirty (30) days of official withdrawal or thirty (30) days of the date of determination of withdrawal if the student does not officially withdraw.

For student-loan recipients, any refund will first be applied to the amounts owed to lenders under federal guidelines. Any remaining balance will be refunded based upon the last day of attendance. Should a refund to a lender result in a balance due to the University, the student will be responsible for payment of the balance due to the University. The student will be notified in writing of any refunds made to a lending institution.

Student Tuition Recovery Fund (STRF) Policy

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

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

To qualify for STRF reimbursement, the student must file an STRF application within one (1) year of receiving notice from the Department of Consumer Affairs (DCA) that the school is closed. If the student does not receive notice from DCA, the student has four (4) years from the date of closure to file an STRF application. If a judgment is obtained, the student must file an STRF application within two (2) years of the final judgment.

It is important that students keep copies of the enrollment form, financial aid papers, receipts, and any other information that documents the monies paid to the school. Questions regarding the STRF Policy may be directed to the Department of Consumer Affairs (DCA), 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834, (916) 574-8200.

Buyer's Right to Cancel Policy

To cancel the Student Enrollment Agreement, students must submit their requests addressed to the Registrar, Pacific States University, 3450 Wilshire Blvd. Suite 500, 5th Floor, Los Angeles, CA 90010. Students may cancel this Agreement and receive a refund based upon the Student's Right to Withdraw and Tuition Refund Policy.

PSU STUDENT FINANCIAL ASSISTANCE PROGRAM

Pacific States University offers financial assistance to entering students based upon the evaluation of the admissions application. This assistance is applied to the first two quarters of enrollment. The maximum granted is \$2,000 of tuition for undergraduates and \$1,000 of tuition for graduates applied to the first two quarters. It is within the discretion of Administration to determine the number of requests granted and the amounts of financial aid distributed each quarter.

The Financial Assistance Application must be returned to the administrative office, postmarked by the deadline for each quarter. The quarterly deadlines for submission of the scholarship application are shown as below.

Deadlines for Financial Assistance Program

	Winter Quarter	Spring Quarter	Summer Quarter	Fall Quarter
Deadline	November 1 st	February 1 st	May 1 st	August 1 st

Criteria Considered:

1. Full-time Enrollment Status – Undergraduates, 3 Courses; Graduates, 2 Courses;
2. Grade Point Average: All foreign transcripts must be submitted with an evaluation report and a minimum GPA of 3.0 in high school for undergraduate applicants, 3.5 in bachelor's degree for graduate applicants, and 3.8 in master's degree for doctoral degree applicants;

3. TOEFL Score;
4. Three Letters of Recommendation; and
5. Student's Personal Statement: Why studying at PSU will help me meet my future goals.

The information above is subject to change without notification. The purpose is to give you an overview of the scholarships for which you may be eligible at PSU. It does not constitute an offer or an agreement. The requirements listed above are general guidelines that are subject to change.

FINANCIAL AID

Students seeking financial aid may apply for the following Federal programs:

1. Federal Pell Grants;
2. Federal Stafford Loan; and
3. Unsubsidized Federal Stafford Loan.

To receive Federal financial aid, a student must:

1. Be a U.S. citizen or eligible non-citizen;
2. Be registered with Selective Service (if required);
3. Be admitted to the University seeking a degree or certificate;
4. Not owe a refund on a Federal grant or be in default on a Federal educational loan;
5. Be meeting Standards of Satisfactory Progress;
6. Be enrolled at least half-time (8 units undergraduate / 4 units master's); and
7. Not be convicted of drug distribution or possession or be incarcerated.

Students holding an "F" or "J" Visa or I-688A, I-688B and I-797 Visas are not eligible for Federal aid. They may be eligible for non Title IV, alternative loan programs from private lenders. All admission requirements must be satisfied before financial aid funds may be disbursed to the student.

To request a Free Application for Federal Student Aid (FAFSA), students should call the Financial Aid Office at (323) 731-2383, write to: Pacific States University, Financial Aid Office, 3450 Wilshire Blvd. 5th Floor, Los Angeles CA, 90010 or email at admissions@psuca.edu.

Loan Responsibilities

Any agency or organization which grants loans will indicate the terms and amount of that loan. *Students are responsible for their loans and for repaying the loan amount plus any interest.*

SCHOLARSHIP OPPORTUNITIES

Students may apply for the Presidential Scholarship for the Fall, Winter, Spring and Summer Quarters for tuition credit in their respective Colleges. These scholarships are funded through the University's General Fund.

Eligibility. Student must: a) be currently enrolled; b) have a GPA of 3.0 or higher; c) have completed three or more courses in their Colleges; d) show no outstanding balances in the Financial Office.

Application Procedure. Students must apply during the first week of the quarter of the Fall, Winter, Spring and Summer quarters. Applications are available in the Registrar's Office and on the PSU website. Completed applications should be submitted to the University Dean who will meet with the Scholarship Committee. Nominees are presented to the President or Vice President for final approval. Awards will be made at the end of the third week of the quarter with adjustments made to the student's account.

Criteria for Scholarship Awards. The Scholarship Committee will consider the student's a) GPA; b) contributions made to PSU; c) contributions made to the community; and d) faculty recommendations.

Amounts of Scholarships. The University may award \$2,000, \$1,500, \$1,000, or \$500 to undergraduate students and \$1,500, \$1,000, or \$500 to graduate students per quarter. The amount of scholarship awarded and number of awardees will depend on total number of scholarship applicants and total number of enrollments of that quarter.

Restrictions. Students may apply for only three scholarships per year. Students who have completed Comprehensive Exam or Dissertation Courses in the D.B.A. program are not eligible. Accounting Certificate program and English as a Second Language students are ineligible.

SECTION FOUR

STUDENT RIGHTS AND RESPONSIBILITIES (RULES AND REGULATIONS)

STUDENT RIGHTS

Students are the primary focus in campus life. Their welfare and the conditions under which they study, work, and relax must be safeguarded to preserve their rights under the United States Constitution, federal laws, and California statutes. Campus policies and procedures seek to guarantee these civil liberties. Student understanding and cooperation are essential to the successful implementation of this legal structure.

Right to Appeal

The University has initiated and implemented procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that the courts of law require. The purpose is to provide a system that will represent “fairness and the absence of arbitrariness.” The University makes every effort to see that appeal procedures are clear to students and that their avenue of appeal is not burdensome.

Nondiscrimination Policy

University does not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, physical disability, sexual orientation, or any other legally protected status in the administration of its educational programs, admission policies, or any other university-administered programs or activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-

discriminatory status should be directed to the University Dean, the University officer assigned the responsibility for reviewing such matters.

Students with Disabilities Policy

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the University Dean's Office and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file a formal grievance should secure a copy of the Student Grievance Procedures from the University Dean's office.

Student Records Policy

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff provide, generally that students have the right of access to their educational records, and educational institutions shall not release educational records without consent of the student, subject to exceptions provided by law. In this notice, "students" refers to former students, and does not include applicants who have not previously attended Pacific States University.

- **Right of Access.**

With a few exceptions provided by law, students at PSU 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, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records. Students may waive their right of access to recommendations and evaluations in the cases of admissions, applications for employment, and nominations for awards.

The University may not require students to sign a waiver of their right of access to their records, but students and prospective students should be

aware that users of recommendations and evaluations made without a signed waiver may discount their helpfulness and validity.

- **Disclosure of Student Records.**

With several exceptions provided by law, the University cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc. can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release should be made.

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

The University has designated the following categories of information as directory information which may be released to the public without consent of the student: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous public or private school attended by the student.

Students may request that certain categories of directory information may not be released to the public without their written consent. Such requests should be submitted in accordance with the Student Records Policy of the University.

Right to File a Complaint Policy

Any student alleging failure of the University to comply with the Family Educational Rights and Privacy Act (FERPA) may file a complaint with the U.S. Department of Education, 330 Independence Avenue, SW, Washington, DC 20201. Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

Student Grievances

The procedure for the resolution of student academic complaints is a three-step process. The University anticipates that most disputes either will be resolved through step #1, informal discussions or step #2, the intervention of an ombudsman. Only a few cases should require step #3, the judgment of an informal hearing panel.

- First, a student who feels that the faculty, staff, administration, or other students have treated him unfairly is advised to seek informal counsel with the offending party or the University Dean in the interest of a speedy resolution of the problem.
- Second, if this step does not lead to satisfaction of the student, he/she should petition for a grievance review, a formal procedure at the University. The petitioner should write a letter to the University Dean requesting the assignment of an ombudsman. The letter must outline the specifics of the complaint, all pertinent information, and steps taken to remedy the situation through the informal process.

The University Dean will act promptly in assigning an ombudsman and informing the Executive Vice President of the grievance. The University Dean will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting the offending party, and/or convening all parties to the grievance. The ombudsman will notify in writing the University Dean

of the outcome of the intervention with recommendations. These will be sent to the Executive Vice President who will confer with the University Dean to guarantee that the cause of the grievance is removed.

- Third, if the grievant is unable to receive a satisfactory resolution of the complaint he/she should notify in writing the Executive Vice President who will convene an impartial hearing panel for a judgment. For further redress the student may contact the Department of Consumer Affairs (DCA): Physical Address, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834. Tel: (916) 574-8200. Fax: (916) 574-8613.

Student Evaluation of Instruction

To sustain a high quality of instruction at the University, students are expected to evaluate each class in which they are enrolled. Evaluation forms are distributed toward the end of each quarter. The evaluation forms, prepared anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the University Dean and distributed to the individual instructors.

Sexual Assaults on Campus Grounds Policy

PSU is committed to creating and maintaining an academic environment dedicated to learning and research in which individuals are free from sexual assault or sexual harassment from any party. Sexual assault is defined in California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures,

sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of the University shall: (a) sexually assault any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies, or educational experience at PSU. Similarly, no faculty member or other employee of the University shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student, applicant, faculty member or other employee of the University who feels that he or she is a victim of sexual assault or harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member, or other PSU employee, or visitor or invitee of the school, in connection with the educational experience offered by the University, should bring the matter to the immediate attention of the Dean at the telephone number specified in the *General Catalog*. A student, applicant, faculty member or other employee of the University who is uncomfortable for any reason in bringing such a matter to the attention of the Dean, or who is not satisfied after bringing the matter to the attention of the Dean, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

PSU encourages students, applicants, faculty members or its employees to promptly and accurately report all sexual assaults occurring at any of the school's facilities to the Dean and the appropriate police agencies. Upon the request of a sexual assault complainant, the University personnel will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an agency that can make such referral; and (c) notify the police on behalf of the complainant if this has not been reported previously.

The office of the Dean will promptly investigate all allegations of sexual assault and harassment in as confidential a manner as it deems reasonably

possible and take appropriate corrective action if warranted. PSU will inform the complainant of the results of the school's investigation. Sexual assault complainants may, in their sole discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The University will assist any student with academic difficulties arising as a direct result of a sexual assault on the student by any PSU student, applicant, faculty member or employee occurring on Campus.

Students who are unable to receive a satisfactory resolution of their complaints may contact one or both of the following organizations. Department of Consumer Affairs (DCA), 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834. Tel: (916) 574-8200. Fax: (916) 574-8613. Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC 20002-4241. Tel: (202) 336-6780. Fax: (202) 842-2593.

STUDENT RESPONSIBILITIES

Conduct

The following regulations apply to any person who is enrolled as a Pacific States University (PSU) student. These rules are not to be interpreted as all-inclusive of situations in which discipline will be invoked. These rules are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. *The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interest.*

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to respond to the charges made against them. Where a student is disciplined for improper conduct, the student may submit a grievance with regard to the decision in accordance with the University's Grievance Policy, which can be

obtained from the Dean's Office. While disciplinary action against a student is pending, the student poses a significant threat to the University community. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University
- Forgery, alteration, or misuse of University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative processes of the University or any of its approved activities.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into University facilities.
- Violation of any state policies or regulations governing student relationship to the University.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. 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 the specific charge(s) made against a student shall be given at least ten 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 action to the University Dean, but only 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 in 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 below:

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

Suspension: Separation of the student from the University for a specified 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 from either the University or a course will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from University classes, activities, facilities, and buildings. Any exception must be approved by the President.

Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

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

Student Obligations

For students to remain in good standing at the University, they must:

1. Maintain academic standards, attend classes, and meet all financial obligations.
2. Be courteous and respectful in dealing with faculty, administrators, and fellow students.
3. Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of the University.

In addition, international students must:

1. Enroll in a minimum of twelve (12) units per quarter in the undergraduate program, and a minimum of eight (8) units per quarter in the graduate program.
2. Complete three consecutive quarters before being entitled to a one-quarter leave of absence. Undergraduate students must complete a minimum of thirty-six (36) units of study per year, and graduate students must complete twenty-four (24) units of study per year.

Cheating and Plagiarism Policies

Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one's own.

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

- Review-no action.

- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of a F grade for the specific work in question.
- Assignment of a F grade for the course.
- Referral to the University Dean and/or the appropriate 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 Tobacco Policies

PSU strongly supports the goals of "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is PSU's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the University Dean to act in all matters pertaining to the enforcement of this policy with regard to students and faculty and the Executive Vice President to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable University personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, the University may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. Gatherings on University premises or as part of University activities, at which alcoholic beverages are to be served, must receive prior approval from the Executive Vice President.

It is the policy of PSU that smoking is prohibited in all University facilities. At the discretion of the administration, outside areas may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke. Violations of the smoking policy may result in suspension or termination of academic status or employment.

Academic Discipline

Re-admission of dismissed students can be granted only after they file a petition with the University Dean and have been on leave for two quarters. Students re-admitted after dismissals are placed on academic probation for the immediate quarter following re-admission.

Refer to Standards of Satisfactory Progress Policies in Section Two, for other conditions which apply to undergraduate and graduate students.

Non-Academic Discipline

Students not conforming to University standards are subject to probation, suspension, or dismissal from the University. Faculty members may initiate proceedings through the University Dean, who will refer the matter to the University's Executive Council for a final decision.

Students who feel they have been treated unfairly may petition a grievance review through the Academic Affairs Committee.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate college director or University Dean for appropriate action.

Examples of unacceptable conduct requiring non-academic disciplinary action are as follows:

- Lighting a fire on campus
- Possessing or displaying a weapon
- Defacing University property
- Use of obscene language
- Insolence or insubordination toward faculty, administrative personnel or any University employee
- Unauthorized possession of University property
- Cheating, or otherwise duplicating the work of another student
- Excessive absence from class
- Intoxication or being under the influence of a controlled substance
- Hazing, humiliating, or intimidating other individuals
- Offering bribes for special favors from faculty

Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

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

SECTION FIVE

STUDENT SERVICES

STUDENT SERVICES

Student Services is committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty and the community. It facilitates and supports various activities to assist students in making a successful transition to the University Community and to prepare them for life after graduation.

International Student Services

The University is ready to assist international students in all matters related to their admission, academic advisement, and personal needs. In addition, the University provides the necessary services to assist international students with problems related to immigration, visas, and work permits.

New Student Orientation

Orientation is held at the beginning of each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, financial aid, faculty, administrators, and staff.

Career Center

The Career Center provides materials, references, and job listings designed to assist students in their job search. In-house workshops are provided on interview techniques, resume creation and cover letter writing. T Appointments for counseling can be made at the Career Center located in the Library. The Career Center is open Monday through Friday 9:00 A.M. to 5:00 P.M.

Housing Services

Pacific States University is located in Los Angeles and is easily accessible by public transportation. PSU offers student housing, which is located approximately 2 miles from the campus. This quaint and old-fashioned style house features a large kitchen, spiral staircases, a backyard, and easy access to campus. Each room contains beds, desks, armoires, a bathroom, and an exciting view of Los Angeles.

Students can walk north on Western Avenue to the nearby Wiltern Theater to see concerts, shows, and other live performances. Dormitory residents can also travel on the Metro Red Line subway to Hollywood, the L.A. Union Station, or transfer to Long Beach (the Blue Line), Pasadena (the Gold Line), Santa Barbara and San Diego (to L.A. Union Station, and then travel on the Amtrak train line), or beyond (Amtrak travels to many cities across the United States, including Santa Fe, Chicago, and New York City). The world is at your doorstep at the PSU dormitory!

We also provide students with assistance in finding off-campus living accommodations that meet their individual needs and financial resources. Many different arrangements are available. The area offers hundreds of inexpensive restaurants, including many fast-food chains, and minimum monthly food costs are within an affordable range for city living.

Extra Curricular Activities

The University provides a student lounge which houses vending machines, and television. Every quarter the University hosts a luncheon for students, faculty, and staff to welcome new students and as a reunion for returning students. Commencement activities are a highlight for students, faculty, and staff who enjoy a gala luncheon following the ceremonies.

STUDENT GOVERNMENT

All students are urged to participate in Pacific States University's student government. This organization is recognized by the faculty and administration as important to the student's education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving the collegiate life at PSU.

FACILITIES

University Library

The Library at Pacific States University supports and enriches the curricula of PSU. The library maintains a collection devoted to the areas of business, business management, international accounting, business, hospitality, marketing, investments and finance, real estate management, sports management, information technology, and information management as well as a variety of books, journals, newspapers, audiovisual materials, reference materials, theses, dissertations and more. The library offers the following services to the students and faculty: circulation, copy center, study areas, reference and research services and reserve services.

Library hours:

8:30 A.M. to 10:00 P.M. Monday through Saturday

Closed on Sunday

Computer Laboratories

The computer laboratory is located in Room 117 and helps students write, edit, and debug computer programs. The laboratory is equipped with a variety of computers and printers: twenty (20) personal computers; and one laser printer. The computers are connected to one file server using a network operating system. Software is for business applications, word processing, spreadsheets, programming languages, database management, and tutorials.

The labs also provide high speed broadband Internet service. Wireless Internet access is also available in certain locations on campus for notebook computer users.

Computer Laboratory hours:

10:00 am to 6:30 pm Monday through Friday

10:00 am to 4:30 pm Saturday

Closed on Sunday

Clery Act Report

In keeping with the Clery Act, PSU's Annual Clery Report is available at:
www.psuca.edu/clery

SECTION SIX

ACADEMIC POLICIES

REGISTRATION AND ENROLLMENT

Following acceptance for admission to the University, students will register for a program of study. Registration materials are available in the Registrar's Office and on the PSU website.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet. Once enrolled, students may drop or add a class only by means of an official Change of Program form. Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

Quarter Units of Credit

Academic work at Pacific States University is organized by quarters, each of which is eleven (11) weeks in length. In general, one quarter unit is equal to eleven (11) contact hours of lecture, twenty-two (22) contact hours of laboratory work, or twenty-two (22) contact hours of field-based activities. Courses usually carry four (4) units of credits.

Study Load (Academic Policy)

Student study load for a full-time undergraduate is 12-24 units and for a full-time graduate student is 8-16 units. A student enrolled less than 12 units in undergraduate level or less than 8 units in graduate level is considered half-time. Doctoral students in dissertation research courses are considered full-

time. The maximum load for a full-time undergraduate student during each quarter is 24 units and a full-time graduate student during each quarter is 16 units. Students who wish to take more than 24 units for undergraduate and more than 16 units to graduate will be required to file a Petition for Overload Request and obtain approval from the University Dean.

Note: "continuous full-time" status is required by the U.S. Citizenship and Immigration Services (USCIS) for F-1 students, which means three (3) consecutive quarters per year.

Time Limit

All requirements for the bachelor's degree must be completed within seven calendar years from the date on which the student begins undergraduate work at PSU.

All requirements for the master's degree must be completed within seven calendar years from the date on which the student begins graduate work at PSU. Doctoral students are allowed a maximum of nine calendar years from the time they begin the program to complete.

Provisional Admission

Students who did not fulfill all admission requirements are admitted with provisional status. Students admitted on provisional status must complete all admission requirements in two quarters (six months); otherwise, they will be subject to dismissal from the program. PSU reserves the right to withhold any and all services if the student is under provisional status.

Add / Drop Policy

Students may add or drop courses through the fifth week of the quarter. A \$10.00 fee is charged for the processing of each change of enrollment form. Students must request these changes by submitting an Add / Drop Form to the registrar.

Minimum Unit Requirements for Degrees

Program	Units
Bachelor of Business Administration	180 units
Bachelor of Science in Computer Information Systems	180 units
Master of Business Administration	60 units
Master of Science in Computer Science	56 units
Master of Science in Information Systems	56 units
Doctor of Business Administration	64 units

Attendance in Classes

Regular attendance is expected of every student. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction.

A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The University requires that any student who is absent a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

Attendance without Official Enrollment: Students will not be permitted to attend classes in which they are not officially enrolled.

GRADING SYSTEM: Definition of Grades and Codes

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

The following table is provided as a general reference:

<i>Grade</i>	<i>Score</i>	<i>Grade Explanation</i>	<i>Grade Point</i>
A	100-90	Excellent	4.00
B	89-80	Good	3.00
C	79-70	Average	2.00
D	69-60	Unsatisfactory	1.00
F	59-0	Failing	0
CR		Credit	Credit
NC		No Credit	N/A
IN		Incomplete	N/A
WP		Withdrawal Passing	N/A
WF		Withdrawal Failing	N/A

Additional codes include:

<i>Code</i>	<i>Explanation of Code</i>
R	Repeat a Course
CE	Credit by Challenge Examination
CX	Credit for Prior Experiential Learning (<i>Except for D.B.A. program</i>)
OM	Prerequisite Courses

At the completion of all required courses, the student is eligible to receive a degree provided that the cumulative grade point average (CGPA) is no less than a 2.0 for undergraduates and a 3.0 for graduates.

CREDIT (CR)

Credit is used to denote "pass with credit" when no letter grade is given. It is assigned to a grade of C or better for undergraduates and a grade of B or better for graduate students. CR grades are not included in the calculation of the GPA.

No Credit (NC)

No Credit is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA.

Incomplete (IN)

The incomplete grade is an interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work.

An Incomplete (IN) must be removed within the next two quarters. Failure to comply will result in an F grade and will remain on the students' permanent record. Incomplete (IN) is not used in calculating GPA.

Withdrawal Passing (WP) and Withdrawal Failing (WF)

Withdrawal Passing and Withdrawal Failing are grades for students who may wish to change their schedule by dropping a course with the permission of the University Dean. These grades are not calculated in the GPA, but will be considered credits attempted if the student has incurred a financial obligation for the quarter.

Repeat a Course (R)

The Repeat a Course is a designated code following the earned grade. Students can repeat only once any course for which they have received a grade or withdrawn from prior to completion. Only the higher grade is

calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

Credit by Challenge Examination (CE)

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

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

Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate and master's degrees. The passing mark for credit by examination at the undergraduate level is C and the graduate level is B. Credits so earned will be posted on the transcript as CR, rather than the letter grade, and not calculated in the student's GPA. If a student does not pass the challenge examination, the code "NC" will be entered on the transcript.

Students may challenge a particular course only once and may not take a challenge examination for courses already taken or attempted at the University.

Requests for Challenge Examinations may be made through the University Dean's Office.

Doctoral 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.

Doctoral students must have completed two Core courses and may challenge a maximum of two Core courses.

Credit earned by challenge examinations may be applied toward the minimum course requirements for the doctoral degree. The passing mark for credit by examination at the graduate level is B. Credits so earned will be posted on the transcript as CR, rather than the letter grade, and not calculated in the student's GPA. If a student does not pass the challenge examination, the code "NC" will be entered on the transcript.

Students may challenge a particular course only once and may not take a challenge examination for courses already taken or attempted at the University.

Credit by Challenge Examination (CE) will be awarded infrequently as the D.B.A. degree program presents unique opportunities for advanced study and research.

Challenge examinations may be requested through the D.B.A. Program Administrator's Office.

Credit for Prior Experiential Learning (CX)

Undergraduate students and graduate students in good standing and with the appropriate background may petition to earn degree credit for prior experiential learning. Eligible students must be registered in full time status. Doctoral students may not apply for CX.

Petitioning students must identify the courses for which credit is sought and document in writing how the prior experiential learning is equivalent to standards in higher education and meets curricular criteria.

Undergraduate students must have completed four undergraduate courses and may receive prior experiential learning credit for a maximum of three undergraduate courses. Graduate students must have completed two

graduate courses and may receive prior experiential learning credit for a maximum of two graduate courses.

Credits earned through petitions for prior experiential learning may be applied toward the minimum course requirements for the undergraduate and master's degrees. Credits so earned will be posted on the transcript as CR and not calculated in the student's GPA.

Forms requesting prior experiential learning credit may be requested through the University Dean's Office.

Prerequisite Courses (OM)

Prerequisite and Foundation courses are required courses for those students with insufficient background in the chosen degree. OM is designated code following the earned grade which is not calculated in the GPA.

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of units for the quarter.

Undergraduate / graduate prerequisite / Foundation courses required at the graduate level are not included in the GPA calculation.

GRADE CHANGES

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for the following reasons: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2) miscalculation of a

score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time.

No other reasons constitute a basis for a request for a grade change.

All requests for grade changes must be submitted to the Registrar's Office by the instructor within two weeks following the date of issuance of the grade in question. Under no condition will a grade change be permitted after a degree has been awarded.

TRANSCRIPTS OF PSU COURSES

The Registrar's Office maintains all official transcripts which are issued only at the written request of the student. Three working days should be allowed for processing. Exceptions to this rule are covered under Student Records. Requests for transcripts may be submitted either in person, by fax, or by mail. No telephone requests for transcripts are accepted. A \$5 fee is charged for each official transcript. Copies of transcripts for work taken at other institutions will not be issued.

Official transcripts bear the institutional seal and the signature of the University Registrar. *PSU reserves the right to withhold any and all services if petitioner is not in good financial standing with the University.*

STUDENT RECORDS

Federal law allows current and former students access to their education records. To protect the privacy of students, the law sets certain conditions on the disclosure of personal information kept by the University.

Name, birth date, field of study, attendance dates, degrees received and other items designated as Directory Information are public information and may be disclosed without the student's prior consent. Students may request that public information not be released by providing a written statement to the Registrar's Office.

STANDARDS OF SATISFACTORY PROGRESS*

**Students may obtain all forms cited in this section from the Admissions Office.*

Evaluation

The University conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completion (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

The following Standards of Satisfactory Progress apply to all undergraduate and graduate students in the degree programs. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Progress criteria.

Institutional Review Board (IRB)

IRBs are governed by Title 45 CFR (Code of Federal Regulations) Part 46 regulations which are part of the National Research Act of 1974. PSU's Institutional Review Board assures that all research conducted by faculty, staff, or students is in compliance with the Office of Human Research Protections (OHRP).

Maximum Time Frame and Successful Course Completion

Bachelor's Degree:

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	1.25	55%	Period of 1.5 times the standard program length
50%	1.50	60%	
100%	2.00	---	

* Based upon maximum time frame.

Master's Degree:

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

* Based upon maximum time frame.

Doctoral Degree:

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	2.75	55%	Period of 1.5 times the standard program length
50%	3.00	60%	
100%	3.00	---	

* Based upon maximum time frame.

Minimum Academic Achievement

Bachelor's Degree: Students must achieve cumulative grade point averages (CGPAs) 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 is not eligible for probation and will be suspended for one quarter. Failure to maintain 2.0 for any quarter will result in being placed on probation.

Master's Degree: Students must achieve cumulative grade point averages (CGPAs) 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 is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

Doctoral Degree: Students must achieve cumulative grade point averages (CGPAs) of the following: 2.75 at 25% of the maximum time frame; 3.0 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student whose CGPA is below 3.0 at 50% of the maximum time frame is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

Academic Probation

Students who do not maintain satisfactory progress will be placed on probation for one quarter. The student on probation will be counseled and given assistance, if needed, in order to improve his/her GPA. At the end of the one quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be suspended for minimum of one quarter. The student is considered to be maintaining satisfactory progress while on probation and will be eligible for Title IV aid, federal financial aid or loans.

Dismissal and Extended Enrollment

Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies at PSU in an extended enrollment status. During this time, the student is not eligible to receive federal financial aid or loans and 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. Doctoral program students must attempt to improve the deficient areas that led to the dismissal by taking DBA695, retaking courses they failed, or practicing previously learned skills 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 may apply to the Administration to return to regular student status and reinstate financial aid eligibility. A meeting will be scheduled between the University Dean and the student applying for reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. For doctoral program students, a meeting will be scheduled between the D.B.A. Program Administrator and the student applying for reinstatement to determine whether the student has the academic ability and desire to continue successfully in the program. If reinstated, the student will be placed on probation for a period of one quarter. The student will be eligible for only one reinstatement.

Mitigating Circumstances

The University Dean or D.B.A. Program Administrator may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to

demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

Appeals

Should students disagree with the application of these satisfactory progress standards, they must first discuss the problem with the appropriate instructor(s). If still dissatisfied, students may then appeal to the University Dean.

Readmission

Refer to Section Two, Admission Information.

Reinstatement

Students who leave the University without filing a Request for Leave of Absence will not be automatically reinstated. Students must file a Petition for Readmission to a degree program which have the recommendations of the Director of his College or the D.B.A. Program Administrator. It must be submitted to the Admissions Office or the D.B.A. Admissions Committee. Upon reinstatement students will be subject to all of the current requirements for the degree in effect at the time of reinstatement.

Leave of Absence

Students, in good standing and making satisfactory progress towards a degree, who must interrupt studies for compelling reasons (e.g. which may include but not be limited to personal illness, unusual family responsibilities, military service, and unexpected consequences arising in their homeland.) must file a Request for Leave of Absence, usually not to exceed four (4) quarters. Students must file this Request with the Admissions Office and have approval from the University Dean or the D.B.A. Program Administrator.

During the leave of absence students are not entitled to assistance from the faculty or use of University facilities. If granted, the leave is recorded on the students' 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 a Request for Leave of Absence or for whom a leave has been denied or has expired should refer to Readmission.

WITHDRAWAL FROM COURSES

Students should review and select classes carefully with their advisers and avail themselves of college counseling services before making a decision to withdraw from classes. Students may drop classes without academic penalty through the fifth week of classes. Due to unforeseen circumstances, students may withdraw from classes from the sixth week through the ninth week of classes and receive a grade of Withdrawal Passing (WP) or Withdrawal Failing (WF) with the permission from the University Dean or the D.B.A. Program Administrator. After the tenth week of classes permission will not be granted for a student to withdraw, a letter grade of F or Incomplete (IN) will be assigned to the student.

ACADEMIC HONORS

Academic honors are earned by undergraduate students only and are granted at graduation according to their GPA:

Cum Laude	3.40 - 3.69
Magna Cum Laude	3.70 - 3.89
Summa Cum Laude	3.90 - 4.00

Academic honors for graduate students are granted at graduation according to recommendations by the University Dean, the College Director, or the D.B.A. Program Administrator in consultation with the D.B.A. program and Dissertation Committees. Students may earn the designation: *with Great Distinction*.

CLEARANCE FOR GRADUATION

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

During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

For doctoral students, two bound copies of the dissertation must be submitted to the Registrar and University Librarian before the degree can be awarded.

Graduation ceremonies are held in June. Diplomas will be mailed to those students who have completed their degree programs and must return home in advance of the ceremonies.

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

STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY

Transferring from PSU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is

beyond PSU's ability to determine what credit might be given for course work completed at PSU.

SECTION SEVEN

COLLEGES AND DEPARTMENTS

DEGREES AND FIELDS OF STUDY

PSU offers undergraduate and graduate programs leading to the following degrees, as approved by the Accrediting Council for Independent Colleges and Schools (ACICS) and the State of California as a degree-granting institution:

College of Business

Bachelor of Business Administration (B.B.A.)

Concentrations in

Accounting

Computers in Business

Marketing

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

Concentrations in

Accounting

Finance

International Business

Management of Information Technology

Real Estate Management

Doctor of Business Administration (D.B.A.)

Concentration in International Business

Accounting Certificate Program

College of Computer Science & Information Systems

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

Master of Science in Computer Science (M.S.C.S.)

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

English as a Second Language

English as a Second Language (ESL) Course of Study

COLLEGE OF BUSINESS

The University offers a B.B.A. program with concentrations in Accounting, Computers in Business, and Marketing. The M.B.A. program offers concentrations in Accounting, Finance, International Business, Management of Information Technology, and Real Estate Management. The University also offers a D.B.A. Degree Program concentration in International Business.

A career in business is exciting and challenging, especially in these changing times as nations and companies move closer together through global interdependence. Whether the business leader is the proprietor of a small business or a member of management in a transnational corporation, the problems are many and the solutions are often difficult. PSU's instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful manager in the public or private sector.

Programs are designed to accommodate the changing nature of modern business and the varied backgrounds of the students. Theoretical, technical, and practical information is provided in the basic functional areas of business. Theory and practice are linked through learning opportunities provided by the experience of faculty members through lectures, class discussions, field trips, and classroom simulations of real-world situations.

COLLEGE OF COMPUTER SCIENCE & INFORMATION SYSTEMS

The College of Computer Science & Information Systems at Pacific States University provides educational programs leading to a Bachelor of Science in Computer Information Systems, a Master of Science in Computer Science, and a Master of Science in Information Systems.

These programs are based on the fundamental principles of analysis, synthesis, and experimentation. Students obtain a careful balance of training in deductive and inductive reasoning. Classroom discussion is enhanced by laboratory experimentation designed to emphasize established principles and concepts.

The courses give students a thorough knowledge of the basic sciences, computer science, and information systems. Students are prepared for entry-level or higher positions in industry and government.

The College of Computer Science & Information Systems provides theoretical and practical education in computer hardware and software. Curriculum emphasis is on developing competence in the areas of computer architecture, software, computer applications, programming, and computer technology. Internet application and utilization, e-Commerce, database management, information systems, and networking are studied.

ENGLISH AS A SECOND LANGUAGE (ESL) COURSE OF STUDY

The English as a Second Language course of study at Pacific States University provides non-credit academic English as a Second Language (ESL) instruction to international students and non-native residents who plan to pursue an undergraduate or graduate degree at Pacific States University or elsewhere. The intensive, 18-hour per week English program also serves students who wish to improve their English to meet their own professional and/or personal goals.

Offering courses at beginning, intermediate, and advanced levels, the program targets the language and academic skills needed for successful study at a university where English is the language of instruction. These include but are not limited to: critical thinking in reading & listening, effective oral and written communication, skills & strategies for learning, and cultural awareness. Courses in English for specific purposes and preparation courses for English language tests, including the Test of English

as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS), are also offered. In addition, students receive a variety of support services designed to facilitate their transition to life and study in the United States.

Instructors in the program at PSU have advanced degrees and experience in applied linguistics, language acquisition, and second language teaching.

SECTION EIGHT

DEGREE PROGRAMS

COURSE NUMBERING SYSTEM

001 - 099	Non Degree Courses
100 - 199	Introductory Courses, Bachelor's - Lower Division
200 - 299	Intermediate Courses, Bachelor's - Lower Division
300 - 399	Intermediate Courses, Bachelor's - Upper Division
400 - 499	Advanced Courses, Bachelor's - Upper Division
500 - 599	Graduate Level Courses, Master's Degree D.B.A. Foundation / Business Elective Courses
600 - 649	D.B.A. Core Courses
650 - 699	D.B.A. Concentration Courses
700 - 740	D.B.A. Dissertation Courses

GENERAL EDUCATION REQUIREMENTS

Private California colleges and universities and state public institutions require a certain number of units of General Education (G.E.) prior to the granting of undergraduate degrees. Most of these units must be in Humanities, Natural Sciences, Social Sciences, and Basic Subjects (oral and written communication, logic, mathematics, and statistics). For the Bachelor's degree, students must take a total of fourteen (14) courses (56 units) in five (5) areas. The following are required in the G.E. requirements for Bachelor's degrees:

General Education (G.E.) Requirements

GE REQUIREMENTS			UNITS
AREA AND COURSE			
COMMUNICATIONS (4 courses)			16
	EN200	Composition	4
	EN210	Communication Arts	4
	EN220	Research Methods and Bibliography	4
	Elect one	EN401 Technical Writing	4
		EN300 Oral Communication	4
		PY330 Personal Dynamics and Leadership	4
HUMANITIES (2 courses)			8
	PL130	Introduction to Philosophy	4
	Elect one	PL300 World Literature or Foreign Language	4
		EN250 World Cultures or Foreign Language	4
		MA303 Symbolic Logic	4
		PL330 Comparative Systems of Thought	4
MATHEMATICS (2 courses)			8
	Elect two	MA101A College Algebra and Trigonometry	4
		MA201 Computer Math for Business Majors	4
		MA202B Calculus for Business Majors	4
		MA231 Calculus 1	4
		MA232 Calculus 2	4
		MA311 Calculus 3	4
NATURAL SCIENCES (1 courses)			4
	Elect one	Physics: Mechanics, Fluids, Heat, and Sound	4
		BI101 General Biology	4
		ES101 Earth Sciences	4
SOCIAL SCIENCES (5 courses)			20
	PY210	Introduction to Psychology	4
	Elect one	EC201 Microeconomics	4
		EC202 Macroeconomics	4
	Elect one	HS130A United States History	4
		PS135 U.S. Government	4
	Elect one	HS100 Introduction to Art History (NEW)	44
		HS300 Western Civilization	4
		HS320 Non-Western Civilization	

	Elect one	SS130 Introduction to the Social Sciences SS140 Introduction to Sociology	4 4
TOTAL G.E. REQUIREMENTS FOR BACHELOR'S DEGREES			56

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

Program Objective

The Bachelor of Business Administration (B.B.A.) program organizes its courses so that students learn basic business concepts and principles, get hands-on experiences in field-based projects, and can apply both theory and logic to problem solving.

Graduates find employment in the world of business, commerce, government, and technology at the entry or intermediate levels and move rapidly to positions of greater responsibility.

Graduation Requirements

The B.B.A. degree is conferred upon completion of a minimum of one hundred eighty (180) units of quarterly credit (45 courses of 4 units each). A minimum GPA of 2.00 is required. The requirements can be summarized as follows:

Description	B.B.A.
G.E. Courses	56 units
Core Courses	40 units
Major Courses	40 units
Electives	44 units
TOTAL	180 units

B.B.A. Double Major Requirement

Students seeking a double major in B.B.A. programs must take a minimum of fifty-two (52) additional units (13 courses).

B.B.A. Concentration in Accounting

Accounting is of major importance in the world of business. The B.B.A. program with a concentration in Accounting is to provide quantitative and qualitative information, primarily financial in nature, needed for making economic decisions and reasoned choices among alternative courses of action. The student who majors in Accounting may choose from a variety of courses that offers the mechanics of and insights into this field. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		76
CORE COURSES (10 courses)		40
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU250	Small Business Management	4
BU300	Principles of Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
IS100	Introduction to Computer Information Systems	4
MK300	Principles of Marketing	4
MAJOR COURSES (10 courses)		40
AC202A	Intermediate Accounting 1	4
AC202B	Intermediate Accounting 2	4
AC202C	Intermediate Accounting 3	4
AC300	Managerial Accounting	4
AC420A	Auditing 1	4
AC430A	Income Tax Accounting 1	4
BU410	Credit Management	4
BU425	Money and Banking	4
IS230	Introduction to e-Commerce	4
IS250	Database Management	4
ELECTIVE COURSES Refer to Elective Course List		24

	Choose six	Student may choose any appropriate computer science, information systems, or business related courses (Refer to B.B.A. Elective Course List).	
TOTAL GRADUATION REQUIREMENT UNITS (45 courses)			180

B.B.A. Concentration in Computers in Business

Rapid development of computer technology in recent decades has opened the door of opportunity in business. The student studies several computer programs and is able to integrate this information through business courses to the world of business and its demands. The B.B.A. program with a concentration in Computers in Business is designed to provide students master the intricacies of both the hardware and software widely used in the commercial and international trade world. Students must take the following:

			UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List			76
CORE COURSES (10 courses)			40
	AC102A	General Accounting 1	4
	AC102B	General Accounting 2	4
	BL101	Business Law 1	4
	BU250	Small Business Management	4
	BU300	Principles of Management	4
	BU350	Finance	4
	BU370	Business and Economics Statistics	4
	BU420	Financial Management	4
	IS100	Introduction to Computer Information Systems	4
	MK300	Principles of Marketing	4
MAJOR COURSES (10 courses)			40
	BU225	Business Graphics	4
	BU445	Government Regulations in Business	4
	BU460	Business Forecasting	4
	CS110	Computer Programming 1	4
	IS230	Introduction to e-Commerce	4
	IS250	Database Management	4
	IS310	Computer Networks	4
	IS345	Internet Programming 1	4
	IS400	e-Commerce Marketing	4
	IS445	Internet Programming 2	4
ELECTIVE COURSES Refer to Elective Course List			24

Choose six	Student may choose any appropriate computer science, information systems, or business related courses (Refer to B.B.A. Elective Course List).	
TOTAL GRADUATION REQUIREMENT UNITS (45 courses)		180

B.B.A. Concentration in Marketing

Marketing techniques are changing rapidly as the world moves into global interdependence. The evolutionary nature of the business climate demands an understanding of how goods and services are channeled to producer-oriented as well as consumer-oriented economies. The B.B.A. program with a concentration in Marketing is designed for those who seek a career in business and value a solid academic and professional business foundation. Students learn the functions of the marketing process, changing consumer-buying behavior, product adaptation, and market pricing. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		76
CORE COURSES (10 courses)		40
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU250	Small Business Management	4
BU300	Principles of Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
IS100	Introduction to Computer Information Systems	4
MK300	Principles of Marketing	4
MAJOR COURSES (10 courses)		40
BU225	Business Graphics	4
BU340	Advertising	4
BU410	Credit Management	4
BU425	Money and Banking	4
BU445	Government Regulations in Business	4

	BU450	Personnel Management	4
	BU460	Business Forecasting	4
	IS230	Introduction to e-Commerce	4
	IS400	e-Commerce Marketing	4
	MK366	Sales and Salesmanship	4
ELECTIVE COURSES Refer to Elective Course List			24
	Choose six	Student may choose any appropriate computer science, information systems, or business related courses (Refer to B.B.A. Elective Course List).	
TOTAL GRADUATION REQUIREMENT UNITS (45 courses)			180

B.B.A. Concentration in Hospitality Management and Tourism

The B.B.A. program with a concentration in Hospitality Management and Tourism is designed to advance students in their careers after having studied in depth the foundation of this comprehensive and rapidly growing industry. All courses emphasize many facets of running a dynamic business through critical analysis of pertinent fundamentals, case studies set in a world with shifting boundaries, and the demands that professional management imposes. The student who majors in Hospitality Management and Tourism may choose from a variety of courses that offers the mechanics of and insights into this field. Students must take the following:

AREA AND COURSES	UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List COMMUNICATIONS AREA (4 courses: 16 units) HUMANITIES AREA (2 courses: 8 units) MATHEMATICS AREA (2 courses: 8 units) NATURAL SCIENCES AREA (1 course: 4 units) SOCIAL SCIENCES AREA (5 courses: 20 units) TOTAL 14 courses: 56 units	56

CORE COURSES (10 courses) (Remains the same)			40
MAJOR COURSES (10 courses)			40
	HM100	Introduction to Tourism and Hotel Management	4
	HM120	Food and Beverage Operations	4
	HM160	Tourism and Hospitality Management Law	4
	HM200	Hospitality Information Technology	4
	HM220	Supervision in the Hospitality Industry	4
	HM250	Strategic Management in the Hospitality Industry	4
	HM300	Marketing Hospitality and Tourism	4
	HM350	Management of Domestic and International Tourism	4
	HM420	Financial Analysis in Hospitality Management	4
	HM450	Human Resources Management in the Hospitality Industry	4
ELECTIVE COURSES Refer to Elective Course List			44
	Choose six	Student may choose any appropriate computer science, information systems, or business related courses (Refer to B.B.A. Elective Course List).	
TOTAL GRADUATION REQUIREMENT UNITS (45 courses)			180

B.B.A. Concentration in Sports Management

Students must take the following:

			UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List			56
CORE COURSES (10 courses)			40
	AC102A	General Accounting 1	4
	AC102B	General Accounting 2	4
	BL101	Business Law 1	4
	BU250	Small Business Management	4
	BU300	Principles of Management	4

	BU350	Finance	4
	BU370	Business and Economics Statistics	4
	BU420	Financial Management	4
	IS100	Introduction to Computer Information Systems	4
	MK300	Principles of Marketing	4
MAJOR COURSES (12 courses)			48
	SM101	Introduction to Sports Management	4
	SM125	Sports in Society	4
	SM150	Sports Entertainment	4
	SM201	Sports Economics	4
	SM225	Sports Ethics	4
	SM250	Sports Law	4
	SM301	Human Resource Management in Sports	4
	SM325	Sports Psychology	4
	SM325	Sports Media	4
	SM401	Sports Facility Management	4
	SM425	Sports Marketing	4
	SM450	Financial Management in Sports	4
ELECTIVE COURSES			36
	Choose Nine	Refer to Elective Course List Student may choose any appropriate computer science, information systems, or business related courses (Refer to B.B.A. Elective Course List).	
TOTAL GRADUATION REQUIREMENT UNITS (45 courses)			180

B.B.A. Elective Course List

B.B.A. ELECTIVE COURSES		UNITS
AC300	Managerial Accounting	4
AC365	Computer Applications in Accounting	4
AC405	Advanced Accounting Theory	4
AC420A	Auditing 1	4
AC420B	Auditing 2	4
AC430A	Income Tax Accounting 1	4
AC430B	Income Tax Accounting 2	4
AC480	Government and Nonprofit Accounting	4
BL201	Business Law 2	4
BU110	Word Processing	4
BU225	Business Graphics	4
BU331	Labor Relations	4
BU335	Supervision Techniques	4
BU340	Advertising	4
BU380	Business Research Methods	4
BU410	Credit Management	4
BU425	Money and Banking	4
BU445	Government Regulations in Business	4
BU450	Personnel Management	4
BU460	Business Forecasting	4
BU490	Business Policy	4
CS110	Computer Programming 1	4
IS230	Introduction to e-Commerce	4
IS240	Internet Programming Languages	4
IS250	Database Management	4
IS310	Computer Networks	4
IS320	Computer Technology and Applications	4
IS345	Internet Programming 1	4
IS400	e-Commerce Marketing	4
IS445	Internet Programming 2	4
MA470	Mathematical Models in Business	4
MK366	Sales and Salesmanship	4
SM191A- SM191C	Beginning Golf	4
SM192A- SM192J	Intermediate Golf	4

	SM193A- SM193J	Advanced Golf	4
	SM197A- SM197C	Beginning Soccer	4
	SM199A- SM199J	Advanced Soccer	4
	SM194A- SM194C	Beginning Tae Kwon Do	4
	SM195A- SM195J	Intermediate Tae Kwon Do	4
	SM196A- SM196J	Advanced Tae Kwon Do	4
		Student may choose any appropriate computer science, information systems, or business related courses in addition to this list.	

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

Program Objective

The Bachelor of Science in Computer Information Systems (B.S.C.I.S.) program offers courses in theoretical and practical applications in computer hardware, software, and information systems. Students participate in intensive computer laboratory assignments, become skilled in solving research problems, and practiced in oral and written presentations.

Graduates are fully able to accept entry level or higher positions in industry and advance professionally with additional experience in their chosen fields. Many choose to study at the graduate level and gain additional knowledge and experience in their chosen fields.

Graduation Requirements

The Bachelor of Science in Computer Information Systems (B.S.C.I.S.) degree is conferred upon completion of a minimum of one hundred eighty (180) units of quarterly credit. A minimum GPA of 2.00 is required, with no grade in any course less than C.

The graduation requirements are summarized as follows:

Description	B.S.C.I.S.
G.E. Courses	76 units
Core Courses	40 units
Major Courses	40 units
Electives	24 units
TOTAL	180 units

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

The Bachelor of Science in Computer Information Systems (B.S.C.I.S.) program emphasizes the development of competence in the areas of computer architecture, software, computer applications, programming, computer graphics, development of business applications, management of business computer software, Internet programming, e-Commerce, and computer technology. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		76
CORE COURSES (10 courses)		40
CS110	Computer Programming 1	4
CS120	Computer Programming 2	4
CS200	Programming Language Structures	4
CS220	Assembly Language Programming	4
CS282	COBOL Programming	4
CS300	Computer Data Structure	4
CS420	Theory of Computation	4
IS100	Introduction to Computer Information Systems	4
IS345	Internet Programming 1	4
MA460	Probability and Statistics	4
MAJOR COURSES (10 courses)		40
IS230	Introduction to e-Commerce	4
IS250	Database Management	4
IS310	Computer Networks	4
IS445	Internet Programming 2	4
CS383	PASCAL Programming	4
CS400	Computer System Architecture	4
CS450	System Development and Analysis	4
CS460	Applied Numerical Methods	4
CS484	C++ Programming	4
CS497	Senior Design Project	4
ELECTIVE COURSES Refer to Elective Course List		24

Choose six	Student may choose any appropriate computer science, information systems, or business related courses (Refer to B.S.C.I.S. Elective Course List).	
TOTAL GRADUATION REQUIREMENT UNITS (45 courses)		180

B.S.C.I.S. Elective Course List

B.S.C.I.S. ELECTIVE COURSES		UNITS
AC102A	General Accounting 1	4
AC300	Managerial Accounting	4
AC365	Computer Applications in Accounting	4
BL101	Business Law 1	4
BU225	Business Graphics	4
BU250	Small Business Management	4
BU300	Principles of Management	4
BU340	Advertising	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU380	Business Research Methods	4
CS180	Digital Computation and Programming	4
CS310	Microprocessor Software	4
CS410	Computer System Programming	4
CS480	Advanced COBOL Programming	4
IS240	Internet Programming Languages	4
IS320	Computer Technology and Applications	4
IS340	Internet Design for e-Commerce	4
IS400	e-Commerce Marketing	4
IS445	Internet Programming 2	4
MA470	Mathematical Models in Business	4
MK300	Principles of Marketing	4
Student may choose any appropriate computer science course, information systems, or business related courses in addition to this list.		

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

Program Objective

The Master of Business Administration (M.B.A.) program builds upon a strong foundation established in the baccalaureate program through seminars, case studies, and applied research on advanced topics. Graduates are much in demand as their skills in strategic planning and the application of management theory identify them as having the kinds of leadership needed in the 21st Century.

Areas of special interest that will strengthen students' ability to pursue chosen career goals include Accounting, Finance, International Business, Management of Information Technology, and Real Estate Management.

Graduation Requirements

The M.B.A. is conferred after satisfactory completion of seventy-six (76) quarter units or sixty (60) quarter units for students who fulfilled prerequisite requirements. The GPA for the degree must be 3.00 (B) or better.

The graduation requirements are summarized as follows:

Description	M.B.A. Program With Prerequisite Courses	M.B.A. Program Without Prerequisite Courses
Prerequisite Courses	16 / 20* units	N/A
M.B.A. Required Courses	24 units	24 units
Major Courses	16 units	16 units
Electives	20 units	20 units
TOTAL	76 / 80* units	60 units
<i>* Applies to concentration in Management of Information Technology M.B.A. students</i>		

M.B.A. Double Major Requirement

Students seeking a double major in M.B.A. programs must take a minimum of twenty-eight (28) additional units (7 courses).

M.B.A. Concentration in Accounting

The M.B.A. program with a concentration in Accounting is designed to provide business students for employment opportunities into the accounting profession. Students in this concentration earn more than one or more of the recognized professional designations: Certified Public Accountant (CPA), Certified Management Accountant (CMA), and/or Certified Internal Auditor (CIA). Students must take the following:

			UNITS	
PREREQUISITE COURSES (4 courses)				
Prerequisite courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.			16	N/A
Elect one	AC102A	General Accounting 1	4	
	AC202A	Intermediate Accounting 1	4	
Elect one	BU250	Small Business Management	4	
	BU300	Principles of Management	4	
	BU450	Personnel Management	4	
EC201	Microeconomics		4	
EC202	Macroeconomics		4	
M.B.A. REQUIRED COURSES (6 courses)			24	24
AC501	Managerial Accounting		4	4
BU505	Organizational Behavior		4	4
BU506	Management Decisions		4	4
BU508	Technology and Operations Management		4	4
FI500	Managerial Finance		4	4
MK501	Marketing		4	4
MAJOR COURSES (4 courses)			16	16
AC503A	Financial Accounting & Reporting 1		4	4
AC503B	Financial Accounting & Reporting 2		4	4
AC520	Public Accounting		4	4

	AC530	Advanced Tax Accounting	4	4
ELECTIVE COURSES (5 courses)			20	20
	Elect five	Student may choose any appropriate computer science, information systems, or business related courses. (Refer to M.B.A. Elective Course List)		
TOTAL GRADUATION REQUIREMENT UNITS			76	60

M.B.A. Concentration in Finance

The M.B.A. program with a concentration in Finance combines financial theory with practical applications for business and management decision-making and problem solving. Studies cover such areas as international business finance, trade theory and the management of international trade, globalize and integrated money and capital markets, managing corporate funds, strategic financial and profit planning, international investments, bank management, and the evaluation of management performance. Students must take the following:

			UNITS	
PREREQUISITE COURSES (4 courses) Prerequisite courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.			16	N/A
Elect one	AC102A	General Accounting 1	4	
	AC202A	Intermediate Accounting 1	4	
Elect one	BU250	Small Business Management	4	
	BU300	Principles of Management	4	
	BU450	Personnel Management	4	
EC201	Microeconomics		4	
EC202	Macroeconomics		4	
M.B.A. REQUIRED COURSES (6 courses)			24	24
AC501	Managerial Accounting		4	4
BU505	Organizational Behavior		4	4
BU506	Management Decisions		4	4
BU508	Technology and Operations Management		4	4
FI500	Managerial Finance		4	4
MK501	Marketing		4	4
MAJOR COURSES (4 courses)			16	16
FI501A	International Finance 1		4	4
FI501B	International Finance 2		4	4
FI510	International Investments		4	4
FI585	Financial Institutions and Markets		4	4
ELECTIVE COURSES (5 courses)			20	20

	Elect five	Student may choose any appropriate computer science, information systems, or business related courses. (Refer to M.B.A. Elective Course List)		
TOTAL GRADUATION REQUIREMENT UNITS			76	60

M.B.A. Concentration in International Business

The M.B.A. program with a concentration in International Business is designed to provide students with the knowledge and skills necessary for managing business organizations on a global basis. Students majoring in International Business need to be familiar with macro-aspects of business and economics that cross national boundaries, including regional economic development, cross-cultural management, and multinational marketing. Students concentrate on the general aspects of international business and management. Students must take the following:

			UNITS	
PREREQUISITE COURSES (4 courses)				
Prerequisite courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.			16	N/A
Elect one	AC102A	General Accounting 1	4	
	AC202A	Intermediate Accounting 1	4	
Elect one	BU250	Small Business Management	4	
	BU300	Principles of Management	4	
	BU450	Personnel Management	4	
EC201	Microeconomics		4	
EC202	Macroeconomics		4	
M.B.A. REQUIRED COURSES (6 courses)			24	24
	AC501	Managerial Accounting	4	4
	BU505	Organizational Behavior	4	4
	BU506	Management Decisions	4	4
	BU508	Technology and Operations Management	4	4
	FI500	Managerial Finance	4	4
	MK501	Marketing	4	4

MAJOR COURSES (4 courses)			16	16
	BU511	International Comparative Management	4	4
	BU512	Asian Trade Development	4	4
	EC512	International Economic Development	4	4
	FI510	International Investments	4	4
ELECTIVE COURSES (5 courses)			20	20
	Elect five	Student may choose any appropriate computer science, information systems, or business related courses. (Refer to M.B.A. Elective Course List)		
TOTAL GRADUATION REQUIREMENT UNITS			76	60

M.B.A. Concentration in Management of Information Technology

The M.B.A. program with a concentration in Management of Information Technology provides graduate students with the advanced knowledge and skills necessary to assume and discharge the duties and responsibilities of managers in high technology industries. Students must take the following:

			UNITS	
PREREQUISITE COURSES (4 courses)				
Prerequisite courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.			20	N/A
	Elect one	AC102A General Accounting 1 AC202A Intermediate Accounting 1	4 4	
	Elect one	BU250 Small Business Management BU300 Principles of Management BU450 Personnel Management	4 4 4	
	EC201	Microeconomics	4	
	EC202	Macroeconomics	4	
	Elect one	IS100 Introduction to Computer Information Systems IS230 Introduction to e-Commerce	4 4	
M.B.A. REQUIRED COURSES (6 courses)			24	24

	AC501	Managerial Accounting	4	4
	BU505	Organizational Behavior	4	4
	BU506	Management Decisions	4	4
	BU508	Technology and Operations Management	4	4
	FI500	Managerial Finance	4	4
	MK501	Marketing	4	4
MAJOR COURSES (4 courses)			16	16
	IS505	Computer Information Systems	4	4
	IS530	Advanced e-commerce	4	4
	IS540	Advanced Internet Programming 1	4	4
	IS550	Computer Database Applications	4	4
ELECTIVE COURSES (5 courses)			20	20
	Elect five	Student may choose any appropriate computer science, information systems, or business related courses. (Refer to M.B.A. Elective Course List)		
TOTAL GRADUATION REQUIREMENT UNITS			80	60

M.B.A. Concentration in Real Estate Management

The M.B.A. program with a concentration in Real Estate Management prepares graduate students for the real estate profession, including residential sales, commercial transactions, property management, property appraisals, and property development. Students must take the following:

		UNITS	
PREREQUISITE COURSES (4 courses)			
Prerequisite courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		16	N/A
Elect one	AC102A General Accounting 1	4	
	AC202A Intermediate Accounting 1	4	
Elect one	BU250 Small Business Management	4	
	BU300 Principles of Management	4	
	BU450 Personnel Management	4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
M.B.A. REQUIRED COURSES (6 courses)		24	24
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		16	16
RE500	Real Estate Principles	4	4
RE501	Legal Aspects of Real Estate	4	4
RE502	Real Estate Practice	4	4
RE503	Real Estate Finance	4	4
ELECTIVE COURSES (5 courses)		20	20

	Elect five	Student may choose any appropriate computer science, information systems, or business related courses. (Refer to M.B.A. Elective Course List)		
TOTAL GRADUATION REQUIREMENT UNITS			76	60

M.B.A. Elective Course List

M.B.A. ELECTIVE COURSES		UNITS
AC503A	Financial Accounting & Reporting 1	4
AC503B	Financial Accounting & Reporting 2	4
AC520	Public Accounting	4
AC530	Advanced Tax Accounting	4
AC565	Computers in Accounting	4
AC580	Government and Non-profit Accounting	4
BL501	Contract Law	4
BL505	Law in International Business	4
BU502	Quality Management	4
BU507	Operations Analysis	4
BU511	International Comparative Management	4
BU512	Asian Trade Development	4
BU513	International Hotel Management	4
BU521	Human Resource Management	4
BU550	Business Ethics	4
BU560	Research Methods	4
EC512	International Economic Development	4
FI501A	International Finance 1	4
FI501B	International Finance 2	4
FI510	International Investment	4
FI515	International Trade and Finance	4
FI585	Financial Institutions and Markets	4
IS505	Computer Information Systems	4
IS530	Advanced e-commerce	4
IS540	Advanced Internet Programming 1	4
IS545	Advanced Internet Programming 2	4
IS550	Computer Database Applications	4
MK503	Multinational Marketing	4
MK515	International Marketing Research	4
MK520	Consumer Behavior	4
MK530	Import and Export Procedures	4
MK531	International Advertising	4
RE500	Real Estate Principles	4
RE501	Legal Aspects of Real Estate	4
RE502	Real Estate Practice	4
RE503	Real Estate Finance	4
RE504	Real Estate Economics	4
RE505	Real Estate Appraisal	4
RE506	Property Management	4

RE507	Escrows and Title Insurance	4
RE508	Real Estate Office Administration	4
RE509	Real Estate Business Law	4
Student may choose any appropriate computer science, information systems, or business related courses in addition to this list.		

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

Program Objective

The Master of Science in Computer Science (M.S.C.S.) and the Master of Science in Information Systems (M.S.I.S.) programs present advanced information on computer information systems, computer programming languages, Internet programming languages, software engineering, computer database applications, computer networks, e-commerce and artificial intelligence. Graduates are in great demand by high tech companies and by firms needing to realign their programs and operations to meet the challenges of new technologies.

Graduation Requirements

The M.S.C.S. and M.S.I.S. degrees are conferred upon satisfactory completion of sixty-four (64) quarter units or fifty-six (56) quarter units for students who fulfilled prerequisite requirements. The GPA for the degrees must be 3.00 (B) or better, with no grade below B in the major field.

Graduation requirements are summarized as follows:

Description	M.S.C.S. M.S.I.S. With Prerequisite Courses	M.S.C.S. M.S.I.S. Without Prerequisite Courses
Prerequisite Courses	8 units	N/A
M.S. Required Courses	24 units	24 units
Major Courses	16 units	16 units
Electives	16 units	16 units
TOTAL	64 units	56 units

Master of Science in Computer Science (M.S.C.S.)

The M.S.C.S. program is designed to prepare the graduate student with the skills, knowledge, and creativity to provide the technical leadership required to solve industrial, community, regional, national, and global problems through applied research projects. Students must take the following:

		UNITS	UNITS
PREREQUISITE COURSES (2 courses)			
Prerequisite courses are required for non-computer science or non-information systems undergraduate majors or those students with insufficient background in computer programming.		8	N/A
Elect two	CS110 Computer Programming 1	4	
	CS120 Computer Programming 2	4	
	CS180 Digital Computation and Programming	4	
	CS282 COBOL Programming	4	
	CS383 PASCAL Programming	4	
	CS484 C Programming	4	
	IS100 Introduction to Computer Information Systems	4	
	IS230 Introduction to e-Commerce	4	
M.S. REQUIRED COURSES (6 courses)		24	24
CS500	Computer Operating Systems	4	4
CS503	Theory of Computation	4	4
CS508	Programming Languages	4	4
CS509	Design and Analysis of Algorithms	4	4
IS505	Computer Information Systems	4	4
IS540	Advanced Internet Programming 1	4	4
MAJOR COURSES (4 courses)		16	16
CS514	Software Engineering	4	4
CS516	Computer Networks	4	4
CS540	Computer Data Management	4	4
CS599	Computer Science Design Project	4	4
ELECTIVE COURSES (4 courses)		16	16

	Elect four	Student may choose any appropriate computer science, information systems, or business related courses. (Refer to M.S.C.S. Elective Course List)		
TOTAL GRADUATION REQUIREMENT UNITS			64	56

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

The M.S.I.S. program is designed to prepare the graduate student in the practical and theoretical aspects of information systems, with emphasis on development of business applications, management of business information systems software, and applied research projects. Students must take the following:

		UNITS	UNITS
PREREQUISITE COURSES (2 courses)			
Prerequisite courses are required for non-computer science or non-information systems undergraduate majors or those students with insufficient background in computer programming.		8	N/A
Elect two	CS110 Computer Programming 1	4	
	CS120 Computer Programming 2	4	
	CS180 Digital Computation and Programming	4	
	CS282 COBOL Programming	4	
	CS383 PASCAL Programming	4	
	CS484 C Programming	4	
	IS100 Introduction to Computer Information Systems	4	
	IS230 Introduction to e-Commerce	4	
M.S. REQUIRED COURSES (6 courses)		24	24
CS500	Computer Operating Systems	4	4
CS503	Theory of Computation	4	4
CS508	Programming Languages	4	4
CS509	Design and Analysis of Algorithms	4	4
IS505	Computer Information Systems	4	4
IS540	Advanced Internet Programming 1	4	4
MAJOR COURSES (4 courses)		16	16
IS530	Advanced e-Commerce	4	4
IS545	Advanced Internet Programming 2	4	4
IS550	Computer Database Applications	4	4
IS599	Information Systems Design Project	4	4
ELECTIVE COURSES (4 courses)		16	16

	Elect four	Student may choose any appropriate computer science, information systems, or business related courses. (Refer to M.S.I.S. Elective Course List)		
TOTAL GRADUATION REQUIREMENT UNITS			64	56

M.S.C.S. and M.S.I.S. Elective Course List

M.S. ELECTIVE COURSES		UNITS
BU506	Management Decisions	4
BU507	Operations Analysis	4
BU560	Research Methods	4
CS506	Artificial Intelligence	4
CS510	Compiler Design for Digital Computers	4
CS513	Expert Systems	4
CS514	Software Engineering	4
CS516	Computer Networks	4
CS520	Automata Theory, Language, and Computation	4
CS521	Multilingual Programming	4
CS540	Computer Data Management	4
CS565	Computer Graphics	4
IS530	Advanced e-Commerce	4
IS545	Advanced Internet Programming 2	4
IS550	Computer Database Applications	4
Student may choose any appropriate computer science course, information systems, or business related courses in addition to this list.		

DOCTOR OF BUSINESS ADMINISTRATION (D.B.A.)

Program Objective

The Doctor of Business Administration (D.B.A.) program is designed for advanced practitioners in the international business community interested in expanding their knowledge base, professional contacts, and options for the future.

The global perspective is central to the Pacific States University curriculum, which uses both the theoretical and practical approaches to solving complex problems. Students will study international business, preliminary to deciding upon an area of interest for dissertation research.

After admission to the program students must pass the Core Courses before proceeding to the Concentration Courses. Students must pass the Comprehensive Examination before enrolling in the Dissertation Course sequence.

The University offers a D.B.A. Degree Program concentration in International Business.

The PSU program prepares forward-looking business leaders to take front line positions in the dynamic and complex world of business and e-commerce. Graduates will be prepared to take high profile roles as corporate executives, entrepreneurs, or practitioners/consultants.

The curriculum views the world of business and commerce through the prism of internationalism. Class work emphasizes higher order thinking skills and critical analysis. Theory and practice are linked through learning opportunities provided by the experience of faculty members in seminars, research projects, case studies, mentoring by leaders in the business community, and field-based assignments.

D.B.A. Program Requirements

The D.B.A. program is designed to provide managers with a global perspective which emphasizes the use of both practical and theoretical approaches. Foundation, Core, Concentration, and Dissertation course syllabi are organized around this goal. The successful completion of class projects and assignments require research skills and the discovery of new knowledge as students search for solutions to problems in a changing environment.

Unit Requirements

The D.B.A. degree is conferred upon completion of a minimum of one hundred twenty-four (124) units of quarterly credit beyond the bachelor's degree*. A minimum GPA of 3.00 is required. The requirements can be summarized as follows:

Description	DBA	DBA
Foundation / Business Elective Courses	16 units*	N/A
Core Courses	24 units	24 units
Concentration Courses	20 units	20 units
Research/Dissertation Courses	20 units	20 units
TOTAL	80 units	60 units

* *Foundation courses are required for non-business graduate majors, or those students with insufficient background in organizational behavior, management decisions, finance, and marketing, or those students who do not meet the minimum of one hundred twenty-four (124) units of quarterly credit beyond the bachelor's degree.*

Statute of Limitations

The length of study in a doctoral degree program is at a minimum of three (3) years and a maximum of seven (7) years.

Request for an extension of the study period beyond 7 years due to special reasons requires approvals by both the Doctoral Program Committee and the University Dean.

Comprehensive Examination

Students may not proceed to Dissertation courses until they have passed the Comprehensive Exam composed of questions from the Core and Concentration courses. These questions test a student's command of the theoretical underpinnings and breadth of knowledge.

Students must pass the Comprehensive Examination before proceeding to Dissertation Courses. Those who fail must wait three (3) months before attempting to pass the failed sections of the examination. This is the single opportunity to retake the examination which must be undertaken within two (2) years from the date of the first exam.

Dissertation

The entire D.B.A. program has its foundation in theoretical and practical applications as worked through the prism of research. All instructors have terminal degrees and are experts in their fields; therefore, work in the Core, Concentration, and Dissertation courses are of high quality. Directions for dissertation writing emphasize the importance of theory and research:

The following are requirements for the dissertation:

1. Dissertation topics must be within the context of International Business which will include topics in International Finance, International Management and International Marketing.
2. Dissertation topics must satisfy three additional requirements:
 - 1) be original research;
 - 2) add new knowledge to the field;
 - 3) focus on current business issues.

Specific topics can be selected from business problems that appear in the current business media, suggestions for additional research from

recent dissertations, or suggestions for additional research from journal articles in the appropriate concentrations.

Research that merely repeats someone else's work using a different population is not appropriate for a doctoral dissertation. Studies that are focused on the application of existing knowledge to solve problems in a business, or in a country are valid business research, but are not appropriate for a doctoral dissertation. Dissertation topics in an area of interest that is not within the context of the D.B.A. concentration at PSU may be appropriate for a doctoral dissertation, but not at this university.

The D.B.A. Program Administrator has oversight of the D.B.A. Dissertation Committees which will include a chair and two professors, one of whom is from an outside accredited institution. A series of steps is in place to establish, monitor, and evaluate the work of these committees before a student has completed all the requirements for this degree.

Two bound copies of the dissertation must be submitted to the Registrar and University Librarian before the degree can be awarded.

Course Sequence

QUARTER		COURSES	UNITS
<i>FOUNDATION COURSES (16 units)*</i>			
* Foundation / Business Elective Courses must total sixteen (16) quarter units.			
	BU505	Organizational Behavior	4
	BU506	Management Decisions	4
	FI500	Managerial Finance	4
	MK501	Marketing	4
<i>CORE COURSES (24 units)</i>			
First	DBA 600	Quantitative Methods for Management Decision Making	4
	DBA 605	Qualitative Methods for Management Decision-Making	4

Second	DBA 610	Legal Environment of International Business	4
	DBA 635	Global Marketing Strategy, Structures and Systems	4
Third	DBA 640	Culture, Values, and Ethics in a Global Society	4
	DBA 645	Strategic Management of Information Systems & Designs	4
<i>CONCENTRATION COURSES (20 units)</i>			
Fourth	DBA 665	International Finance	4
	DBA 670	Seminar in Special Topics: Global Consulting, Entrepreneurship, and the Corporate Executive	4
	DBA 685	Advanced Leadership Theory and Practice: Creating Strategic Change Leaders	4
	DBA 690	Advanced Seminar: Topics in International Finance, International Management, and International Marketing	8
	DBA695	Independent Study (CR/NC Only)	(0)*
		Comprehensive Examination (10th Week of the Quarter)	N/A
QUARTER		COURSES	UNITS
<i>DISSERTATION COURSES (20 units)</i>			
Seventh	DBA 700	Dissertation Research Design and Proposal: International Finance, International Management, and International Marketing	8
Eighth/ Ninth	DBA 720	Dissertation Research Implementation	8**
Tenth	DBA 740	Dissertation Completion and Defense	4
Total Units Required for the Awarding of the Degree: 80 units, 64 of which are DBA Courses and 16 of which are Foundation Courses.			

- * DBA695 does not count towards total degree units and is a Credit (CR) or No Credit (NC) course.
- ** Students must enroll in DBA720 (4 units) twice for a minimum of eight (8) units and must continue course registration for credit only beyond the 8 units earned until prepared for DBA 740.

SECTION NINE

NON-DEGREE COURSES OF STUDY

ACCOUNTING CERTIFICATE PROGRAM

The Accounting Certificate Program consists of eighteen (18) courses, the content of which will help candidates prepare for the Uniform CPA (Certified Public Accountant) Examination. This examination is based primarily on the results of periodic studies of public accounting practice and the evaluations of CPA practitioners and educators.

The content of each examination section is described in a combination of narrative and outline forms known as “content specifications.” The content specifications provide the framework or “blueprint” for testing knowledge and skills on the Uniform CPA Examination.

The specific areas tested include: Financial Accounting & Reporting; Regulations; Auditing & Attestation; and Business Environment & Concepts. Specific Data relating to test construction and emphasis will be presented in the classes.

AICPA Exam Subject	PSU Accounting Courses
FAR (Financial Accounting & Reporting)	<ul style="list-style-type: none"> • General Accounting 1 • General Accounting 2 • Intermediate Accounting 1 • Intermediate Accounting 2 • Intermediate Accounting 3 • Advanced Accounting Theory • Government & Non-profit Accounting • Computer Applications in Accounting
REG (Regulation)	<ul style="list-style-type: none"> • Business Law 1 • Business Law 2 • Income Tax Accounting 1 • Income Tax Accounting 2
BEC	<ul style="list-style-type: none"> • Financial Management

(Business Environment & Concepts)	<ul style="list-style-type: none"> • Introduction of Computer Information Systems • Macroeconomics • Managerial Accounting
AUD (Auditing & Attestation)	<ul style="list-style-type: none"> • Auditing 1 • Auditing 2

Sequential Levels	PSU Accounting Courses
Level I	General Accounting 1 (AC102A) General Accounting 2 (AC102B) Macroeconomics (EC202)
Level II	Intermediate Accounting 1 (AC202A) Computer Applications in Accounting (AC365) Business Law 1 (BL101)
Level III	Intermediate Accounting 2 (AC202B) Income Tax Accounting 1 (AC430A) Business Law 2 (BL201)
Level IV	Intermediate Accounting 3 (AC202C) Managerial Accounting (AC300) Income Tax Accounting 2 (AC430B)
Level V	Advanced Accounting Theory (AC405) Auditing 1 (AC420A) Financial Management (BU420)
Level VI	Auditing 2 (AC420B) Government & Non-profit Accounting (AC480) Introduction to Computer Information Systems (IS100)

ENGLISH AS A SECOND LANGUAGE (ESL) COURSE OF STUDY

PSU offers ESL as an intensive year-round language learning program with quality instruction in the English language aimed at developing the language, academic skills, and the cultural understanding for academic, personal, and/or professional purposes. The ESL program consists of non-credit

courses offered year-round: eleven-week sessions in the fall, winter, spring, and summer quarters. Courses at beginning, intermediate, and advanced levels are 18 hours per week. Integrated skills in listening, speaking, reading, and writing are taught in each level:

EN 001 Beginning Level in English as a Second Language

EN 002 Intermediate Level in English as a Second Language

EN 003 Advanced Level in English as a Second Language

Courses in English for specific purposes and preparation courses for English language tests, including the Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS), are also offered:

EN 004AB Preparation for English Language Exams

EN 005AB Business English

All ESL courses are taught by educated and experienced instructors using innovative techniques customized to the various learning styles and needs of our students. The curriculum presents students with a learning experience that is enhanced by field trips, research projects using our Internet access in the library.

Enrollment

Students will register in the appropriate class based on the level designated by the placement exam and/or the instructor. Levels may be combined, if there is low enrollment and minimum class size is not met.

Assessment

Language evaluation (placement test) will be given to new students on the first day of school. Students will be promoted to the next level with a grade C or better and/or approval of instructor.

Grading & Attendance

ESL classes are non-credit courses but must be taken for a letter grade. ESL classes may not be taken for C/NC. Students must attend class on a regular basis, unless otherwise previously arranged with the instructor. Assessment, progress, and letter grades will be given based on midterm and/or final examination given by the class instructor.

Repeating Courses

EN 001, EN 002, or EN 003 may not be repeated, unless a grade C- or worse was received or upon approval of instructor, upon which they may repeat the course. EN 004 and EN 005 may be repeated for the purpose of remediation. Students must take a minimum of 2 quarters if they have an I-20 status approved for ESL study.

SECTION TEN

COURSE DESCRIPTIONS

BACHELOR'S LEVEL COURSES

Accounting

AC102A. General Accounting 1

4 units

This course examines accounting principles and practices essential to the administration of a business enterprise: the measurement, valuation, and accumulation of data, the analyzing and recording of financial transactions, and the preparation of financial statements.

AC102B. General Accounting 2

4 units

Prerequisite: AC102A

This course covers fundamentals of accounting theory and advanced practice; accounting as a financial tool to serve the individual, the business entities (entrepreneurships, partnerships and corporations) and the broader disciplines of law, government, and economics. Use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision making.

AC202A. Intermediate Accounting 1

4 units

Prerequisite: AC102B or Approval of the Instructor

This course examines the accounting process and financial statements of the procedures involved in financial statement presentation as well as the underlying theory and a detailed study of current assets and current liabilities.

AC202B. Intermediate Accounting 2**4 units**

Prerequisite: AC202A

This course is a continuation of the examination of the accounting process with emphasis on non-current assets and liabilities including pensions and leases.

AC202C. Intermediate Accounting 3**4 units**

Prerequisite: AC202B

This course is a continuation of the examination of the accounting process with emphasis upon equity accounts of corporations and partnerships; introduction to corporate taxation, nonprofit accounting and other special topics.

AC300. Managerial Accounting**4 units**

Prerequisite: AC102A or Approval of the Instructor

This course covers the use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision-making.

AC365. Computer Applications in Accounting**4 units**

Prerequisite: AC102A or Approval of the Instructor

This course is a study of computer accounting systems and their applications. The topics include accounting cycle, merchandising operations, journals, financial statements, vouchers, departmentalized accounting, partnerships and corporations, financial statement analysis, fixed assets and depreciation, inventory, payroll, and setup of an integrated accounting system.

AC405. Advanced Accounting Theory**4 units**

Prerequisite: AC202C or Approval of the Instructor

This course is an in-depth study of accounting problems and solutions to partnerships, joint ventures, receiverships, bankruptcies, and estate liquidations. This includes a detailed review of consolidations, mergers, branch accounting, and preparation of consolidation statements.

AC420A. Auditing 1**4 units**

Prerequisite: AC202B or Approval of the Instructor

This course covers auditing principles and audit techniques. This includes the concepts and practices involved in financial and operational auditing, with emphasis on internal control and auditing by the independent Certified Public Accountant.

AC420B. Auditing 2**4 units**

Prerequisite: AC420A

This course is a continuation of Auditing 1 (AC420A), focusing on auditing procedures. This includes current problems in auditing, with emphasis on the preparation of audit work papers and application of statistical sampling to auditing.

AC430A. Income Tax Accounting 1**4 units**

This course covers a comprehensive review of state and federal regulations and their applications to an individual income tax return. This includes statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of individuals.

AC430B. Income Tax Accounting 2**4 units**

Prerequisite: AC430A or Approval of the Instructor

This course covers state and federal regulations with emphasis on statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of partnerships and corporations; procedural problems, tax management and planning.

AC480. Government and Non-profit Accounting**4 units**

Prerequisite: AC202B or Approval of the Instructor

This course covers core principles and practices of government and nonprofit accounting; the accounting requirements / practices of specific types of government and nonprofit organizations, including hospitals, colleges and universities, and health and welfare organizations; applying generally accepted standards and principles; and financial statements, audit guides.

Biology**BI101. General Biology****4 units**

This course covers general principles, morphology, physiology, taxonomy, and ecology of organisms in animals and plants. The course involves demonstration experiments and student projects.

Business

BU110. Word Processing

4 units

This course covers principles and procedures of word processing concepts and skills, including technology available for improved techniques in office automation. Topics covered include systems configuration and design, and optimization of personnel resources. Use of word processing software is covered. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

BU225. Business Graphics

4 units

This course covers the use of charts, graphs, and other visual presentations appropriate to the business setting. Student presentations are required.

BU250. Small Business Management

4 units

This course covers about new businesses: how to start one and how to make it profitable. Topics include the problems of financing, office management, inventory control, marketing and growth. Student projects include developing practical "hands on" models.

BU300. Principles of Management

4 units

Prerequisite: BU250 or Approval of the Instructor

This course covers management in today's complex industrial and social world. New research findings and new theories related to the total management process, structural design of the organization, human factors in organizing, elements of decision-making, and decision-making in an enterprise are also discussed. Topics such as motivation, leadership principles and techniques, measurement of performance, controlling social responsibility in management, ethics, conflict resolution, and techniques of global managers are covered.

BU331. Labor Relations**4 units**

This course studies union organizing, arbitration methods, union negotiations, grievances, the National Labor Relations Board (NLRB) and fair labor practices; improvement of productivity, Equal Employment Opportunity and Affirmative Action programs; individual career planning, defining of career opportunities; and an overview of managerial concerns and practices.

BU335. Supervision Techniques**4 units**

This course is designed to develop leadership ability for supervisory positions in business and industry. Topics such as methods of training employees, employee rating, improving quality of production, improving personal leadership, interpreting organization policies, and maximizing results through the efforts of others are included.

BU340. Advertising**4 units**

This course covers the "art" of persuading on a mass scale; how to identify the target market and bring into force the proper advertising channel. The course studies newspaper, magazine, outdoor, radio, and television marketing; composing the correct "copy"; and use of "charged" words and authority symbols.

BU350. Finance**4 units**

Prerequisite: AC102A or Approval of the Instructor

This course examines the concepts, practices, techniques, and policies of financial decision making for effective and efficient management of the firm. The central focus of this course is the role of the financial manager in maximizing the value of the firm. The topics include defining financial management, the goals of the corporation financial statements, and cash flows; interest rates, the determinants of market interest rates, and the term structure of interest rates; examination of financial data and future needs; time value of money; and the process of capital budgeting.

BU370. Business and Economics Statistics**4 units**

Prerequisite: MA101A or Approval of the Instructor

This course studies business statistics covering descriptive statistics, probability theory, decision theory, regression and correlation, and applications.

BU380. Business Research Methods**4 units**

Prerequisite: EN220 or Approval of the Instructor

This course is designed to provide the knowledge and skills required for students to plan and complete a review of literature in an area of interest. Research methods encompass the use of computer technology and library skills to locate relevant research and literature and the mechanics of APA style of scientific writing. Independent student research project as culminating activity is required.

BU410. Credit Management**4 units**

Prerequisite: Approval of the Instructor

This course reviews the creditor and borrower functions, with the goal of gaining a greater return on investments and operating a more profitable enterprise. Applications to both consumer and commercial credit are covered. Other topics such as profiles of consumers and business establishments to assure the meeting of payment agreements; data sources about consumers and companies; methods for analyzing data as to credit worthiness and the collection process are included.

BU420. Financial Management**4 units**

Prerequisite: BU350 or Approval of the Instructor

This course emphasizes four major areas: 1) working capital management which includes management of the short-term assets and liabilities; 2) capital budgeting which includes the process of analyzing and planning long-term capital projects and opportunities as acceptable investments; 3) strategic long-term financing decisions which includes the selection, issuance, and management of long-term sources of equity and debt capital by the firm; and 4) capital structure which includes the determination of proportion of debt and equity necessary for maximum financial health and long-term survival and competitiveness.

BU425. Money and Banking**4 units**

Prerequisite: BU350 or Approval of the Instructor

This course covers the behavior of money affecting national and international economies: understanding the role of financial institutions and the working of financial markets; the role of the commercial banking system and bank management; central banking operations; and monetary policy tools. Other topics are the U.S. and international monetary policies and relations; money and banking within broad economic and social contexts as determinants in the economy.

BU445. Government Regulations in Business**4 units**

Prerequisite: BU300 or Approval of the Instructor

This course studies the burgeoning growth of governmental regulations and their effects on both foreign and domestic business.

BU450. Personnel Management**4 units**

Prerequisite: Approval of the Instructor

This course introduces personnel management; current managerial concepts; line and staff relationships; management development; attitudes and behaviors; communications; motivation; situation thinking; labor relations; and the future for personnel administration.

BU460. Business Forecasting**4 units**

Prerequisite: Approval of the Instructor

This course covers the interaction between internal and external forces that alter short-term and long-term planning for domestic and international business: sales, costs, production, technology, finance, and manpower. Student project of preparation of a 5-year plan is required.

BU490. Business Policy**4 units**

Prerequisite: Approval of the Instructor

This course discusses the functions and responsibilities of middle and upper management and the problems which affect the character and success of the total enterprise: the importance of the president's job and the concept of corporate strategy; and the problem of choosing goals and organizing and managing to commit critical resources to those goals. Case studies are analyzed.

Business law**BL101. Business Law 1****4 units**

This basic field of study includes contracts, sales, introduction to the Uniform Commercial Code, product liability, warranties, and commercial paper.

BL201. Business Law 2**4 units**

Prerequisite: BL101 or Approval of the Instructor

This basic field of study includes corporate law, agency and partnership, real and personal property, security transactions, wills and trusts, and insurance.

Computer Science

CS110. Computer Programming 1

4 units

This course introduces computer programming using object-oriented programming languages. The course emphasizes basics of good programming techniques and style through extensive practice in writing, running, debugging programs. Brief overview of input/output operations, basic arithmetic operations, accumulating and printing totals, comparing, array processing, searching and sorting, string processing, file processing, and report generating are discussed. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS120. Computer Programming 2

4 units

Prerequisite: CS110 or Approval of the Instructor

This course covers advanced logical problem solving, computer language programming, linked data structures, encapsulation and information-hiding, and programming and program structure in an object-oriented language. There is an emphasis on recursion list and file processing, dynamic data structures, and writing and running programs. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS180. Digital Computation and Programming

4 units

This course discusses computer parts and their interconnection. Topics of software include operating systems, files, and interfaces. Topics of hardware include storage media, memory, data representation, and I/O devices; problem solving with computers such as algorithms and basic programming concepts; science and computer science such as graphics, artificial intelligence; common computer applications such as databases and simulations; implications for society such as computers and work, office automation, computer security. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS200. Programming Language Structures**4 units**

Prerequisite: CS110 or Approval of the Instructor

This course puts emphasis on computer programming systems, information structures, data representations and applications, and non-numerical programming assignments in several different computer languages.

CS220. Assembly Language Programming**4 units**

Prerequisite: CS110 or Approval of the Instructor

This course examines the basic computer organization of the microcomputer and its assembly programming language. Assembly fundamentals, Macro Assembler, DEBUG, I/O services, numeric processing and conversion, string processing, Macro Library, and Macro structures will be covered. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS282. COBOL Programming**4 units**

Prerequisite: CS110 or Approval of the Instructor

This course teaches program design concepts, implementation in using structured programming techniques in COBOL. Topics: structured programming, input/output operations, report editing, computing, comparing and nesting of statements, table processing, testing of business applications programs in a transaction-oriented environment. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS300. Computer Data Structures**4 units**

Prerequisite: CS200 or Approval of the Instructor

This course uses an object-oriented approach to data structures and algorithms. The study of computer data structures such as stacks and queues, sequential location, link allocation, circular lists, doubly linked lists, arrays and orthogonal lists, binary and other trees, sorting techniques, multilinked structures, dynamic storage allocation. Hardware and software aspects of data processing: processors, storage devices, communications, file I/O control.

CS310. Microprocessor Software**4 units**

Prerequisite: CS220 or Approval of the Instructor

This course studies concept related to microprocessors and their software. Concurrent programming techniques, such as interrupt handling, buffer management, polling and time outs. It introduces software requirement analysis, specification principles, object oriented analysis, formal specification techniques and the software requirement document. Various issues involved in software design, procedure, data oriented and object-oriented design, software testing, debugging and software reliability issues are also covered.

CS383. PASCAL Programming**4 units**

Prerequisite: CS110 or Approval of the Instructor

This course deals with program design concepts and implementation in PASCAL language. Topics: algorithm development, structured programming, procedures and functions, recursion, data types, input/output, control structures, procedures and functions, array records, sets, files, and pointers. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS400. Computer System Architecture**4 units**

Prerequisite: CS200 or Approval of the Instructor

This course studies computer system components: the CPU, memory, and I/O; analytical modeling techniques to allow comparative evaluation of architectures; parallelism and supercomputers. Topics such as Boolean algebra, combinational and sequential circuits, computer arithmetic, integrated circuits, and control processors are included.

CS410. Computer System Programming**4 units**

Prerequisite: CS400 or Approval of the Instructor

This course studies concepts of system design and implementation, programming methodology, loaders, macros and compilers, data structures, storage classes, input/output programming, and device management.

CS420. Theory of Computation**4 units**

Prerequisite: Approval of the Instructor

This course examines the fundamental capabilities and limitations of computers. Topics covered include finite automata, context-free grammars, push-down automata, Turing machines, decidable and undecidable problems. Basic notions of computational complexity are also introduced.

CS450. System Development and Analysis**4 units**

Prerequisite: CS300 or Approval of the Instructor

This course covers concepts of systems development, development cycle, and designs to guide students in the analysis of business processing, implementation systems, construction of models, document system information, and the use of tools for system design and data flow.

CS460. Applied Numerical Methods**4 units**

Prerequisite: CS110 or Approval of the Instructor

This course applies numerical methods for digital computers in the solution of scientific problems. The study of programming languages, numerical approaches to advanced mathematics, and applications. The aim is to give students both a basic understanding of floating-point arithmetic and the methods used to solve numerical problems as well as a familiarity with the types of subroutines found in typical software packages.

CS480. Advanced COBOL Programming**4 units**

Prerequisite: CS282

This course teaches the advanced capabilities of the COBOL language. Capabilities include tables, subprogram linkage, copy library, character manipulation, debugging verbs, indexed sequential file handling, and sort-merge feature. Topics covered include methods and techniques of programming for disk and tape applications in the solution of business problems, using COBOL. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS484. C++ Programming**4 units**

Prerequisite: CS110 or Approval of the Instructor

This course introduces the concepts and methods of computer programming using C++. Students will be introduced to procedural and object-oriented programming design methodology. Topics covered include variable and constant declarations, selection statements, repetition, functions and recursion, arrays, strings, pointers, and an introduction to classes and objects. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

CS497. Senior Design Project**4 units**

Prerequisite: Approval of the Instructor

This course requires an experimental investigation of a proposed project. Student project: technical proposal, including cost and schedule, building and testing, and documented results and recommendations in a final report.

Earth Science

ES101. Earth Sciences

4 units

This course surveys basic sciences that relate to life on earth. Focus on chemical applications in the business world, the utilization of physics in the establishment of innovations, and the study of generic and micro biotic research in an effort to promote health. Environmental problems are a major topic.

Economics

EC201. Microeconomics

4 units

This course studies the behavior of firms and consumers, functions of the price system, competition and monopoly, labor markets, poverty, government regulation, international trade, and the environment.

EC202. Macroeconomics

4 units

This course studies the economy as a whole or a large segment of it. Concepts include: levels of employment, rate of inflation, monetary and fiscal policies, national output of goods and services, and international trade.

English

EN200. Composition

4 units

This course offers practice in narrative composition, with stress on organization, continuity, logic, argument, and total impact.

EN210. Communication Arts

4 units

This course studies the communication process, with emphasis on business writing. This class is a theoretical as well as a practical approach to the problems of business communications. Course projects include extensive report writing, letter writing, resume preparation, report presentation, and conference techniques.

EN220. Research Methods and Bibliography**4 units**

Prerequisite: EN200 or Approval of the Instructor

This course teaches the use of the library resources and, research strategies for term papers and presentations, language structure, and documentation.

EN250. World Literature**4 units**

This course covers readings and analysis of representative short stories, plays, poetry, and essays. Emphasis on Greek origins and their relation to the development of literature in the Western world. Application of social principles in modern life. Supervised practice in writing.

EN260. American Literature**4 units**

This course reviews selections of American writing: essays, letters, plays, speeches, and novels. Emphasis on prominent, representative writers such as Emerson, Hawthorne, Dickenson, Twain, Updike, and Miller. Supervised practice in writing.

EN280. Asian Literature**4 units**

This course looks at a general survey of key works and how they reflect the cultures represented. Emphasis on the writings of Ramayana, Taoist authors, Musashi, and authors of the Tokugawa Period. Course builds appreciation for Asian literary works and provides intellectual awareness of Asia's contemporary cultural aspects as seen through the eyes of leading authors.

EN300. Oral Communication**4 units**

Prerequisite: EN200 or Approval of the Instructor

This course teaches diction, pronunciation, interpretation, projection, organization, and presentation of speeches of varying lengths. Assigned topics: extemporaneous speaking, elementary debate, and panel participation.

EN401. Technical Writing**4 units**

Prerequisite: EN200

This course covers the writing of proposals, progress reports, project reports (specifications), and other technical papers. Topics: language, format, use of graphics and statistics, and presentation.

History**HS130A. United States History****4 units**

This course covers the development of the U.S. from the earliest colonial settlements through present times. Selected themes and topics are discussed.

HS300. Western Civilization**4 units**

This course covers the social, political, religious, and technical development of Western civilization. Prehistory to the present, selected themes, and topics are covered.

HS320. Non-Western Civilization**4 units**

This course is an overview of the trends in the non-Western world, 800 B.C. to present. Selected themes and topics: the Neolithic revolution; River Valley civilizations; Egypt, Mesopotamia, India, China; empires and civilizations; Sung China, Japan, West Africa, Byzantium, Abbasid Iraq and Islamic Spain, Aztecs and Incas; and Eurasian migrations.

Hotel and Hospitality Management

HM100. Introduction to Hotel and Tourism Management

4 units

This course prepares students to advance in their tourism and hospitality management careers by offering a foundation of knowledge about this industry presented in a lively, interesting manner with an extensive array of features to facilitate the learning process. Topics include an overall description of the hospitality and tourism industry: lodging, restaurants, managed services, and beverages, recreation, theme parks, clubs, gaming entertainment, assemblies and event management, and operational areas of the industry.

HM120. Food and Beverage Operations Management

4 units

The course introduces food, beverage, and labor cost controls to students preparing for careers in food and beverage management as well as hotels and other enterprises where this knowledge is necessary. The study emphasizes the necessary principles to keep restaurant costs under control so that a profitable operation can be sustained. An understanding of labor cost considerations is studied within the context of attempting to maintain maximum efficiency from staff without compromising standards of operating performance.

HM160. Hospitality and Tourism Management Law

4 units

This course helps students of hotel hospitality management and tourism to recognize what they need to know in managing a facility or activity legally, safely, and securely. In their day to day operations managers and their staffs make many decisions based on their own interpretations of the law. The quality of these decisions will ultimately determine whether lawyers and the expense of fees, trials, and potential judgments may become necessary.

HM200. Hospitality and Tourism Information Technology**4 units**

This course gives students the skills and perspectives necessary to thrive in a competitive and ever-changing environment, one in which IT will greatly determine or contribute to an organization and an individual's success. Today's manager needs to have fundamental knowledge about hardware, software, databases, networks, and security. These systems are studied in the computer lab along with key topics relating to industry practice, blending theory and strategy with applications and how-to. Students also will gain insight into career opportunities within the industry involving IT.

HM220 Supervision in the Hospitality and Tourism Industry**4 units**

The primary objective of this course is to provide students with a basic understanding of leading human resources with a basic yet comprehensive knowledge about the different elements of the supervisor's job. To accomplish this, course activities and readings present a basic awareness and appreciation of the skills, attitudes, and abilities needed to lead associates successfully. Discussion also centers on the concepts, theories, and principles behind good leadership practice.

HM250.Strategic Management in the Hospitality and Tourism Industry 4 units

This course provides a balanced view of the hospitality field which continues to evolve as firms continue to develop competitive advantages through the acquisition, development and management of resources. Using a diverse set of examples and cases students will link useful strategies and strategic issues to actions and activities. The course introduces theories, recent research, and models in key areas that fit the study of hospitality management more precisely than in the general strategy literature

HM300. Marketing Hospitality and Tourism**4 units**

This course is designed to help students master the basic concepts and theories as well as the practices and applications in the hospitality and travel industry engaged in marketing which is undergoing rapid changes. Business markets have become internationalized – domestic companies are expanding overseas as foreign companies seek to enter the U.S. markets. Key topics include consumer behavior, market segmentation, targeting, and positioning, pricing considerations, distribution channels, public relations and sales promotions, and next year's marketing plan. As marketing is both an art and a science, certain ambiguities surround this study. Students will learn to evaluate alternatives and to anticipate change quickly within a dynamic context.

HM350. Management of Domestic and International Tourism**4 units**

Students continue their study of a dynamic group of industries in a fast paced market that have developed to serve the needs of travelers worldwide through the examination of data collected from at least sixteen types of businesses providing tourism and travel-related services. Significant topics discussed include the impact of technology, consumer behavior issues, the importance of tours, the role of the travel agent, transportation modes, accommodations, attractions, and food and beverage operations.

HM420. Financial Analysis in Hospitality and Tourism Management**4 units**

Students must master financial analysis, a subject basic to becoming a truly effective hospitality manager. Just as hospitality managers must be knowledgeable about operations, personnel, accounting, information systems, and many other disciplines, so too must they understand the basics of finance. This course presents both financial theory and applications on a selected basis. Computer lab practice on spread sheets and other financial tools help students make defensible decisions. Financial concepts are discussed from management's perspective as well as practical solutions to complex problems.

HM450. Financial Management in the Sports Industry**4 units**

This course prepares students to understand the importance of sound financial management as they consider the possibilities of assuming managerial roles in sports organizations. The three main areas of emphasis include: the introduction of sports finance and basic financial concepts; the foundations of financial management – the decisions within sport organizations to ensure wealth maximization; and the application of sports management concepts to the industry through the examination of facility financing, valuation, feasibility studies, and economic impact.

Information Systems**IS100. Introduction to Computer Information Systems****4 units**

This course introduces the theory, tools and techniques of information systems analysis and design. Topics include theory of systems and organizations; structured analysis and design; user interface design.

IS230. Introduction to e-Commerce**4 units**

This course examines the principles of electronic commerce and business transactions on the Internet based on emerging digital communications and networking technologies.

IS240. Internet Programming Languages**4 units**

This course is an introduction to Internet languages: Hypertext Mark-Up Language (HTML) and JAVA. Basic concepts of object-oriented programming Internet languages are covered.

IS250. Database Management**4 units**

This course makes an introduction to database (file management) on the microcomputer. Detailed study of database management approaches, comparative study of commercially available database management systems, entity-relationship model, relational databases, query languages, and database design methodologies are studied.

IS310. Computer Networks**4 units**

This course examines computer networking and the Internet. Discussion of how computers communicate, how the Internet works, and basic Internet capabilities are conducted. Data communications concepts, hardware, and software are introduced. Including both wide, local area networking, and TCP/IP concepts are also discussed.

IS320. Computer Technology and Applications**4 units**

This is an overview of computer systems and it covers hardware components, application software and relevant jargon. Operating systems, word processing, spreadsheet and presentation software are demonstrated. Programs used in business computations such as BASIC, COBOL, and FORTRAN are also examined.

IS340. Internet Design for e-Commerce**4 units**

This course covers issues in application design specific to Internet hardware, software, and user for e-Commerce. Students will develop a variety of projects. Topics range from HTML integration to client server and database applications are discussed.

IS345. Internet Programming 1**4 units**

This course familiarizes students with the many data sources provided by the Internet, produced and designed for and by the business community. This course teaches how to create web pages using Internet languages: Hypertext Mark-Up Language (HTML). Covers basic concepts of object-oriented programming Internet languages. The awareness of potential legal and confidentiality issues are also discussed. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

IS400. e-Commerce Marketing**4 units**

Prerequisite: IS230 or Approval of the Instructor

This course looks at the aspects of Web marketing and selling on the Web. Topics: traditional and online methods for promoting Web business/site, search engines, e-mail lists, banner ads, customer service on the Web, security on the Web, e-commerce terminology, and merchant accounts. Successful companies using e-commerce today and the future of e-commerce and emerging marketing trends are discussed.

IS445. Internet Programming 2**4 units**

Prerequisite: IS345

This course teaches how to create web pages using JAVA classes and run on the World Wide Web. Use of JAVA to create web programs. Comparison of JAVA with PERL and C++ is also discussed. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

Marketing**MK300. Principles of Marketing****4 units**

This course teaches marketing a product or service in order to achieve a competitive edge commensurate with profit. The course focuses on research, product promotion, effective distribution, advertising, and direct mail.

MK366. Sales and Salesmanship**4 units**

This course is designed to define and explain "selling." Topics covered include attributes of good salespersons, the five phases that make up a sale, steps in effective prospecting, methods for preparing for a sales presentation, steps to making a sale, importance of post-sale service and follow-up. Sales techniques are demonstrated in class.

Mathematics

MA101A. College Algebra and Trigonometry **4 units**

This course introduces basic concepts of algebra, equations, inequalities, functions and graphs, exponential and logarithmic functions, circular functions, trigonometric functions, systems of equations, complex numbers, polynomials, and sequences. Required for Computer Science students who have not taken high school algebra and trigonometry.

MA201. Computer Math for Business Majors **4 units**

This course is designed for business majors with limited mathematics background who must use computers. Topics: binary number system, logic circuits, graph theory, linear system, probability, and statistics.

MA202B. Calculus for Business Majors **4 units**

Prerequisite: MA101A

This course emphasizes geometric techniques. Topics include principles and applications of ordinary and partial differentiation, integration, special functions, and elementary differential equations. Special attention: interpretation of business operations, investments, and planning and optimization strategies.

MA231. Calculus 1 **4 units**

Prerequisite: MA101A or Approval of the Instructor

This course studies differential calculus integrated with elementary concepts of plane analytic geometry. Topics include rectangular coordinates, slope and equations of a straight line, slope of a curve, derivative of a function, limits, derivatives of algebraic functions, chain rule, maxima and minima, mean value theorem, introduction to integration, indefinite integral, areas by calculus, differentiation and integration of sine and cosine, and trapezoidal rule.

MA232. Calculus 2 **4 units**

Prerequisite: MA231

This course deals with application of topics in analytic geometry, exponential and logarithmic functions, limits, derivative and integral of trigonometric functions, techniques and applications of integration, introduction to differential equations, sequences, infinite series, Taylor series, and hyperbolic functions.

MA303. Symbolic Logic

4 units

This course is an introduction to logic, statement patterns (propositional logic), arguments, propositional diagrams, generalized disjunction and conjunction, predicated logic, and introduction to sets.

MA311. Calculus 3

4 units

Prerequisite: MA232

This course teaches plane curves and polar coordinates, linear algebra, matrices, system of linear equations, determinants, Eigenvectors, Eigenvalues, and vector space.

MA460. Probability and Statistics

4 units

Prerequisite: MA231 or Approval of the Instructor

This course deals with set theory and algebra of discrete outcomes, probability theory, random variables, probability density and distribution functions, random vectors and their statistics, and introduction to stochastic processes.

MA470. Mathematical Models in Business**4 units**

Prerequisite: MA101A or Approval of the Instructor

This course is an introductory course in operations research or mathematical models useful in business analysis. Materials cover operations analysis, methodology, probability and statistical methods, linear programming methods, utility and game strategies, PERT, and inventory planning methods.

Philosophy**PL130. Introduction to Philosophy****4 units**

This course studies problems of philosophy through major writings from various periods. Problems are drawn from political, aesthetic, religious, metaphysical, and epistemological concerns of philosophy.

PL300. World Cultures**4 units**

This course examines major segments of the world's people from prehistory to the present: philosophy, social structures, politics, religion, technology, and the arts.

PL330. Comparative Systems of Thought**4 units**

This course deals with analysis and discussion of cultural systems of thought and belief, including religious and philosophical tenets upon which members of the cultural group base their actions. Cultures studied include, among others: Greek, Judaic-Christian (ancient, medieval, and modern), the Indian subcontinent, Chinese, Native American, and dominant cultures of the Middle East.

Physics

PH130A. Physics: Mechanics, Fluids, Heat, and Sound

4 units

This course is about statics and dynamics of particles and rigid bodies, work energy and momentum, wave motion and sound waves, heat transfer, temperature, and thermal properties of gas, liquids and solids. Thirty-three (33) contact hours are lecture and twenty-two (22) contact hours are laboratory study.

Political Science

PS135. United States Government

4 units

This course teaches American system of government, with emphasis on the historical factors that influence the uniqueness of the Constitution, the Democratic process, the pattern of national government with its separation of powers, and the philosophy that guides domestic policies and international affairs. Attention to the functions at a national level of the legislative, executive, and judicial branches of government.

Psychology

PY210. Introduction to Psychology

4 units

This course is about psychological principles and applications, with comparison of theories from the developmental, naturalistic, and mechanistic schools. The course also emphasizes on relevance to everyday life.

PY330. Personal Dynamics and Leadership

4 units

This course looks at the insight into personal motivation of self and others, presented through class interaction: evaluation of goals; time management; and presentation and practice of techniques for positive personality development. Active involvement in all projects required.

Sports Management

SM101 Introduction to Sports Management

4 units

This course provides substantive information on sports management, sports law, sports marketing, sports finance, sports ethics, and sports history. Discussion centers on all segments of the sports industry from high school, collegiate, and professional sports to international sports and European sports club systems to health fitness, and recreation. The course introduces all of the support systems necessary to sustain the sports industry: (broadcasting, media relations, and facility and event management). Students are encouraged to explore potential career opportunities.

SM125 Sports in Society

4 units

This course provides a detailed introduction to the sociology of sports. It uses sociological concepts, theories, and research to raise critical questions about sports and explores the dynamic relationship between sports, culture, and society. All content is grounded in sociological research and theory and based on the assumption that a full understanding of sports must take into account the social and cultural concepts in which sports are created, played, given meaning, and integrated into people's lives.

SM150 Sports Entertainment

4 units

This course introduces the basic functions of Management in the sports entertainment industry. It includes a general overview of amateur and professional sporting events and local versus national events. This study includes how to plan, organize, and implement an event. It will introduce the tools of management strategy, decision-making, and managing staff and operations, all within a changing environment at both the local and global levels.

SM201 Sports Economics**4 units**

This course analyzes the business of sports with economic theory. It shows how supply and demand join at the sports market level, and how team owners act together with their leagues to facilitate their market power. The students will understand the business end of sports, how it affects games attended at professional and college stadiums, how it affects the market for talent and labor relations, and how the government involves itself in the sports business.

SM225 Sports Ethics**4 units**

Prerequisite: Students should have completed the 100 level courses in SM or have permission of the instructor.

This course is designed to introduce students to ethical concepts and practices related to a variety of activities in the world of sports. This course will discuss a variety of criteria to provide students with the ideals, skills and information enabling them to reasonably respond to such issues as they occur. Students will be encouraged to build upon their own experiences with sports to explore their own real-life issues from a variety of perspectives and discuss judgments about right and wrong behavior among athletes, coaches, umpires, parents, fans, spectators and others. Topics will investigate moral issues and social problems evident in sports, including the role of ethics in competition, the value and nature of sportsmanship, fairness in sports, cheating, deception, use of performance-enhancing drugs, gamesmanship, violence in sports, the role of the coach as an authority figure, friend, and counselor, and whether sports build moral character.

SM250 Sports Law**4 units**

Prerequisite: Students should have completed the 100 level courses in SM or have permission of the instructor.

Sports Law introduces students to the relationship between law and sports. This course will provide students with a fundamental introduction to the sports industry and law. The course will look at sports agents, sports contracts, and sport torts and sport crimes. Moreover, Sports Law will explore the legal issues facing the sports industry, such as women's issues, disabilities and sports, drugs and sports. Sports law cases will be examined to provide insight into the latest ruling in sports law.

SM301 Human Resources Management in Sports**4 units**

Prerequisite: Students should have completed the 100 and 200 level courses in SM or have permission of the instructor.

This course emphasizes the management of human resources as central to total quality control. Three divergent groups of people are studied in this regard: paid professional workers, the volunteer workers, and the clients themselves. Topics include the unique and common bond they share that impinge on individual motivation and performance within the context of sports management and recreational organizations. Further considerations focus on differences among these people and how they affect behavior in sports organizations. The organization as an entity is viewed from the standpoint of organizational practices in the management of human resources (the place of the "job" within the organization, the concept of career paths, the importance of leadership and relevant theories, and reward systems). Important outcomes as measured by satisfaction and commitment conclude the practices and theories presented.

SM325 Sports Psychology**4 units**

Prerequisite: Students should have completed the 100 and 200 level courses in SM or have permission of the instructor.

This course is designed to help students both learn and then apply practical as well as theoretical information as it relates to the psychology of sports. Various mental training skills that can enhance an individual's athletic performance will also be covered. Some of the areas related to this class include stress, motivation, goal-setting, leadership, imagery, and self-efficacy. An individual's personality, as it relates to athletic competition, as well as competition in the "real World" will also be investigated.

SM350 Sports Media**4 units**

Prerequisite: Students should have completed the 100 and 200 level courses in SM or have permission of the instructor.

This course is designed to provide practical guidelines of how to perform the everyday duties of the profession. It defines the roles and responsibilities of sports information specialists, along with the duties in dissemination information. It offers insight into the job responsibilities of and constraints on sports writers, columnists, producers, announcers, and analysts, and it also helps to explain the broader affect their working relationships have on sports information and the sports culture itself. Many topics are discussed which amounts to a practical handbook on sports management operations. Also serious attention is paid to crisis management, the law and regulation of sports, and the ethical restraints for media practitioners and sports management.

SM401 Sports Facility Management**4 units**

Prerequisite: Students should have completed the 100 and 200 level courses in SM or have permission of the instructor.

Sports facilities are changing at a rapid pace. Sports facility management represents one of the fastest growth areas in the sports industry. With new arenas, stadiums, health clubs, convention centers, and other facilities popping up all over the nation, numerous job opportunities are available in this important area. The evolution of these venues reflects the historical times in which they existed and the kinds of economic conditions prevailing. The course covers successful practices and opportunities for future development.

SM425 Sports Marketing**4 units**

Prerequisite: Students should have completed the 100 and 200 level courses in SM or have permission of the instructor.

This course presents the discipline of sports marketing in two broad aspects. The first relates to the marketing of sports products. The second, often overlooked, recognizes the importance of using a sports platform as the foundation for the marketing of non sports products. These two broad perspectives are quite different, but often intertwined. While intensely viewing these disparate forces, the strong international focus present has caused an international phenomenon resulting in a geographic expansion of many sports. This is very significant for those students who will work under these conditions as they present very significant opportunities.

SM450 Financial Management in the Sports Industry**4 units**

Prerequisite: Students should have completed the 100 and 200 level courses in SM.

This course prepares students to understand the importance of sound financial management as they consider the possibilities of assuming managerial roles in sports organization. The three main areas of emphasis include: the introduction of sports finance and basic financial concepts; the foundations of financial management – the decisions within sport organizations to ensure wealth maximization; and an application of sports management concepts to the industry through the examination of facility financing, valuation, feasibility studies, and economic impact.

SM191A-SM191C Beginning Golf**4 units**

Prerequisite: Students must pass a preliminary physical examination and have a written note from a medical doctor describing any unusual health conditions which might impact the activities of this class.

Golf instruction involves the teaching and learning of the game. Proficiency requires not only technical and physical ability, but also knowledge of the rules and etiquette. Instruction involves a combination of physical conditioning, mental visualization, classroom sessions, club fitting, driving range instruction, on-course play under real conditions, and review of videotaped swings in slow motion. This is an introductory class which starts to teach students the rudiments of the sport and requires per week two hours of class time and four hours of field-based activity. Field-based activities will take place on local driving ranges and on par 3 courses. Intermediate and advanced classes in golf instruction are also part of the curriculum.

SM192A-SM192J Intermediate Golf**4 units**

Prerequisite: Students must have completed beginning gold and/or have permission of the instructor and pass a preliminary physical examination and have a written note from a medical doctor describing any unusual health conditions which might impact the activities of this class.

Golf instruction involves the teaching and learning of the game. Proficiency requires not only technical and physical ability, but also knowledge of the rules and etiquette. Instruction involves a combination of physical conditioning, mental visualization, classroom sessions, club fitting, driving range instruction, on-course play under real conditions, and review of videotaped swings in slow motion. This is an intermediate class which continues to teach students the finer aspects of the game. The course requires per week one hour of class time and six hours of field-based activity. With demonstrated improvement students may qualify for classes in Advanced Golf.

SM193A-SM193J Advanced Golf**4 units**

Prerequisite: Students must have permission from their instructor and must pass a preliminary physical examination completed and have a written note from a medical doctor describing any unusual health conditions which might impact the activities of this class.

Golf instruction involves the teaching and learning of the game. Proficiency requires not only technical and physical ability, but also knowledge of the rules and etiquette. Instruction involves a combination of physical conditioning, mental visualization, classroom sessions, club fitting, driving range instruction, on-course play under real conditions, and review of videotaped swings in slow motion. This is an advanced class which continues to teach students the finer aspects of the sport and strengthen their skill prowess. Instruction will include course management, individual instruction, and the best use of all 14 clubs in the game. The course requires per week eight hours of field-based activity. Students are expected to enter into league competition and maintain (hopefully improve) their handicaps.

SM197A-SM197C Beginning Soccer**4 units**

Prerequisite: Students must pass a physical examination, and have a written letter from a medical doctor describing any unusual health conditions that may require special accommodation. In addition, each student will complete an Acknowledgement of Hazards and Risks form at the beginning of the quarter. Also, an Emergency Contact form must be on file for the student as well as proof of insurance for the student.

This course is an introductory course on soccer, and will focus on soccer fundamentals. The course will provide field activities that focus on the basic skills of dribbling, passing and shooting. Basic rules of play will be learned. Students will participate in a wide variety of drills and exercises to learn and to improve their soccer skills. Soccer requires the development of the following skills: dribbling, passing, trapping, heading, shooting and goal keepings. In addition, students will learn elementary team strategies in offense and defense. Also, students will learn to communicate effectively with team members and officials.

SM198A-SM198J Intermediate Soccer**4 units**

Prerequisite: Students must have completed SM197A, Beginning Soccer, or have permission of the instructor to take Intermediate Soccer. Students must pass a physical examination, and have a written letter from a medical doctor describing any unusual health conditions that may require special accommodation. In addition, each student will complete an Acknowledgement of Hazards and Risks form at the beginning of the quarter. Also, an Emergency Contact form must be on file for the student as well as proof of insurance for the student.

This course is an intermediate course on soccer, and will focus on soccer skills for the intermediate player. The course will provide field activities that focus on the basic skills of dribbling, passing, shooting, trapping, heading and goalkeeping. Students will gain an understanding of team strategies in offense and defensive play. The rules of soccer play will be learned. Students will participate in a wide variety of drills and exercises to improve their soccer skills. Students will develop knowledge of soccer positions, and strategies in competitive competition. Students will learn to communicate effectively with team members and officials.

SM199A-SM199J Advanced Soccer**4 units**

Prerequisite: Students must have permission of the instructor to take Advanced Soccer. Students must pass a physical examination, and have a written letter from a medical doctor describing any unusual health conditions that may require special accommodation. In addition, each student will complete an Acknowledgement of Hazards and Risks form at the beginning of the quarter. Also, an Emergency Contact form must be on file for the student as well as proof of insurance for the student.

This course is an advanced course in soccer, and will focus on advanced soccer skills for the advanced player. Students will develop advanced skill techniques of ball control in regard to passing, dribbling, juggling, heading, shooting and kicking. The course will provide opportunities for advanced field activities that will prepare students for advanced competitive matches. Students will gain an understanding of team strategies in offense and defensive play. The rule of soccer play will be learned. Students will participate in a wide variety of drills and exercises to improve their soccer skills.

SM194A-SM194C Beginning Tae Kwon Do**4 units**

Prerequisite: Students must pass a physical examination, and have a written letter from a medical doctor describing any unusual health conditions that may require special accommodation. In addition, each student will complete an Acknowledgement of Hazards and Risks form at the beginning of the quarter. Also, an Emergency Contact form must be on file for the student as well as proof of insurance for the student.

This course is an introductory course on Tae Kwon Do, and will focus on Tae Kwon Do fundamentals. The course will provide an introduction to the history of Tae Kwon Do. It will explain the basics of the martial art. The course will address dojang etiquette and the gup or step system of colored belts that denote the gup levels. The course will provide field activities that focus on tying the belt, making a fist and using vocal energy. Students will learn the basic stances that form the foundation of this martial art. Students will learn the basic building blocks from field activities such as stepping, key hand techniques and blocking maneuvers. These field activities will prepare the student to advance to the next gup or level, and prepare the student for competitive matches, and provide the student with self-defense techniques. Basic Tae Kwon Do rules of competition will be studied. Students will participate in a wide variety of drills and exercises to learn and improve their Tae Kwon Do skills.

SM195A-SM195J Intermediate Tae Kwon Do**4 units**

Prerequisite: Students must have completed SM194A, Beginning Tae Kwon Do, or have permission of the instructor to take Intermediate Tae Kwon Do. In addition, students must pass a physical examination, and have a written letter from a medical doctor describing any unusual health conditions that may require special accommodation. In addition, each student will complete an Acknowledgement of Hazards and Risks form at the beginning of the quarter. Also, an Emergency Contact form must be on file for the student as well as proof of insurance for the student.

This course is an intermediate course in the martial arts of Tae Kwon Do, and prepares students to advance to black belt Tae Kwon Do forms. The course will provide a deeper understanding of the history, philosophy and concepts at the core of Tae Kwon Do. The course will review Tae Kwon Do warm up exercises and basic techniques. The course teaches the following Tae Kwon Do forms: Kibon, Taegeuk, and Palgwe. The students will learn black belt forms, breaking and sparring. This course will examine the rules of competition, and explain the qualifications to compete in Tae Kwon Do competitions. Students will participate in a wide variety of drills and exercises to improve their soccer skills. The field activities will prepare the student for advanced competition and improved self-defense tactics. Students will participate in competitive matches.

SM196A-SM196J Advanced Tae Kwon Do**4 units**

Prerequisite: Students must have permission of the instructor to take Advanced Tae Kwon Do. Students must pass a physical examination, and have a written letter from a medical doctor describing any unusual health conditions that may require special accommodation. In addition, each student will complete an Acknowledgement of Hazards and Risks form at the beginning of the quarter. Also, an Emergency Contact form must be on file for the student as well as proof of insurance for the student.

This course is an advanced course on Tae Kwon Do, and will focus on advanced mastering Tae Kwon Do techniques. The course will provide a deeper understanding of the history, philosophy and concepts at the core of Tae Kwon Do. The course will include weapons techniques including instruction in Kumdo the Korean Art of the Sword. The advanced course will provide Ki Gong exercise. In addition, this course will explore advanced self-defense methods to the student. These field activities will prepare the student for advanced competition and improved self-defense tactics. Students will participate in competitive matches.

Social Science**SS130. Introduction to the Social Sciences****4 units**

This course offers a survey of interlocking channels of economics, history, political science, psychology, and sociology as each relates to selected themes in modern civilization. Review of major social science periodicals.

SS140. Introduction to Sociology**4 units**

This course is an introduction to the analysis of basic concepts in sociology. Socialization and culture; social organization; stability and change in societies; cooperation and conflict among human groups; religious political, economic, technical, and scientific institutions. Student project on one aspect of a major concept as presented in three sociology periodicals.

MASTER'S LEVEL COURSES

Accounting

AC501. Managerial Accounting

4 units

This course examines the principles, techniques, and uses of accounting in the planning and control of business organizations from the management perspective. This includes both manufacturing and service organizations. Identified are the budgetary processes and related performance evaluation techniques, cost volume to profit relationships, and product costing methods. Cost topics include Accumulation and Product Costing, Budgetary Planning, Activity-based Management Measurement Reporting, and Control Responsibility Accounting Managerial Decision Making.

AC503A. Financial Accounting & Reporting 1

4 units

Prerequisite: AC501 or Approval of the Instructor

This course covers the interpretation, use, processing, and presentation of accounting information, as well as principal accounting statements. Financial accounting theory, financial statement disclosures, fixed asset management, advanced inventory evaluation and accounting for intangible assets are also examined.

AC503B. Financial Accounting & Reporting 2

4 units

Prerequisite: AC503A

This course emphasizes identifying, measuring, and communicating liabilities and stockholders' equity. It covers the valuation, recording, and presentation of plant, equipment, and intangible assets; accounting for corporations; contributed capital; stock rights, options and convertible securities; retained earnings and dividends; and accounting for leases, taxes and pensions. The course also studies statement of cash flows and changes in accounting.

AC520. Public Accounting**4 units**

Prerequisite: AC503B or Approval of the Instructor

This course is a comprehensive review of auditing procedures. Historical development of professions, audit function in relation to ethical and legal considerations, trends in new services for clients; the CPA firm, multinational practice, and signposts of the future are also examined.

AC530. Advanced Tax Accounting**4 units**

Prerequisite: AC501 or Approval of the Instructor

This course emphasizes legal tax avoidance through proper planning. The course will focus on the Internal Revenue Code and its application to individuals, estates, trusts, and corporations. This course will also explore tax determination, personal and dependant exemptions, concepts of gross income, and deductions and losses.

AC565. Computers in Accounting**4 units**

Prerequisite: AC503A or Approval of the Instructor

This course covers the features and functions of computers and software in accounting and auditing. It includes general ledger, accounts payable, accounts receivable, payroll, order entry, purchasing, inventory, job cost, fixed asset, report writing and executive information modules.

AC580. Government and Non-profit Accounting**4 units**

Prerequisite: AC503A or Approval of the Instructor

This course examines the accounting principles applicable to governmental and non-profit entities. Theories of fund accounting illustrated in case studies with an emphasis in the recording of assets, liabilities, equity, revenues, and expenditures are discussed. The course also covers the analysis and interpretation of financial statements.

Business

BU501. Industrial Management

4 units

This course studies the departments of an industrial organization. It examines the engineering, production, purchasing, industrial relations, marketing and financial departments. It also examines the relationships between the departments for proper control and coordination.

BU502. Quality Management

4 units

This course describes the tools and techniques of quality control for industrial managers. Some of the tools that are examined are: terminology and work elements, quality planning and management, and statistical tools and techniques for reducing waste, improving reliability, and avoiding the pitfalls of product liability.

BU505. Organizational Behavior

4 units

This course studies the environments and technologies of business and industrial organizations, processes of work group development and management, and their effects on individual behavior. The course also emphasizes organizational efficiency and effectiveness.

BU506. Management Decisions

4 units

This course is an overview of statistical techniques used in business decision-making. Descriptive statistical topics include graphing measures of central tendency, and measures of dispersion. Inferential statistical topics include sampling, hypothesis testing, and regression analysis. Topics include the structures of various data processing systems, adequate controls, currently available technology, and issues in the related implementation process.

BU507. Operations Analysis**4 units**

This course studies the statistical methods applicable to specialized areas of statistical analysis. Topics include Markov processes, distribution-free tests, sampling theory and methods, experimental design, time series analysis, spectral analysis, and application of operations research techniques to business problems. The course also analyzes and solves actual business operations research problems.

BU508. Technology and Operations Management**4 units**

This course focuses on the latest information technologies and operations management technologies that enable an organization to operate around the world. It introduces tools that managers use to measure operational efficiency and effectiveness, including statistical process control, decision trees, forecasting techniques, expert systems and operational benchmarking. Students will practice effective project management techniques important to introducing new products and analyzing and improving an organization's processes.

BU511. International Comparative Management**4 units**

This course reviews management systems within their political, social, and economic environments with an international, historical and contemporary approach. This course emphasizes the managerial process in the international environment and provides a strategic assessment of the fundamental issues involved in the management of international and multinational corporations. Topics include comparative study of practices of management in foreign nations and how their social environments are effected. There is an emphasis on recent contributions to theory, research, and methodology.

BU512. Asian Trade Development**4 units**

This course studies International trade transactions, ways they are planned and organized in their contemporary environments. The emphasis is put on business opportunities and untapped economic and human resource potentials in all areas in East, West, and Southeast Asia. Some areas of study are manufacturing, communications, transportation and entertainment.

BU513. International Hotel Management**4 units**

This course studies hotel operations from day-to-day management to the important aspects of the hospitality business. With an emphasis on international hotel chains, the course covers problems and prospects of the management of the service industries in a global perspective. Management essentials such as operations, sales, marketing and promotion are also studied.

BU521. Human Resource Management**4 units**

This course is an evaluation of human resource requirements of a firm including recruiting, screening, and selection. This course provides an overview to the basic human resources management functions: employment, employee relations, training and development, performance systems, compensation, benefits, and human resources information systems. Case evaluations of the most recent issues in the U.S. and international market place are analyzed.

BU550. Business Ethics**4 units**

This course is an in-depth focus on patterns of business conduct and attitudes in modern business. Psychological factors that promote pragmatic approaches in the solution of problems are surveyed. Case studies regarding management decision-making are examined.

BU560. Research Methods**4 units**

Prerequisite: Approval of the Instructor

This course studies applied statistics, research methodology, and problem solving. The course covers problem formulation, secondary data, primary research, and fundamentals of analysis. An independent research project is required for the course.

Business law

BL501. Contract Law

4 units

This course examines the contractual legal problems in business affecting the manufacturer, wholesaler, retailer, performer, and purchaser of services. The focus of this course is on basic legal concepts and systems which are important to understanding the ways in which businesses deal with transactions, operations and the exchange of benefits to the parties in contracts.

BL505. Law in International Business

4 units

This course explores the legal systems of nations participating in international trade and commerce with regard to the international business community. The effects of legal concepts and legal systems on the social and economic environment are reviewed. There is an emphasis on international trade as a variable of sovereign national law and international law. Students examine the areas of international law that are integral to the operation of international business enterprises today.

Computer Science

CS500. Computer Operating Systems

4 units

This course studies various computer operating systems such as computer architecture, number systems and translators, symbolic logic and arithmetic, and arithmetical syntax. Assembly and disassembly in relation to computer languages, full computer operations, including operating system by microprocessor simulation are studied. The course focuses on single computer operating system simulation and not networking and terminal resource demands for large mainframe systems.

CS503. Theory of Computation**4 units**

This course is about the capabilities and limitations of computers. Topics covered include finite state automata, context-free grammar, pushdown automata, Turing machines, undecidability, and the halting problem. Notions of computational complexity, primitive recursive and partial recursive functions, equivalence of models of computation are also introduced.

CS506. Artificial Intelligence**4 units**

Prerequisite: CS500 or Approval of the Instructor

This course studies the variety of means for representing knowledge and the uses of representations in problem solving. Some representations include predictable logic, semantic nets, procedural representations, natural language grammars, and search trees.

CS508. Programming Languages**4 units**

Prerequisite: CS500 or Approval of the Instructor

This course is an in-depth study of several contemporary programming languages. Variety in data structures, operations, notations, and control are stressed. Languages for list, string and array manipulation are examined. Languages for structured programming and systems programming are also included.

CS509. Design and Analysis of Algorithms**4 units**

This course studies the complexity of time and space algorithms. Models of computation, techniques of efficient algorithm design, and effect of data structure choice on efficiency of an algorithm is extensively examined. The student will learn about fast algorithms for problems such as sorting, set manipulation, and Fourier transforms.

CS510. Compiler Design for Digital Computers**4 units**

Prerequisite: CS500 or Approval of the Instructor

This course examines lexical analysis, formal grammars, parsing methods, code generation, local and global code optimization, unimodular transformation, vectorization, dynamic allocation, and storage allocation.

CS513. Expert Systems**4 units**

Prerequisite: CS500

This course is an introduction to the methodology of design and implementation of expert systems. Techniques for representing and organizing domain and control knowledge are emphasized.

CS514. Software Engineering**4 units**

Prerequisite: CS500, IS505, or Approval of the Instructor

This course covers a survey of software engineering. Topics covered include requirement analysis and specification, programming methodology, software testing and validation, performance and design evaluation, software project management, and programming tools and standards. Software development, implementation, and maintenance methods are also discussed.

CS516. Computer Networks**4 units**

Prerequisite: CS500 or Approval of the Instructor

This course teaches computer network architecture, local area networks and wide area networks, mechanisms for inter-process communication, and rules for distribution of data and program functions. Examination of data communications for personal computers, network configurations, SNA/PC connection, distributed systems, data flow and database control, and data security and integrity are covered.

CS520. Automata Theory, Language, and Computation**4 units**

Prerequisite: CS503 or Approval of the Instructor

This course deals with finite and infinite languages, formal relation between generators and acceptors, types of formal grammars, and decidability and partial decidability.

CS521. Multilingual Programming**4 units**

Prerequisite: CS508

This course is a thorough evaluation of computer programming systems, information structures, data representations, and applications. Non-numerical programming assignments in several different computer languages will be necessary.

CS540. Computer Data Management**4 units**

Prerequisite: CS500, IS505, or Approval of the Instructor

This course is an overview of data input, storage, sorting, and output. Other topics that will be covered are: sequential storage, theory and practice of using pointers, functional mapping between numerical data, and CRT screen addressing. This course is also an introduction to graphical presentation of data; file management; creating files; adding or deleting from files; and the use of professional database management systems.

CS565. Computer Graphics**4 units**

Prerequisite: CS500 or Approval of the Instructor

This course studies hardware for interactive graphic systems, picture representations, data structures for graphics, picture processing techniques, languages for graphics, and survey of applications such as animation and simulation. The course also studies methods for the design 2-D and 3-D graphics.

CS599. Computer Science Design Project**4 units**

Prerequisite: Completion of all requirements for the Computer Science concentration or Approval of the Instructor

This course is designed for students in the M.S.C.S. program who prepare a design project as the culminating activity for this degree. The design project must be a significant report describing an investigation in the computer science area and must be publishable.

Economics**EC512. International Economic Development****4 units**

This course investigates the economic, social, and political conditions of developing countries of Asia, Africa, and Latin America; investigation of the problems inherent in the traditional societies that hinder modernization; mobilization of human, natural, and financial resources through market mechanism and public planning; discussion of public and private business policies facing the business and government leaders of these countries.

Finance**FI500. Managerial Finance****4 units**

This course covers the methods and sources of financing business firms. Problems, practices, techniques, and policies of financial decision-making for the effective and efficient management of a firm are examined. Key topics include financial planning procedures, common financial arrangements and practices, financial statements, taxes, cash flows, stock valuation and financial analysis. Other concepts that will be examined are forecasting, working capital management, capital budgeting techniques, cost of capital, strategic long-term financing decisions, and financial planning and control. The social, legal, and economic effects of various financial alternatives are also described.

FI501A. International Finance 1**4 units**

Prerequisite: FI500 or Approval of the Instructor

This course is an examination of policies, problems, practices and techniques of financial decision-making in today's complex international and multinational business environment. The identification of relevant issues and the understanding of essentials and techniques of international financial management are emphasized. International financial management is perceived as a larger global system. All aspects of the financial manager's environment: economic, monetary, political, social, cultural and ethical, are examined closely.

FI501B. International Finance 2**4 units**

Prerequisite: FI501A

This course concentrates mainly on financial practices and policies of multinational firms. Long-term investment decisions, multinational capital budgeting, working capital management, and managing economic and political risks are analyzed. Students report on national risk analysis. Students will learn about tax considerations affecting international operations and accounting factors affecting international financial activities. International investment opportunities and approaches to international financial management will be evaluated. Institutions involved in international financial markets, new organizational and strategic concepts are emphasized.

FI510. International Investments**4 units**

Prerequisite: FI500 or Approval of the Instructor

This course describes the globalization of the market place, and examines individual and institutional portfolios. Students learn the different classes of options available, and how they can be used to enhance investment performance. A selection of securities and acquisition of other income earning assets will be examined. International diversification in the global market is the main theme of the course.

FI515. International Trade and Finance**4 units**

Prerequisite: FI500 or Approval of the Instructor

This course provides students the knowledge and skills to plan, work and negotiate in the global marketplace. The theory of trade, and the significance and means of balance of payments and adjustments are included in the course. Students evaluate the major issues of international, commercial, and monetary policies. The effects of tariffs, quotas, customs, unions, and common markets on the economic welfare of nations are examined.

FI585. Financial Institutions and Markets**4 units**

Prerequisite: FI500 or Approval of the Instructor

This course surveys the nature, functions, and management of financial institutions and their respective markets. The development and evolution of these institutions are analyzed and future trends are emphasized.

Information Systems**IS505. Computer Information Systems****4 units**

This course is an overview of information processing in computer systems. It covers hardware components, application software, and systems development and management. Case studies are examined.

IS530. Advanced e-Commerce**4 units**

This course examines how new information technologies and networks affect the exchange of goods and services between buyers and sellers in the twenty-first century. Evaluation of key corporate strategies and initiatives in electronic commerce and the enabling network and user interface technologies which have redefined business.

IS540. Advanced Internet Programming 1**4 units**

This course examines various options available through Internet's online providers and awareness of potential legal and confidentiality issues. Understand World Wide Web environment through Hypertext Mark-Up Language (HTML).

IS545. Advanced Internet Programming 2**4 units**

Prerequisite: IS540 or Approval of the Instructor

This course offers advanced Internet programming: Script languages and JAVA. This course concentrates on the principles of good software engineering and stresses program clarity. Covers concepts of interactive and object-oriented programming Internet languages.

IS550. Computer Database Applications**4 units**

Prerequisite: IS505 or Approval of the Instructor

This course is designed to give the student intensive exposure to computers, data processing, and programming. This course is intended for those who have substantial database management experience or have taken a course in database management systems. The course is designed for students who want to write computer programs for the development of a business system. Topics include the business environment and challenges for database applications; advanced database application modeling; database implementation issues; and data warehousing and client/server architecture.

IS599. Information Systems Design Project**4 units**

Prerequisite: Completion of all requirements for the Information Systems concentration or Approval of the Instructor

This course is for students in the M.S.I.S. program who prepare a design project as the culminating activity for this degree. The design project must be publishable and must be a significant report describing an investigation in the information systems area.

Marketing**MK501. Marketing****4 units**

This course analyzes the key functions of marketing and their applications in today's changing free-market economy. Attention is focused upon those elements deemed important strategies in the process of the sale of a product or service. This course surveys the latest trends in marketing, sales and advertising. Students learn how to analyze and forecast trends using trend analysis models. Student presentations are required.

MK503. Multinational Marketing**4 units**

Prerequisite: MK501 or Approval of the Instructor

This course examines overseas markets and effective penetration strategies. American marketing concepts are used while understanding the marketing incentives in multinational corporations. Case studies of successes and failures are examined to properly grasp the efficient strategies used within multinational institutions.

MK515. International Marketing Research**4 units**

Prerequisite: MK501 or Approval of the Instructor

This course is the study of basic differences in domestic and foreign market research methods and objectives. Key concepts of the course: how to gather general information about a nation and its markets; how to obtain specific information to resolve problems in distribution, advertising, pricing and product development; and how to forecast future trends within specific markets relating to social, economic, and value changes.

MK520. Consumer Behavior**4 units**

This course explores models of buyer behavior with the application of economics, sociology, psychology and behavioral sciences to marketing. Students will learn to examine and understand the factors that influence marketing decisions and how social and cultural factors, perception and learning patterns, and individual inclinations and needs have an impact on purchasing.

MK530. Import and Export Procedures**4 units**

This course examines buying and selling between nations. Students will understand the fundamentals of profitable exporting and importing. Identifying consumer needs and knowing how to supply them are other topics that are analyzed. Financial tools that are used to minimize risks and the proper documentation procedures are studied. A student project will be assigned in which the student will prepare a market survey of a potential overseas market.

MK531. International Advertising**4 units**

Prerequisite: Approval of the Instructor

This course evaluates the techniques for advertising products in selected overseas markets are surveyed in this course. Case studies of successes and failures are emphasized. Channels of media communication, capital equipment, consumer goods, banking and transportation are studied. Students will learn the variety of strategies necessary in advertising in foreign and global markets.

Real Estate**RE500. Real Estate Principles****4 units**

This course is an overview of the real estate industry, both public and private. Concepts in agency and brokerage practice as a foundation for an in-depth understanding of the profession. Economic analysis of fluctuations in real estate market.

RE501. Legal Aspects of Real Estate**4 units**

This course introduces the fundamentals of real estate law including estates in real property, methods of ownership, assessments and other incidents of ownership, acquisitions and transfer, contracts of sale, notes and deeds of trust, escrows, title insurance, liens and encumbrances, deed restrictions, zoning and other limitations on use, leases, and the landlord/tenant relationships.

RE502. Real Estate Practice**4 units**

This course is an examination of the practical, day-to-day applications of real estate principles. Sample forms in real estate transactions and case studies in real estate sales and purchases.

RE503. Real Estate Finance**4 units**

This course covers lending policies, problems, and risks involved in financing transactions in residential apartment, commercial and special purpose properties. Instruments of finance discussed: promissory notes, trust deeds and mortgages, trustee's sales, mortgage foreclosure, and alternative financing.

RE504. Real Estate Economics**4 units**

This course is a general survey of current real estate market conditions as a factor in the larger economy. Consideration of housing markets in urban areas, land use, government regulations, limitations to economic growth, and investment analysis and opportunities.

RE505. Real Estate Appraisal**4 units**

This course analyzes factors influencing value, establishing market value, and appraisal techniques for vacant land, residential, commercial, and income producing properties.

RE506. Property Management**4 units**

Prerequisite: FI500, RE501, or Approval of the Instructor

This course deals with professional property management in operating residential, commercial, and industrial properties. Importance of the function, management contracts and compensation, and certification (CPM) are covered. Case studies.

RE507. Escrows and Title Insurance**4 units**

Prerequisite: RE501 or Approval of the Instructor

This course studies escrow procedures, rules, regulations, duties, and the rights and responsibilities of the parties involved. Costs, title insurance, conveyances, financing and title transfer problems and solutions. Case studies and class simulations are included.

RE508. Real Estate Office Administration**4 units**

Prerequisite: RE500 or Approval of the Instructor

This course studies application of management principles, accounting and auditing needs, personnel training, required special equipment and facilities, criteria for efficient operations. Case studies and class simulations are included.

RE509. Real Estate Business Law**4 units**

Prerequisite: RE501 or Approval of the Instructor

This course focuses on real estate licensing and regulations, real estate associations, the role of the California Department of Real Estate, the duties and responsibilities of the Real Estate Commissioner, and the Commissioner's Standard of Professional Conduct and Business Practices, and the Administrative Procedure Act.

DOCTOR OF BUSINESS ADMINISTRATION (D.B.A.) COURSES

DBA 600. Quantitative Methods for Management Decision-Making**4 units**

Presents quantitative tools and mathematical models for management decision-making. Activities build upon an advanced knowledge of business statistics, including an intensive application of probability theory to managerial decision-making within uncertain business environments, extensive coverage of Univariate Statistics, Linear Programming, and Pert/CPM. Class activities include a review of hypotheses testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. Major emphasis on the formulation of projects and related data gathering and interpretation: focus groups, sample surveys, data management, statistical analysis, graphics, and the communication of results are tools and techniques used.

DBA 605. Qualitative Methods for Management Decision-Making**4 units**

A seminar which examines qualitative research techniques as a valid form of inquiry, especially to researchers who have entered fields that include complex human systems and multiple human perspectives. Students will examine techniques which include: action research, ethno methodology, grounded theory building, phenomenological inquiry, and participative research. Activities will include crafting research questions with attention to the larger pragmatic and theoretical context which shapes them. The differences between deductive and inductive qualitative research will be explored.

Research mapping, the evaluation of qualitative research methods, and the development of qualitative research instruments will promote understanding for students as they design and conduct a survey applying these techniques.

DBA 610. Legal Environment of International Business**4 units**

Examines legal problems which arise from doing business in a global environment, the operation and business law of various legal systems, and of multi-national rule-making bodies. Emphasis upon the identification of potential legal problems in a worldwide context and the exploration of ways various cultures view the function law and business regulation.

DBA 635. Global Marketing Strategy, Structures and Systems**4 units**

This course presents an overview of strategic marketing processes, industry structures, competitive environments, and continuous innovation. The intent of the study is to determine ways to achieve and sustain profitable growth from product innovation. Qualitative tools will be introduced to help students determine a company's best capabilities, opportunities, and competitive position. Students will complete a market assessment and plan to launch a new product or service design.

DBA 640. Culture, Values, and Ethics in a Global Society**4 units**

Examines: the relationship of culture, values, and ethics within the global business environment; and the ability of managers to respond effectively to societal, ethical, and cross-cultural managerial issues. Topics include: the dimensions of culture; national and ethnic culture; thinking patterns, value systems and reality models of different cultures; the alignment between environment, manager and culture; and the development and implementation of strategies that build socially responsive and responsible global organizations.

DBA 645. Strategic Management of Information Systems & Designs**4 units**

This course is designed to enable leaders to anticipate and evaluate the political, economic, and social impact of technology in an organization. Students examine the strategic relationship of information technologies (IT) and systems to the organization. The role of technology is then examined within the organization's environment to determine its core and distinctive competencies to sustain a competitive advantage. Topics covered include the management of innovation and technology; and knowledge transfers between nation-states.

DBA 665. International Finance**4 units**

Prerequisite: Students who have completed the Core Courses

Focuses on the interaction between the medium and larger sized firms in the international business environment, including (but not limited to) multi-currency working capital management, the international capital budgeting process, the international payments system, and international financial aspects of modern corporate strategic planning. The theoretical as well as the practical basis for management decision-making will be demonstrated using appropriate software/hardware tools.

Through reading assignments, case studies, problem analysis, class activities, and the completion of a formal research paper students will further their knowledge of the subject as well as increase their skills in writing serious academic tracts.

DBA 670. Seminar in Special Topics: Global Consulting, Entrepreneurship, and the Corporate Executive **4 units**

Prerequisite: Students who have completed the core courses

Introduces three aspects of highly differentiated career paths in business management. Those interested in international consulting will study basic consulting theory, the history of management consultation, the worldwide consulting industry, and the development of personal consulting skills. Field research on international consulting issues and practices.

Those interested in international entrepreneurship will apply entrepreneurial theory and models to cases of international and global entrepreneurship. Topics include: international corporate development, venture capital and investment markets: differences in cultural models of new business formation and related issues. Culminating activity: venture/business plan.

Those interested in studying the corporate executive model will examine social psychological and group dynamics theory as applied to traditional and contemporary business settings. Topics include: leadership theory from historic research through contemporary applications, including cross-cultural perspectives, motivation in work organizations, group and team dynamics, and organizational climate and culture.

DBA 685. Advanced Leadership Theory and Practice: Creating Strategic Change Leaders **4 units**

Prerequisite: Students who have completed the core courses and DBA670

Course critically reviews and analyzes current ideas about leadership theory and practice from both theoretical and operational perspective. Readings distinguish between leadership and management (or other group activity) and emphasize the leadership perspectives, values, skills, knowledge and practices needed for success in the 21st Century. Students will define for themselves the meaning and significance of leadership in various organizations by examining different “frames” or perspectives found in the literature. Activities and assignments focus on strengthening the attributes of leadership in the class participants. Off campus projects focus on mentors and the mentoring process which include field research, interviews, and problem identification / analysis activities.

DBA 690. Advanced Seminar: Topics in International Finance, International Management, and International Marketing **8 units**

Prerequisite: DBA670 or DBA685

Focuses on current and recent research in International finance, International Management, and International Marketing preliminary to student selection of possible research questions for the dissertation. Topics include the identification of major issues, the examination of theoretical and applied models in each management specialization, the application of concepts and professional knowledge base to problem solving, and implications for further research from case studies, dissertations, journal articles, the Internet, and other sources. Off campus projects focus on mentors and the mentoring process which include field research, interviews, and problem identification / analysis activities. Forty-four (44) contact hours of classroom activities and eighty-eight (88) contact hours of field-based activities.

DBA 695. Independent Study **0 units, CR/NC Only**

Provides an opportunity to receive individual faculty instruction and guidance in a variety of doctoral activities such as but not limited to: studying for hurdle exams, making up Incompletes, improving research techniques, finishing data collection for a project, strengthening statistical analysis and interpretation skills, and designing topical bibliographies. Students must initiate a learning contract which is a comprehensive written plan and includes a time line. It must have the advisor's approval and that of the selected professor prior to the beginning of the work. Students may enroll twice or an additional time with the University Dean's permission. The course does not apply credits toward the DBA degree.

DBA 700. Dissertation Research Design and Proposal: International Finance, International Management, and International Marketing**8 units**

Prerequisite: Entry is limited to those students who have passed the Comprehensive Examination

This course prepares students for their doctoral dissertation research. It includes identification and analysis of current critical issues as potential topics for the dissertation; the preparation of a dissertation proposal, including problem formulation; and the development of conceptual models and research design. Students will focus on one of three areas: International Finance, International Management, or International Marketing. Special emphasis in completing the Review of the Literature (Chapter 2).

DBA 720. Dissertation Research Implementation**4 units**

Prerequisite: DBA 700

Students must enroll DBA720 twice for a minimum of eight (8) units and must continue course registration for credit only until prepared for DBA 740.

Activities focus on the completion of the dissertation chapters with input and guidance from the student's Dissertation committee members. Special emphasis in completing of the Research Problem (Chapter 1) and the Methodology (Chapter 3) and the final version of any data-collection instrument or form required for the study. The course is completed when the student has assembled the entire set of findings corresponding to the research questions, and has written and obtained approval for the Findings (Chapter 4).

DBA 740. Dissertation Completion and Defense**4 units**

Prerequisite: DBA 720

Activities consist of submission and approval for the Conclusions and Recommendations (Chapter 5); successful completion of the oral defense; and incorporation of any suggestions or directives given during the oral defense concerning modifications, deletions, or additions to the printed material. Approval of the Dissertation chairperson and the committee members is required for the submission of the dissertation for publication. Copies must be made available to the Registrar and the University Librarian before the conferring of the degree.

ENGLISH AS A SECOND LANGUAGE (ESL) COURSES**EN 001. Beginning Level in ESL****0 unit**

This course teaches basic English skills to students with little or no English proficiency, including conversational and written English, vocabulary expansion, and survival skills. Letter grades are given.

EN 002. Intermediate Level in ESL**0 unit**

Prerequisite: Approval of the Instructor

This course deals with the development of oral and written skills, reading comprehension, and idiomatic expressions. Practice and review of basic English grammar, development of speaking and writing fluency, and the language of computers, American culture, and university studies are also covered. Letter grades are given.

EN 003. Advanced Level in ESL**0 unit**

Prerequisite: Approval of the Instructor

This course involves fluency and accuracy in oral & written English, review & refinement of grammar, vocabulary, and idioms, oral skills & public speaking, English for specific purposes, and computer lab classes. Composition and reading for university course work, introduction of study skills, building academic vocabulary, understanding college lectures, and preparing for the TOEFL are among other topics covered in this course. Letter grades are given.

EN 004AB. Preparation for English Language Exams**0 unit**

Prerequisite: Approval of the Instructor

This preparation course, designed for students preparing to take an English proficiency test such as the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), teaches strategies and test-taking skills to achieve students' desired scores but does not replace ESL courses that increase language fluency. Students at the completion of the course will attain test-taking strategies and skills and confidence through practice exams to attain scores needed. This course may be repeated. Four hours per week for each class (A and B). Letter grades are given.

EN 005AB. Business English**0 unit**

Prerequisite: Approval of the Instructor

This course is intended for matriculated MBA and undergraduate business students who are identified as having insufficient oral and analytical skills. The course, offered as an adjunct to their business classes, consists of development of skills to make effective oral presentations, on-line database research, team and peer collaboration, reading for academic purposes, building confidence and overcoming barriers as language students. This course may be repeated. Four hours per week for each class (A and B). Letter grades are given.

SECTION ELEVEN

UNIVERSITY PERSONNEL

ADMINISTRATORS

KIM, JIN Q B.M. and Medical License, Seoul National University College of Medicine, Korea; M.D., Seoul National University, Korea; Ph.D., Seoul National University, Korea.

Present Position: President

CHUNG, JAE YONG

Present Position: Chief of Secretary

KIM, ZUKWEON B.B.A., Marymount University; M.B.A., The George Washington University; Ph.D., Rutgers, The State University of New Jersey.

Present Position: Acting Vice President; Dean of International Affairs

WILSON, JOAN B. B.A., Barnard College; M.A., Columbia University; Ed.D., University of California, Los Angeles (*with Great Distinction*)

Present Position: Associate Dean, General Affairs

KIM, KEITH B.A., M.A., Kon-Kuk University, Korea;
M.B.A., Central State University, Oklahoma

Present Position: Associate Dean, Strategy and Finance

KIM, MIN SANG B.A., University of California, Davis; M.A.,
Ed.D., Pepperdine University

Present Position: Associate Dean, Academic Affairs

KIM, JIN SONG B.A., Yonsei University; M.A., University of
San Francisco.

Present Position: Special Assistant to President; President of
PRBN

FACULTY

FULL-TIME MEMBERS OF THE FACULTY

HONG, BYUNG SIK B.S., Seoul National University, Korea; M.B.A., National University; D.B.A., United States International University

Present Position: D.B.A., Program Administrator; Professor, Business

HULL, DEBORAH B.A., Mills College, Oakland; M.S. in L.S., University of Southern California; M.A., California State University, Long Beach

Present Position: Director of Strategic Career Services, University Librarian, Professor Social Science

HWANG, YOON JEONG B.A., University of California, Irvine; M.B.A., Pacific States University; Certified Public Accountant (CPA).

Present Position: Director, Accounting Certificate Program; *Associate* Professor, Accounting

MA, JOHN B.S., National Taiwan University, Taiwan; M.S.C.S., University of Southern California

Present Position: Director, College of Computer Science & Information Systems; *Associate* Professor, Computer Science and Information Systems

RHEE, CHASE C.

B.A., Seoul National University, Korea; Bachelor of International Management, Thunderbird Graduate School of International Management; M.A., American Graduate School of International Management; D.B.A., United States International University

Present Position:

M.B.A., Program Administrator; Professor, Business

ADJUNCT FACULTY

AHN, BOHYUN B.A., Hanyang University, Korea; M.B.A., George Washington University

Present Position: Adjunct Professor, Accounting

AN, SANG HOON B.A., M.B.A., Chung-Ang University, Korea; Certified Public Accountant (CPA).

Present Position: Adjunct Professor, Accounting.

BAKER, CHRISTINA M.B.A., Hope International University; M.S., Capella University; M.A., California States University, Long Beach; B.A., California States University, Long Beach; A.A., Long Beach City College

Present Position: Adjunct Professor, English

CASTANADA, MARIA J. M.A., California States University, Long Beach; B.A., University of California, Irvine

Present Position: Adjunct Faculty, ESL

CHUNG, TASHENG M.B.A., Pacific States University; B.A., Central Police University, Taiwan

Present Position: Adjunct Professor, Accounting

GENDRON, EBBA-MARIA M.A., University of California, Los Angeles;
B.S., Skidmore College

Present Position: Adjunct Professor, ESL

GOH, RUDY U. B.B.A., Pacific States University; M.B.A.,
California State University, Dominguez
Hills; M.B.A., Claremont Graduate School;
D.B.A., Pacific States University

Present Position: Adjunct Professor, Business

GURTOVOY, JASON PhD., Claremont Graduate University; M.A.,
University of San Francisco; B.S., University
of San Francisco; B.A., University of San
Francisco

Present Position: Adjunct Professor, Economics, Finance

JANG, DAE SIG B.A., Upper Iowa University; M.B.A.,
D.B.A., Pacific States University

Present Position: Adjunct Professor, Business

KIM, JIN H. M.A., Korea University; B.A., Korea
University

Present Position: Adjunct Professor, Accounting

KIM, KEVIN B.S., M.S.C.S., Pacific States University

Present Position: Adjunct Professor, Computer Science

KIM, NEUNG J. B.S., Seoul National University, Korea; Ph.D., Temple University; Certified Public Accountant (CPA)

Present Position: Adjunct Professor, Accounting

KIM, YOUNG KI B.A., Chung-Ang University, Korea; M.B.A., Pacific States University; Certified Public Accountant (CPA).

Present Position: Adjunct Professor, Accounting

LEE, ANDY B.A., Sogang University University, Korea; M.B.A., Gonzaga University

Present Position: Adjunct Professor, Accounting

LU, KUANG KAI B.S., M.S.C.S., Pacific States University; CISCO CCNA Certificate

Present Position: Adjunct Professor, Computer Science and Information Systems

McFADYEN-KETCHUM A. M.F.A., Creative Writing Southern Illinois University; B.A., English Virginia Polytechnic Institute

Present Position: Adjunct Professor, English

MORRISON, DENNIS B.A., State University of New York, College at Brockport; M.A., Syracuse University; D.P.A., University of La Verne

Present Position: Adjunct Professor, Business

PARK, EUN SANG B.A., M.A., Sungkyunkwan University, Korea; M.B.A., Pacific States University; Certified Public Accountant (CPA)

Present Position: Adjunct Professor, Business and Accounting

RYU, SAM YONG B.A., Kyunggi University, Korea; M.B.A., Sogang University, Korea; M.B.A., Northrop University; D.B.A, Pacific States University

Present Position: Adjunct Professor, Business and Information Systems

SHIN, PAUL YONG H. B.A., M.A., Yonsei University, Korea; Ph.D., University of Nebraska

Present Position: Adjunct Professor, Business

SU, CHEN-I B.A., Christ's College, Taiwan; B.A., Geneva College; M.A., TESOL, Azusa Pacific University.

Present Position: Adjunct Professor, ESL

SUH, JUNG CHUL B.S., Seoul National University, Korea; M.S.E.E., D.Sc., Pacific States University

Present Position: Adjunct Professor, Computer Science

ZUIDERWEG, GORDON B.A., University of California, San Diego; M.A., University of California, Los Angeles; J.D., Loyola Law School, Los Angeles

Present Position: Adjunct Professor, Law

DISTINGUISHED VISITING PROFESSORS

ABU-RAHMA, ALI B.B.A., United States International University, London, England, & San Diego; M.B.A., D.B.A., United States International University, San Diego

Present Position: Professor, Business Administration at PSU and Dean, Alliant International University, San Diego

COLE, BARBARA B.S., Bethany Nazarene College, M.A. University of Missouri, PhD. University of Oregon

Present Position: Professor, Business Administration

FOJTIK, CHARLES W. B.A., Northwestern University; M.B.A., D.B.A., University of Southern California

Present Position: Professor, Business Administration at PSU and Pepperdine University

OGUM, GEORGE B.A., University of Nairobi; M.A., Middle Tennessee State University; D.B.A., University of Memphis

Present Position: Professor, Business Administration at PSU and La Sierra University, Riverside

STAFF

NKHBAYAR, ZOLZAYA B.A., Mongolian University of Science & Technology; M.B.A., Pacific States University

Present Position: Registrar; Interim Registrar

HULL, DEBORAH B.A., Mills College, Oakland; M.S. in L.S., University of Southern California; M.A., California State University, Long Beach

Present Position: Director of Strategic Career Services

KIM, MIN SANG B.A., University of California, Davis; M.A., Ed.D., Pepperdine University

Present Position: Director of Financial Aid; Designate School Official (DSO), SEVIS.

LU, KUANG KAI B.S., M.S.C.S., Pacific States University.

Present Position: Management Information Systems (MIS) Advisor; Principal Designate School Official (PDSO), SEVIS.

YANG, SEO HEE B.B.A., M.B.A., Pacific States University.

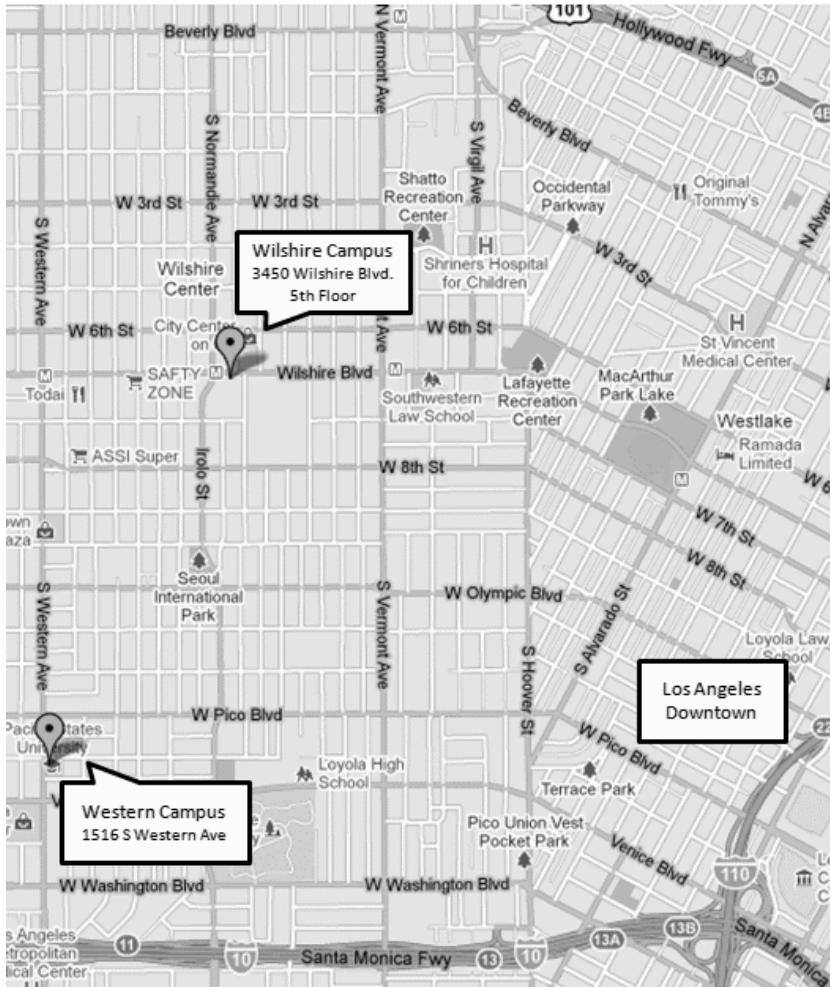
Present Position: Assistant Admissions Officer

NAVARRETE, QUIRINO

Present Position: Custodial & Maintenance Services

APPENDIX

MAP AND LOCATION



**PACIFIC STATES UNIVERSITY
CONTACT INFORMATION**

- ◆ Address: 3450 Wilshire Blvd. Suite 500, 5th Floor
Los Angeles, CA 90010

- ◆ Tel: (323) 731-2383
- ◆ Toll Free: (888) 200-0383

- ◆ Fax: (323) 731-7276

- ◆ Web: www.psuca.edu

- ◆ Email: admissions@psuca.edu