

AMERICAN STATES COLLEGE

Academic Catalog
2010-2012

American States College reserves the right to add, delete or modify educational programs, admission policy and procedures, graduation requirements, tuition and fees, academic regulations, and other information provided in this catalog, without notice

A Message from the President

Welcome to American States College. You come with a specific goal in mind: to prepare yourself for a professional career, acquiring knowledge and skills that will enable you to rise eventually to the top of your profession in sports management.

This catalog is our invitation to you to get acquainted with our College. Our educational programs are unique in that they are carefully designed to prepare our graduates to fill progressively important positions in business and sport management with an emphasis on professional golf.

It is my firm belief that providing our students with both foundational and advanced knowledge and practical skills in business and sport management in general and professional golf management in particular, instructed by highly qualified faculty and supported by administrative staff with the best interests of the students in mind, will create the most optimum learning environment. The ultimate success of our College will be contingent upon your success in realizing your educational and career goals.

I urge you to visit our campus, inspect our instructional facilities and equipment, and meet our faculty and staff. Our dedicated and well-experienced faculty and staff are here to offer any assistance you may need in making an educated decision regarding your educational and career goals.

Best Regards,

Kenneth Kiemm, Ph.D.
President of ASC

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INTRODUCTION TO AMERICAN STATES COLLEGE

Institutional Mission and Objectives

Mission

The institutional mission of American States College (ASC) is to offer postsecondary educational programs in business administration, combined with sport administration and professional golf management in bilingual format to non-English speaking and limited English proficient immigrants and international students to help them prepare for service in the field of professional sport management. ASC's rigorous and comprehensive educational programs are designed to assist graduates to achieve their career goals and excel in their chosen professions by mastering pertinent information and skills that are essential for their professional success.

Specific Objectives

American States College's primary purpose is to provide professional training in business administration and sport management in professional golf, leading to the award of one of the following degrees:

Specialized Associate in Professional Golf Management

*Associate of Applied Science in Golf Technology
and Management*

*Bachelor of Business Administration (Professional Golf
Management Concentration)*

Bachelor of Business Administration (stand alone)

Master of Business Administration (stand alone).

ASC's rigorous and well-structured curricula and internship programs will equip graduates to fill progressively important positions in the field of professional golf management, teaching professional golf and or coaching.

Founding Philosophy

ASC's founding philosophy and approaches to fulfilling its mission and objectives are as follows:

- To prepare students for professional sport management by building competencies in the areas critical to their professional success and by strengthening their leadership and management skills.
- To provide the students with the most current and comprehensive information available in business, management, professional golf technology, and education provided by academically and professionally qualified faculty.
- To instill and broaden the framework for making reasoned and effective decisions, including but not limited to utilizing technology as a decision making tool.
- To provide support services and resource materials necessary for completing their graduation requirements successfully and expeditiously.
- To provide educational experiences that will stress the importance of ethical behavior and responsibility toward the standards and ideals of their chosen profession.

ASC is committed to fulfilling these objectives with dedicated and academically and professionally well-qualified faculty, administrators and staff to assist students to complete their academic goals at ASC successfully and expeditiously.

History of the College

American States College was established in 1997, initially as the American Golf Technical College. The name was later changed to American States College. The primary motive of establishing ASC was to fill the demand for postsecondary educational programs with an emphasis on professional sport management in general and professional golf management in particular by non-English speaking

as well as limited English proficient individuals in the United States as well as international students from Asia.

The growing demand for golf-related professionals in Asia was spurred by the rapid economic development in Asia during the past four decades and growing popularity of golf in Japan, Korea and China. In fact, a number of South Korean professional golfers have already won many major golf tournaments in the United States, earning millions of dollars in recent years; thereby stimulating further interest in professional golf.

However, because of their language barrier, interested individuals in Asia were unable to pursue further study in golf and sport management at other American colleges and universities. ASC provides educational services in *bilingual* format, initially in Korean and English, but plans to add instruction in Chinese and Japanese at a later date.

Facilities

The ASC campus is located at 3435 Wilshire Blvd., Los Angeles, California. The area is the heart of Koreatown in Los Angeles, thereby offering many opportunities for the international students for after school activities. Office hours are from 9:00 a.m. to 6:00 p.m. Monday through Friday. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office.

Classrooms are spacious and air-conditioned to promote learning. Instructional facilities and equipment also include a golf club design and repair facility and club-fitting equipment.

The building, equipment and other learning resources and materials, being used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

Non-Discrimination Policy

In compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1974, ASC does not discriminate on the basis of race, color, national origin, ethnicity, age or sex in any of its policies and practices. However, due to the fact that the primary purpose of ASC is to meet the need of students who seek leadership position in golf-related organizations performing business aspects of sport management, combined with teaching and playing of professional golf, physical fitness of the

applicant is one of the criteria for determining admission to its educational programs, except those programs that are not related to athletic activities. In view of this, the "handicap" clause of the Civil Rights Act of 1964 is subject to waiver as it relates to the admission of students enrolling in golf-related courses and employment of faculty members who are assigned to teach physical education and golf.

Academic Freedom Policy

ASC supports academic freedom to encourage independent and creative thinking of the students as well as of the faculty. They are assured of the following academic freedom: (1) freedom of discussion in the classroom, espousing diverse point of views and opinions that are related to the subject being instructed; (2) freedom to express diverse views on any subjects so long as the faculty members and students believe that it would enhance understanding of the subject being taught; and (3) freedom in research and publication in the field of discipline to which the faculty has been assigned to teach and students have enrolled.

EDUCATIONAL PROGRAMS

American States College's education programs are highly specialized in professional golf; therefore, its classes tend to be small in size, thereby, encouraging a high level of student-instructor interaction, which is particularly important in the acquisition and mastering of athletic skills. More specifically, ASC's educational programs seek to provide an intellectual context in which students are able to grasp key theories and concepts while also being able to translate theory into practical applications to solve everyday business problems in addition to the teaching and playing of professional golf.

Educational Programs Offered

ASC offers the following degree and non-degree certificate programs:

Degree Programs

- Specialized Associate in Professional Golf Management
- Associate of Applied Science in Golf Technology and Management
- Bachelor of Business Administration (Professional Golf Management Concentration)
- Bachelor of Business Administration (Stand Alone)
- Master of Business Administration (Stand Alone)

Certificate Programs

- Certificate in Professional Golf Management
- English as a Second Language (Level 1 - 5)
- TOEFL Test Preparation

Specialized Associate in Professional Golf Management

Program Objectives and Expected Learning Outcomes

Upon successful completion of required courses, lab works, and practices, graduates of Specialized Associate in Professional Golf Management Program are expected to acquire competent knowledge and skills in professional golf facility management and are able to:

- Understand the fundamental of operation and management of golf facility, capable of performing the basic duties and responsibilities normally associated with golf shop operation, which include but not limited to marketing of golf equipment, golf rules, business laws, care and maintenance of golf course, and other.
- Understand the essentials of golf club technology and design and perform the duties and responsibilities of professional golf shop capable of golf club fitting and repair, re-gripping, and re-shafting.
- Understand the fundamentals of golf techniques, rules and etiquette of golf, and able to instruct beginning golfers.
- Understand the essentials of maintaining turf with competent knowledge of soil makeup, nutrients, irrigation, drainage, and insect and weed control.
- Able to respond to emergencies that may occur while teaching beginning golfers and managing a golf facility.

Degree Requirements:

- Complete 64 semester units with a cumulative grade point average of 2.0 on a 4.0 scale.
- Complete the required core courses.
- Complete the required general education courses.
- Meet the residence requirements of 20 semester units earned at ASC.
- Complete all the requirements within three years if matriculated as a full-time student.

Required Core Courses

A. Professional Golf Component

| | | <u>Units</u> |
|---------|------------------------|--------------|
| PGM-101 | History of Golf | 3 |
| PGM-102 | Golf Industry Forecast | 3 |
| PGM-201 | Biomechanics | 3 |
| PGM-202 | Fitness for Golf | 2 |
| PGM-203 | Rules of Golf | 2 |

| | | |
|---------|------------------------------------|---|
| PGM-211 | Competitive Golf Techniques I | 3 |
| PGM-212 | Competitive Golf Techniques II | 3 |
| PGM-214 | Advanced Golf Techniques | 3 |
| PGM-216 | Tournament Golf | 3 |
| PGM-219 | Sports Psychology | 3 |
| PGM-221 | Instructional Techniques I | 3 |
| PGM-222 | Instructional Techniques II | 3 |
| PGM-226 | Responding to Emergencies | 3 |
| PGM-231 | Golf Club Design, Fitting & Repair | 3 |

B. Management Component

| | | |
|---------|------------------------------|---|
| CMP-101 | Personal Computer Essentials | 3 |
| CMP-201 | Computer Applications | 3 |
| BUS-241 | Introduction to Business | 3 |
| BUS-242 | General Business Law | 3 |
| BUS-243 | Introduction to Accounting | 3 |
| BUS-245 | Sales and Marketing | 3 |
| PGM-251 | Golf Shop Operation I | 3 |
| PGM-252 | Golf Shop Operation II | 3 |

Associate of Applied Science in Golf Technology and Management

Program Objectives and Expected Learning Outcomes

Upon successful completion of required courses, lab works, and practicum, graduates of Associate of Applied Science in Golf Technology and Management Program are expected to acquire competent knowledge and skills in golf technology and professional golf management and are able to:

- Understand the fundamentals of golf club technology and design and able to perform the duties and responsibilities of professional golf shop manager, fully capable of golf club fitting and repair, re-gripping, and re-shafting.
- Understand the fundamental of operation and management of golf shop and country club, capable of performing the basic duties and responsibilities normally associated with a country club, which include but not limited to marketing of golf

equipment, business laws, and care and maintenance of golf course.

- Understand the fundamentals of golf course design, care of golf course with competent knowledge of soil makeup, nutrients, irrigation, drainage, and insect and weed control.
- Understand the fundamentals of golf techniques, rules and etiquette of golf, and able to instruct beginning golfers.
- Respond to emergencies that may occur while teaching beginning golfers and managing a golf facility.

Required Core Courses:

A. Professional Golf and Technology Component

| | <u>Units</u> |
|--|--------------|
| PGM-101 History of Golf | 3 |
| PGM-102 Golf Industry Forecast | 3 |
| PGM-201 Biomechanics | 3 |
| PGM-202 Fitness for Golf | 2 |
| PGM-203 Rules of Golf | 2 |
| PGM-211 Competitive Golf Techniques I | 3 |
| PGM-212 Competitive Golf Techniques II | 3 |
| PGM-214 Advanced Golf Techniques | 3 |
| PGM-216 Tournament Golf | 3 |
| PGM-219 Sports Psychology | 3 |
| PGM-221 Instructional Techniques I | 3 |
| PGM-222 Instructional Techniques II | 3 |
| PGM-231 Golf Club Design, Fitting & Repair | 3 |
| PGM-232 Advanced Design and Manufacturing of Club | 3 |
| PGM-233 Fundamentals of Golf Course Design and Development | 3 |
| PGM-234 Essentials of Turf Development and Maintenance | 3 |

B. Management Component

| | |
|--|---|
| CMP-101 Personal Computer Essentials | 3 |
| CMP-201 Computer Applications | 3 |
| BUS-241 Introduction to Business | 3 |
| BU ¹ C-242 General Business Law | 3 |

| | | |
|---------|----------------------------|---|
| BUS-243 | Introduction to Accounting | 3 |
| BUS-245 | Sales and Marketing | 3 |
| PGM-251 | Golf Shop Operation I | 3 |
| PGM-252 | Golf Shop Operation II | 3 |
| PGM-263 | Country Club Management | 3 |

General Education Requirements:

The purpose of ASC's general education requirements for associate's degree is to foster students' intellectual growth, critical thinking, and competent communication skills. The State of California regulatory agency requires that at least 25% of the total semester units required for graduation must be taken from the following four areas: (a) *social sciences*, (b) *humanities*, (c) *natural sciences and mathematics*, and (d) *languages and communication skills*. The recommended distribution of general education in terms of areas of study for an associate degree at ASC is as follows:

| <u>Areas of Study</u> | <u>Units</u> |
|---------------------------------------|--------------|
| A. Social Sciences and History | 6 |
| B. Humanities | 3 |
| C. Natural Sciences and Mathematics | 3 |
| D. Languages and Communication Skills | <u>6</u> |
| | Total 18 |

Bachelor of Business Administration (Professional Golf Management Concentration)

Program Objectives and Expected Learning Outcomes

Essentially, ASC's Bachelor of Business Administration with Professional Golf Management Concentration is the integration of Associate of Science in Golf Technology and Management as the minor and business administration as the major. Upon successful completion of Bachelor of Business Administration with Professional Golf Management Concentration Program, graduates are expected to acquire the following knowledge and skills:

- A competent knowledge and fundamental skills in finance, accounting, marketing, management information systems, human resource management, business law, organizational behavior, and quantitative business analysis as they relate to business management in general and professional golf management in particular;
- A sound foundation in business and sport management, characterized by the integration of contemporary management theory and practices applicable to professional sport management;
- A competent knowledge of the critical principles of conducting business, especially, finance, accounting, and marketing as they relate to professional golf and sport management;
- A solid foundation in the essential elements and process in organizational decision-making, and a competent skill in qualitative and quantitative analysis for strategic planning relative to sport management;
- A competent knowledge and skills in managing a country club operation, encompassing marketing, golf club fitting and repair, re-gripping, and re-shafting;
- Understand the fundamentals of marketing, advertising, accounting, business laws and regulations associated with operating a country club;
- Understand the fundamentals of planning and coordinating a golf tournament;
- A competent interpersonal and public relations skills based on the science of human and organizational behavior; and
- A solid foundation for continuous personal, intellectual and professional growth.

Degree Requirements:

- a. Complete a minimum of 120 semester units with a cumulative grade point average of 2.0 on a 4.0 scale.

- b. Complete the required core courses including 42 semester units of upper division courses. (See below for detail.)
- c. Complete 30 semester units of general education. (See below for detail)
- d. Meet the residence requirements of 30 semester units earned at ASC.

Required Core Courses

A. Golf Technology & Sport Management Component

| | <u>Units</u> |
|---|--------------|
| PGM-101 History of Golf | 3 |
| PGM-102 Golf Industry Forecast | 3 |
| PGM-201 Biomechanics | 3 |
| PGM-202 Fitness for Golf | 2 |
| PGM-203 Rules of Golf | 2 |
| PGM-211 Competitive Golf Techniques I | 3 |
| PGM-212 Competitive Golf Techniques II | 3 |
| PGM-214 Advanced Golf Techniques | 3 |
| PGM-216 Tournament Golf | 3 |
| PGM-219 Sports Psychology | 3 |
| PGM-221 Instructional Techniques I | 2 |
| PGM-222 Instructional Techniques II | 2 |
| PGM-223 Instructional Techniques III | 2 |
| PGM-231 Golf Club Design, Fitting & Repair | 3 |
| PGM-232 Advanced Design and Manufacturing of Club | 3 |
| PGM-233 Fundamentals of Golf Course Design and Development | 3 |
| PGM-234 Essentials of Turf Development and Maintenance | 3 |
| PGM-251 Golf Shop Operation I | 3 |
| PGM-252 Golf Shop Operation II | 3 |

B. Business Administration Component

| | |
|--------------------------------------|---|
| CMP-101 Personal Computer Essentials | 3 |
| CMP-201 Computer Applications | 3 |
| BUS-241 Introduction to Business | 3 |
| BUS-242 General Business Law | 3 |
| BUS-243 Introduction to Accounting | 3 |

| | | |
|---------|--|----|
| BUS-245 | Sales and Marketing | 3 |
| ECN-313 | Principles of Economics | 3 |
| FIN-325 | Principles of Business Finance | 3 |
| CMP-327 | Computers in Business Management | 3 |
| MKT-329 | Principles of Marketing | 3 |
| MGT-431 | Principles of Management | 3 |
| HRM-433 | Human Resources Management | 3 |
| COM-445 | Business Communications | 3 |
| FIN-447 | International Finance | 3 |
| BUS-449 | International Business Management | 3 |
| MGT-451 | Operations Management | 3 |
| MGT-456 | Business Policy / Strategic Management | 3 |
| | Total | 45 |

Electives

| | | |
|---------|-----------------------------|---|
| MTH-314 | Mathematics for Business | 3 |
| STS-328 | Business Statistics | 3 |
| MKT-438 | Advertising Management | 3 |
| ORG-442 | Organizational Theory | 3 |
| MGT-446 | Management Science | 3 |
| BUS-448 | Entrepreneurship | 3 |
| TAX-449 | Introduction to Taxation | 3 |
| ACC-450 | Cost Accounting | 3 |
| IND-498 | Directed Independent Study* | 3 |

*Limited to three courses.

General Education Distribution Requirements:

The purpose of ASC's general education requirements for bachelor's degree is to foster students' intellectual growth, critical thinking, and competent communication skills. The State of California regulatory agency requires that at least 25% of the total semester units required for graduation must be taken from the following four areas: (a) *social sciences*, (b) *humanities*, (c) *natural sciences and mathematics*, and (d) *languages and communication skills*. The recommended distribution of general education in terms of areas of study at ASC is as follows:

| <u>Areas of Study</u> | <u>Semester Units</u> |
|---------------------------------------|-----------------------|
| A. Social Sciences and History | 9 |
| B. Humanities | 6 |
| C. Natural Sciences and Mathematics | 6 |
| D. Languages and Communication Skills | <u>9</u> |
| Total | 30 |

Total Credits Required for Graduation

| | |
|---------------------------------------|---------------------------|
| Required Core Courses: | 45 semester units |
| Electives in Business Administration: | 15 semester units |
| Lower Divisions Courses and Electives | 60 semester units* |
| Total | 120 semester units |

*Can be fulfilled by completing an associate degree at ASC.

Bachelor of Business Administration

Program Objectives and Expected Learning Outcomes

This program is a Bachelor of Administration degree without the sport management concentration component. It is designed for those who have completed either the Specialized Associate in Professional Golf Management or Associated of Applied Science in Golf Technology and Management degree at ASC. Its objective is to prepare graduates for career opportunities in business and industry at large; it is structured as a degree completion program for upper division students who have completed a minimum of 60 units of undergraduate units at other institutions of higher learning and want to pursue a bachelor's degree in business administration. Upon successful completion of Bachelor of Business Administration degree program at ASC, graduates are expected to acquire the following knowledge and skills:

- A competent knowledge and fundamental skills in finance, accounting, marketing, management information systems, human resource management, business law, and organizational behavior as they relate to business and industry.

- A sound foundation in business characterized by the integration of contemporary management theory and practices.
- A solid foundation in the essential elements and process in organizational decision-making, and a competent skill in qualitative and quantitative analysis for strategic planning.
- A competent knowledge and skills in management information systems.
- A competent interpersonal and public relations skills based on the science of human and organizational behavior.
- A solid foundation for continuous personal, intellectual and professional growth.

Required Core Courses

| | | | <u>Semester Unit</u> |
|---------|--|-------|----------------------|
| BUS-241 | Introduction to Business | | 3 |
| BUS-243 | Introduction to Accounting | | 3 |
| ECN-313 | Principles of Economics | | 3 |
| FIN-325 | Principles of Business Finance | | 3 |
| CMP-327 | Computers in Business Management | | 3 |
| MKT-329 | Principles of Marketing | | 3 |
| MGT-431 | Principles of Management | | 3 |
| HRM-433 | Human Resources Management | | 3 |
| LAW-441 | Business Law | | 3 |
| COM-445 | Business Communications | | 3 |
| FIN-447 | International Finance | | 3 |
| BUS-449 | International Business Management | | 3 |
| MGT-451 | Operations Management | | 3 |
| MGT-456 | Business Policy / Strategic Management | | 3 |
| | | Total | 42 |

Electives

| | | | |
|---------|--------------------------|--|---|
| MTH-314 | Mathematics for Business | | 3 |
| STS-328 | Business Statistics | | 3 |
| MKT-430 | Advertising Management | | 3 |
| ORG-442 | Organizational Theory | | 3 |
| MGT-446 | Management Science | | 3 |

| | | |
|---------|-----------------------------|---|
| BUS-448 | Entrepreneurship | 3 |
| TAX-449 | Introduction to Taxation | 3 |
| ACC-450 | Cost Accounting | 3 |
| IND-498 | Directed Independent Study* | 3 |

*Limited to three courses

Total Credits Required for Graduation

| | |
|---------------------------------------|---------------------------|
| Required Core Courses: | 45 semester units |
| Electives in Business Administration: | 15 semester units |
| Lower Divisions Courses and Electives | 60 semester units* |
| Total | 120 semester units |

*Can be fulfilled by completing an associate degree at ASC.

Degree Requirements:

- Complete a minimum of 60 semester units of upper division courses with a cumulative grade point average of 2.0 on a 4.0 scale.
- Complete the required core courses including 42 semester units of upper division courses. (See below for detail.)
- Complete 60 semester units of college education either at ASC or at other institutions of higher learning.
- Satisfy 30 semester units of transferable general education units or earn the necessary general education credits at ASC. (See page 17 above for detail)
- Meet the residence requirements of 30 semester units earned at ASC.

Master of Business Administration

Program Objectives

The Master of Business Administration degree is designed to equip graduates professional competence necessary for serving as multi-level managers. The core curriculum, which covers

management information systems, economics, finance, marketing, human resource management, executive management, international trade and public policy, will enable the graduates to obtain fundamental skills typically associated with the major aspects of business administration. ASC's MBA program, therefore, places an emphasis on the development of managerially relevant analytical and conceptual skills useful in understanding and solving problems in business, management and other related fields. The expected learning outcomes of MBA graduates are as follows:

- Acquisition of competent knowledge and fundamental skills in finance, accounting, marketing, management information systems, human resources management, business law, organizational behavior, quantitative business analysis, and international trade.
- A broad understanding of the elements and processes of organizational behavior to prepare graduates for managerial responsibilities in large organizations.
- Competent managerial skills capable of motivating people to achieve the organization's objectives.
- Familiarize graduates with cultural differences among major Pacific Basin trading partners of the United States.

Prerequisites

The admission to ASC's Master of Business Administration degree must meet the following prerequisites*:

- (1) Baccalaureate degree in business administration or management from an accredited or state-approved college or university or the equivalent. (An applicant whose baccalaureate degree is not a business administration, economics or management-related one, he or she is required to complete courses in finance, accounting and economics or pass the course challenge examinations in business administration.
- (2) Minimum grade point average of "C" (or 2.0 on a 4.0 scale).

Program Structure:

1. *Foundation Courses*: managerial economics, accounting, management information system, and statistics.
2. *Management Functions*: organizational behavior, human resources management, corporate finance, accounting and marketing.
3. *Integration*: legal and regulatory environment of business, strategic management, and management in a global economy.

Required Core Courses

| | | <u>Units</u> |
|---------|--------------------------------|--------------|
| ECN-501 | Managerial Economics | 3 |
| ACC-502 | Managerial Accounting | 3 |
| FIN-502 | Financial Management | 3 |
| MGT-504 | Marketing Management | 3 |
| CMP-505 | Management Information Systems | 3 |
| COM-512 | Communication for Managers | 3 |
| MGT-516 | Human Resources Management | 3 |
| MGT-523 | Operations Research | <u>3</u> |
| | Total | 24 |

Electives

| | | |
|---------|-------------------------------------|---|
| BUS-511 | Business Forecasting and Planning | 3 |
| LAW-513 | Legal Environment of Business | 3 |
| FIN-514 | International Banking and Finance | 3 |
| MKT-515 | Fundamentals of International Trade | 3 |
| MGT-517 | Management in a Global Economy | 3 |
| DIS-521 | Directed Independent Study* | 3 |

*Limited to two courses

| | |
|--------------------------------|-------------------|
| Required Core Courses: | 24 semester units |
| Electives: | 12 semester units |
| Total Required for Graduation: | 36 semester units |

Graduation Requirements

To receive a Master of Business Administration degree at ASC, students must complete 36 semester units beyond the Bachelor of Business Administration degree. Specific graduation requirements for the Master of Business Administration degree are as follows:

- (1) Satisfactory completion of 36 semester units with cumulative grade point average of 3.0 (on a 4.0 scale or "B") or higher;
- (2) Complete all the required core courses within the time frame allowed;
- (3) Meet the residence requirements of a minimum of 2 semesters earning no fewer than 30 semester units at ASC; and
- (4) Fulfill all the financial obligations to the College.

CERTIFICATE PROGRAMS

Certificate in Professional Golf Management Program

This is a non-degree program, designed to prepare students to acquire competent knowledge and professional skills capable of performing the basic duties and responsibilities normally associated with management of golf club facility, which include but not limited to marketing of golf equipment, golf club fitting, repairing, re-gripping and re-shafting. In addition, graduates will understand the fundamentals of golf techniques, rules and etiquette of golf, and able to instruct beginning golfers.

| <u>Course No.</u> | <u>Course Title</u> | <u>Units</u> |
|-------------------|---------------------------------|--------------|
| PGM-101 | History of Golf | 3 |
| PGM-203 | Rules of Golf | 2 |
| PGM-211 | Competitive Golf Techniques I | 3 |
| PGM-212 | Competitive Golf Techniques II | 3 |
| PGM-213 | Competitive Golf Techniques III | 3 |
| PGM-214 | Advanced Golf Techniques | 3 |
| PGM-221 | Instructional Techniques I | 2 |
| PGM-222 | Instructional Techniques II | 2 |
| PGM-223 | Instructional Techniques III | 2 |

| | | |
|---------|------------------------------------|----------|
| PGM-231 | Golf Club Design, Fitting & Repair | 3 |
| BUS-243 | Introduction to Accounting | 3 |
| PGM-251 | Golf Shop Operation I | 3 |
| PGM-253 | Country Club Management | <u>3</u> |
| | Total | 35 |

English as a Second Language Program

American States College's English as a Second Language (ESL) Program is designed for students whose primary language is not English. ASC's ESL Program is divided into five levels (Level 1 to Level 5). Depending on the results of the student's initial English comprehension assessment test, each student is placed in the appropriate level of ESL program.

Program Objectives

The primary objective of English as a Second Language (ESL) Programs is to provide non-English speaking or limited English proficient students with effective communication skills in English as used in the United States for academic, personal and professional purposes. Upon successful completion of five levels of ESL programs and the Test of English as a Foreign Language (TOEFL) Test Preparation course, students are expected to acquire functionally competent listening, speaking, reading and writing skills in English as used in the United States and able to pursue higher education at colleges and universities in the United States.

English as a Second Language (Level 1)

| <u>Course No.</u> | <u>Course Title</u> | <u>Clock Hours</u> |
|-------------------|---|--------------------|
| ESL-001 | Beginning English as a Second Language I | 225 |
| ESL-002 | Beginning English as a Second Language II | 225 |

English as a Second Language (Level 2)

| <u>Course No.</u> | <u>Course Title</u> | <u>Clock Hours</u> |
|-------------------|--|--------------------|
| ESL-003 | Intermediate English as a Second Language I | 225 |
| ESL-004 | Intermediate English as a Second Language II | 225 |

English as a Second Language (Level 3)

| <u>Course No.</u> | <u>Course Title</u> | <u>Clock Hours</u> |
|-------------------|---|--------------------|
| ESL-005 | Intermediate English as a Second Language III | 225 |
| ESL-006 | Intermediate English as a Second Language IV | 225 |

English as a Second Language (Level 4)

| <u>Course No.</u> | <u>Course Title</u> | <u>Clock Hours</u> |
|-------------------|--|--------------------|
| ESL-007 | Intermediate English as a Second Language V | 225 |
| ESL-008 | Intermediate English as a Second Language VI | 225 |

English as a Second Language (Level 5)

| <u>Course No.</u> | <u>Course Title</u> | <u>Clock Hours</u> |
|-------------------|--|--------------------|
| ESL-009 | Advanced English as a Second Language I | 225 |
| ESL-010 | Advanced English as a Second Language II | 225 |

TOEFL Test Preparation

| <u>Course No.</u> | <u>Course Title</u> | <u>Clock Hours</u> |
|-------------------|------------------------|--------------------|
| ESL-011 | TOEFL Test Preparation | 225 |

ASC's TOEFL Test Preparation Program focuses on intensive vocabulary and grammatical study of English language and is designed to prepare students to obtain the TOEFL score of 500 or higher so that graduates are eligible for entering colleges and universities in the United States. The TOEFL Test Preparation courses include a comprehensive series of practice tests as well as instruction in test-taking skills and strategies.

Upon successful completion of any of the six ESL programs described above, graduates will receive a certificate of completion. Those who pass the TOEFL score of 500 or higher will be admitted to the degree program courses taught in English at ASC.

ADMISSION INFORMATION

Admission Policy and Procedures

Applicants are evaluated primarily on the basis of academic ability sufficient to complete the educational program in which they are enrolled. Other factors that are taken into the consideration are: personal and professional goals that are compatible with the objectives of the educational program selected. Also taken into the consideration for admission to sports management and professional golf technology and management degree programs is the maturity and physical well-being sufficient to acquire and master athletic skills in golf.

Admission Requirements

All applicants for admission into ASC's undergraduate programs are required to have a high school diploma or its equivalent. However, ASC may admit adults, who do not have a high school diploma but otherwise meet admissions requirements established under the "ability-to-benefit" provisions of the Federal Regulations by passing the scholastic level test approved by the U.S. Department of Education.

Enrollment procedures are as follows:

1. Submit a completed application for admission with all requested documents or make arrangements for the documents to be sent directly to the Office of Admissions.
2. Attach a non-refundable application fee of \$50.00. (\$75 for international student.)

Transfer Credit Acceptance Policy

ASC accepts transfer credits for courses earned at other colleges and universities under following conditions:

1. Submit transcripts of all courses completed at each institution of higher education attended or make arrangements for the documents to be sent directly to the Office of Admissions.
2. To be accepted for credit, the courses must be substantially comparable to those offered at ASC. Submit school catalog or

syllabi describing the course objectives and contents for evaluation of comparability with those courses offered at ASC and assignment of credits.

International Students

ASC was granted approval from the Citizenship and Immigration Service of the Department of Homeland Security to enroll non-immigrant international students. All international applicants are required to submit the following:

1. One set of official transcripts in English from all college and universities attended for transfer students or high school diploma or its equivalent for admission to undergraduate programs.
2. Completed application form.
3. Statement of Financial Support.
4. Official TOEFL (Test of English as a Foreign Language) score if enrolling in programs offered in English language.
5. Application fee of \$75 (non-refundable).

Successful applicant will be issued the acceptance letter, which enables the student to obtain non-immigrant student visa for entry to the United States.

English Proficiency Requirements

If English is not the native language or have not attended a college or university in the United States, the English proficiency requirement may be met in one of the following two ways:

1. TOEFL score of 450 for admission to associate or bachelor's degree.
2. TOEFL score of 500 for admission to master's degree.
3. If the TOEFL is lowered than required, students can enroll in ASC's English as a Second Language courses and obtain the required TOEFL score of 450 or higher for enrollment in undergraduate degree and 500 or higher for master's degree.

Special Admission

Special students are those who are admitted as non-degree students and are not interested in pursuing a degree or certificate program. Their main interest lies in self-fulfillment and development, electing to take only a few specific courses. To be admitted into any educational program at ASC, applicant must meet the admission requirement as either possessing a high school diploma, its equivalent, or passing the U.S. Department of Education approved scholastic level test. International students are not eligible for admission to ASC as special students, electing to take only a few specific courses.

FINANCIAL INFORMATION

Tuition and Fees

All tuition and fees are payable at the time of registration. Installment payment plan may be arranged. For detail concerning installment payment plan, consult with the Financial Officer of the College.

Tuition

| | |
|---------------------------------------|----------|
| Associate Degree (per semester unit) | \$150.00 |
| Bachelor's Degree (per semester unit) | \$150.00 |
| Master's Degree (per semester unit) | \$180.00 |
| Auditing (per semester unit) | 50% |

Fees

| | |
|---|----------|
| Application Fee (non-refundable) | \$ 50.00 |
| Registration Fee (per semester) | \$ 25.00 |
| Late Registration Fee | \$ 30.00 |
| Drop/Add Fee (per course) | \$ 10.00 |
| Computer Lab Fee (per semester) | \$ 40.00 |
| Change Field of Concentration Fee | \$ 15.00 |
| Course Challenge Examination Fee (per course) | \$ 90.00 |
| Installment Payment Plan Fee | \$ 50.00 |
| Returned Check Service Charge | \$ 20.00 |
| Transcripts (per copy) | \$ 5.00 |
| Graduation Fee | \$ 90.00 |

In addition to the cost of tuition and fees and textbooks, students should be aware of the cost of golf equipment. It is the students' responsibility to purchase golf equipment of their choice.

Should a student or former student fail to pay a debt owed to ASC, ASC may withhold following: (a) to register for the new term; (b) to take the final examination; (c) to use campus facilities; (d) to receive services, or (e) any combination of the above until the debt is paid or suitable arrangement for payment has been made with the Financial Officer of the College.

Financial Assistance

At present, ASC is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, ASC awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

- a. The applicant must be accepted for admission.
- b. The applicant submits an application for scholarship award with requested documents.
- c. The cumulative grade point average (GPA) of 3.0 or higher.
- d. Applicant's proof of financial needs satisfies the requirements for awarding financial assistance established by the Scholarship Committee of the College.

Financial aids are awarded on a year-to-year basis. Students who are admitted on provisional basis will not be eligible to receive any financial aid. Apply at eight six weeks before the beginning of semester.

Withdrawal and Refund Policy

Students have the right to cancel the enrollment agreement and obtain a refund. ASC shall refund 100 percent of the amount paid for instructional charges, less application fee not to exceed seventy-five dollars (\$75), if the notice of cancellation is made prior to or on the first day of instruction. Students have the right to withdraw at any time thereafter and receive prorated refund. All requests for cancellation or withdrawal must be in writing and delivered to the Registrar's office in person or by registered mail. The "Request for Withdrawal/Cancellation" form is available at the Registrar's office.

Full Refund

If a student cancels all classes on or before the first day of instruction, he or she shall receive a 100% refund. If the scheduled courses are cancelled, students will receive full refund.

Prorated Refund

If a student withdraws after the obligation free deadline, refund is prorated in accordance with the following pro-rata refund policy:

| <u>Percent of Attendance</u> | <u>Refund</u> |
|------------------------------|---------------|
| Up to 10% | 90% |
| 20% | 80% |
| 30% | 70% |
| 40% | 60% |
| 50% | 50% |
| 60% | 40% |
| Over 60% | 0% |

The exact amount of refund is calculated in accordance with the following pro-rata refund policy:

The pro-rata refund shall be the total amount paid for the course multiplied by the number of hours remaining in the course, divided by the total number of course hours, less non-refundable registration fee.

Hypothetical Example: If the student has enrolled in three classes of two-unit course and paid \$900 for tuition and \$50 for non-refundable registration fee, but withdraws after completing 50% of the courses, then the student would receive a refund of \$450.

$$\$950 - \$50 = \$900 \text{ (Amount eligible for refund)}$$

$$50\% \text{ of } \$900 = \$450 \text{ (Amount of refund)}$$

Refund policy also applies to any student who may be terminated by the College

For the purpose of calculating the amount of refund due, the effective date of withdrawal or cancellation is determined as follows:

- (a) the date the official "Request for Withdrawal/ Cancellation" form or any written notice is delivered to the Registrar's Office;

- (b) the date postmarked on the written request for withdrawal or cancellation; or
- (c) the date of termination of student's enrollment by the College.

All refunds due will be made by the College within 30 calendar days from the effective date of cancellation or withdrawal.

Student Tuition Recovery Fund (STRF) Statement

California law requires that all educational institutions, approved by the Bureau for Private Postsecondary and Vocational Education to operate in the State of California must participate in the Student Tuition Recovery Fund. The full text of the required "Student Tuition Recovery Fund" disclosure statement is reproduced below.

* * * * *

STUDENT TUITION RECOVERY FUND

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

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

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

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary
and Vocational Education
400 "R" Street, Suite 5000
Sacramento, CA 95814
(916) 445-3427

ACADEMIC POLICIES AND REGULATIONS

Academic Year and Measure of Semester Unit

ASC operates on a semester basis. The academic year consists of two regular semesters plus a summer session. Each semester consists of fifteen weeks of instruction and each semester unit consists of one hour of instruction per week.

Grading System

| Grade | Percent | Grade Point |
|-------------------------|------------|-------------|
| A Excellent | 90 - 100 % | 4.0 |
| B Above Average | 80 - 89% | 3.0 |
| C Average | 70 - 79 % | 2.0 |
| D Below Average | 60 - 69 % | 1.0 |
| F Not Passing | Below 60 % | 0 |
| I Incomplete | N/A | 0 |
| P Passed | N/A | 0 |
| CR Credit | N/A | 0 |
| AU Audit (No Credit) | N/A | 0 |
| WP Withdrawal (Passing) | N/A | 0 |
| WF Withdrawal (Failing) | N/A | 0 |

Incomplete Grade

The grade of "I" may be assigned by an instructor in charge when the student's work is of passing quality but incomplete for reasons beyond the student's control, such as illness and family emergency. The student is responsible for filing the "Request for Incomplete Grade Form," which requires approval by the instructor in charge, before the end of the semester. All course requirements that are due must be completed no later than the end of the second semester following the semester in which the "I" grade is given. Otherwise, the "I" grade will be changed to an "F" grade automatically.

Drop/Add Policy

Students may add or drop courses after classes had begun by securing an approval from the instructor in charge and completed the

Add/Drop form, available at the Registrar's office. Deadlines for adding or dropping courses are listed in the academic calendar. When a student withdraws from a course prior to the end of the third week of the term, the course will not be recorded on the student's record. When a student withdraws after the third week and prior to the end of the term, a grade of "WP" or "WF" shall be recorded.

A fee will be charged for program change. Also, the difference in tuition resulting from a reduction in the number of credits registered, will be refunded to the student in accordance with the published refund policy. If the number of units is increased after the program change, student will pay the difference in tuition. Any changes in courses prior to the deadline for such change will not appear on the student's permanent record.

After the deadline for program changes, students may drop a course only with the permission of the instructor in charge to receive a passing withdrawal "WP" grade. If courses are dropped after the start of ninth week, a grade of "WF" (withdrawal failing) will be assigned for all courses dropped unless reasons for dropping are accepted by the Dean of Academic Affairs to receive a "WP" (withdrawal passing) grade.

Changes from audit to credit can be made prior to the beginning of the third week of a given semester.

Repetition of Courses

A student who receives a grade of "C-" or lower may repeat courses to raise the grade point average. Whenever a course is repeated in an attempt to raise the grade point average, only the highest grade earned will be recorded as the official grade for the course and the lower grade will be removed from the student's record, and the highest grade earned will be used for computing grade point average. All courses may be repeated only once.

Attendance and Tardiness Policy

Students who incur 15% or more of unexcused absences from regularly scheduled classes may require make-up assignments in order to be eligible for taking the final examination. Excusable absences are as follows: childbirth, document illness, death in the family, injury, military duty, or any other emergency situations accepted by the Director of Student Services.

Any student who arrives more than 15 minutes late for class will be considered tardy, after which time he or she shall be considered absent unless acceptable reasons are given. Three incidences of tardiness shall be considered as one unexcused absence. If a student is absent on the day of final examination due to an unforeseen circumstance, a make-up examination may be arranged.

Leave of Absence

Leave of absence may be granted to a student if acceptable reasons are presented. The official request for leave of absence form may be obtained from the Registrar's office. It should be understood that leave of absence is granted only in extreme cases and must be approved by the Dean of Student Services, who will prescribe the duration of the leave of absence and specific conditions for resumption of study.

Withdrawal

Students who plan to withdraw from ASC should contact the Registrar and submit a completed "Request for Withdrawal" form. Students who withdraw officially will receive refunds in accordance with the posted prorated refund schedule. Discontinuance of class attendance does not represent an official withdrawal from the College.

Course Challenge Examination

Course challenge examinations are given at the option of the College, generally in cases where students have sufficient prior academic and/or work experience. Students must submit the "Petition for Course Challenge Examination" form and obtain an approval from the Dean of Academic Affairs, who will assign an appropriate faculty to administer the course challenge examination.

For detail concerning how to document student's qualification to take the course challenge examination, contact the Registrar. The examination includes written, oral, and technical skills if applicable, or combination thereof. The content of examination will be sufficiently comprehensive and rigorous in order to determine that the student possesses essentially similar level of knowledge and skills as those students who have successfully completed comparable courses offered by ASC.

The grade of "P" (indicating passing of the course challenge examination with 70% or higher score) will be given for the course(s) passed. (The "P" grades will not affect cumulative grade point average because they carry no grade points.) Those who fail the course challenge examination will not be so recorded on the student's permanent record. Students will be given one additional opportunity to pass the course challenge examination. Units of credit earned through the course challenge examination will not be counted toward satisfying the residence requirements for any degree offered by CWU.

Credits for Prior Experiential Learning

Credits for prior experiential learning may be awarded without requiring a course challenge examination, provided that applicants submit extensive documentary proof demonstrating that (a) the depth and length of experience is equivalent to college level education, (b) the learning experience demonstrates a balance between theory and practice, and (c) the credit awarded for the prior learning experience directly relates to the student's degree program or are applied for satisfying some of the graduation requirements. For detail concerning the required documentation and the maximum number of credits awarded for prior experiential learning, please contact the Director of Admissions.

Standards of Satisfactory Academic Progress

All students must meet the Standards of Satisfactory Academic Progress (SAP) set by ASC. The primary purpose of establishing SAP standards is for continuation of financial aid to its students by ASC and later for obtaining and then maintaining Federal Student Financial Assistance Program (access to which is being sought).

All students of ASC, whether they are receiving financial aid or not, are required to maintain the following satisfactory academic progress requirements:

- (1) Maintain GPA of 2.0 (qualitative requirement); and
- (2) Complete all the required courses within a specific time frame, which is one and one-half time of the normal pace of completion rate for a full-time student from the student's initial enrollment (quantitative requirement):

A student's satisfactory academic progress is evaluated every semester. Those who do not meet the SAP requirements are required to meet with the Director of Student Services for finding solutions to remedy the situation.

In consultation with the Dean of Academic Affairs, the Director of Student Services may waive interim satisfactory academic progress standards for circumstances of ill health, family crisis, or other significant occurrence that is beyond the control of the student. Documentation of the mitigating circumstances, such as physician's statement, must be provided by the student. Students have the right to appeal to the Academic Policies and Curriculum Committee of ASC if the decision rendered by the Director of Student Services is not satisfactory to the student. Appeals must be submitted in writing within seven calendar days of notification. The decision rendered by the Academic Policies and Curriculum Committee is deemed final.

Academic Probation, Suspension and Dismissal Policy

a. Academic Probation Policy

The academic probation policy of the American States College is as follows:

- (1) If a student fails to meet the standards of satisfactory progress requirements at 50% point of the graduation requirements, he or she will be placed on probation until remedy is made.
- (2) A student who is reinstated following academic disqualification shall be placed on probation for a period of two semesters.
- (3) Students who are placed on academic probation are limited to a maximum course load of 12 units per semester.
- (4) Probationary status will be removed when a student achieves a satisfactory cumulative grade point average of 2.0 or higher within two semesters of being placed on probation.

b. Suspension

A student who fails to meet the standards of satisfactory academic progress at 50% point will be academically suspended for

one semester and must maintain a cumulative GPA of 2.0 or better for the first semester of studies after reinstatement.

c. Academic Disqualification/Dismissal

A student will be dismissed from ASC if his or her cumulative GPA is not 2.0 or above after the first semester of reinstatement as a probationary student.

Readmission Policy

Students who have been dismissed for failure to meet the satisfactory academic progress requirements may apply to be readmitted to ASC. Readmission of terminated students will be evaluated by the Admission Evaluation Committee. The readmitted students will be placed on probation for two semesters upon reentry. Readmitted students must maintain the cumulative grade point average of 2.0 during the probationary period. If the readmitted student fails to meet the cumulative grade point average requirements during the probationary period, he or she will be dismissed and will not be allowed to reapply.

STUDENT SERVICES AND ACTIVITIES

Because ASC is a small private postsecondary institution, key administrators, faculty members and staff are easily accessible to the students. The Director of Student Services provides essential services to students. Office hours are between 9:00 a.m. and 5:00 p.m., Monday through Friday. In addition, all faculty members and staff are available for student advising.

Student Support Services:

Orientation

The Office of Student Services holds orientation programs during the first week of each semester. New students are invited to participate in an orientation program. On the first day of orientation, students are given a tour of the campus, after which students will be informed on the College's academic policies, registration process, scholastic regulations, library hours, office hours, student organizations, student code of conduct, appeals policy and procedures, and support services available to the students. Students also learn about the student activities at the College and how to enjoy life in Orange County, California while attending the College.

Academic Counseling

The College maintains a counseling office to help with student problems including academic counseling. Academic counseling is available to all students and provided by the Director of Student Services or by the academic advisor assigned to each student. In addition, all faculty members at ASC are available for academic counseling.

International Student Advising

The Director of Student Services provides special assistance to the international students for adjustment into the new environment. His services include but not limited to maintaining legally admitted non-immigrant student status, traveling between countries, transfer from one school to another, changing visa status, applying for practical training, and work authorization.

Career Planning and Counseling

In cooperation with the golf professionals-turned instructors, the Office of the Student Services provides assistance to students in the development of their career goals and life skills through a combination of counseling, outreach, and introduction to professional organizations.

Housing

At present, ASC does not have a dormitory. Any student who needs housing counseling will be provided by the Director of Student Services. (Inexpensive single apartments and rooms, ranging from \$500 to \$750 are available within the easily commutable distance from the College.)

Library

Library hours are from 10:00 a.m. to 7:00 p.m., Monday through Friday and from 12:00 p.m. to 6:00 p.m. on Saturday. All books and periodicals (except those on reserve) are available for loan for two weeks, renewable for additional two weeks if there is no request on them.

Students are provided with identification cards, which will enable them to access other academic libraries in the area, such as the University of California at Los Angeles. (Consult with the Librarian for the complete list of such libraries.)

Students will also have an on-line access to retrieve valuable information from various libraries in the United States.

Campus Bookstore

Students can order all required textbooks and reference materials from the College's Bookstore. Student can also purchase golf equipment through the Bookstore at a significant discount.

Student Activities

Student Life

Life at American States College can be very exciting. First of all, the student body of the College consists of students with multinational and multicultural background, enabling the students the opportunity to make friends from many different parts of the world.

Students can also participate in diverse cultural experiences without leaving the campus.

Student Association

The Associated Students of American States College (ASASC) is the student organization of the College. The primary objective of this student organization is to coordinate all the student-sponsored activities, at the same time, to promote the best interest of the ASC students. The Director of Student Services serves as the chief advisor. Officers of the Associated Students of American States College, who are elected by the student body, are: president, vice president, secretary and treasurer, and are elected for the term of one year. Operational fund is provided by the College through the collection of associated student association fee.

Student Clubs

Students are encouraged to form clubs and organizations based on their special interests. The approved student clubs or organizations provide supplemental opportunities for friendship, service, and personal growth. The Director of Student Services will serve as advisor to these clubs and organizations.

Student Rights and Responsibilities

ASC is dedicated to the training of students who desire to seek their career in professional coaching and sport management. ASC, therefore, expects its students to maintain the highest standards of conduct and ethical behavior. Students are subject to disciplinary actions should the standards of personal and ethical conduct be violated by any student. The established standards of conduct for students, subject to disciplinary action, include the following:

1. Plagiarism or cheating;
2. Use or possession of illegal drugs, alcoholic beverage, or dangerous weapon on campus;
3. Obstruction or disruption of the educational process of ASC on or off campus;
4. Sexual harassment or misconduct;

5. Destruction or theft of College property, equipment or learning resources; or
6. Physical abuses, threat of violence or conduct that endangers the health and safety of any person on College property.

Grievance Resolution Policy

It is the aim of ASC to resolve all complaints, including but not limited to, grade disputes, alleged sexual harassment or any other form of complaints in a manner that is fair and just to all persons involved. For this end, ASC has established the Grievance Resolution Committee, composed of representatives from faculty, administration and student government.

All complaints against a faculty member or staff of ASC, grade disputes, or disciplinary action taken against the student must be in writing. When preparing a formal appeal to the Grievance Resolution Committee, following information should be documented and submitted to the Director of Student Services:

- (1) Nature of the complaint or dispute;
- (2) Date the alleged dispute or problem occurred;
- (3) Names of the individuals involved; and
- (4) Copies of all relevant documents.

All appeals, officially submitted to the Grievance Resolution Committee, will be administered as follows:

- (a) Date for hearing will be set within 10 calendar days from the date of the written grievance received by the Committee; and
- (b) Within seven calendar days from the hearing, the Committee shall render a decision and forward the decision to the student via registered mail.

If the ruling is not satisfactory to the student, he or she has the right to write to the President of ASC within 15 calendar days from the date posted on the registered mail that contained the Grievance Resolution Committee's decision. The President of ASC

shall render a decision within 10 calendar days from the date he/she received the written appeal.

Students have the right to write or contact the regulatory agency named below in the event the complaint or dispute cannot be resolved to the satisfaction of the complainant:

Bureau for Private Postsecondary
and Vocational Education
400 "R" Street, Suite 5000
Sacramento, California 95814
(916) 445-3427

Student Records

Students' records are maintained in compliance with federal and state laws regulating students' records. Access to the students' records to persons other than the College officials and faculty are regulated by the federal law, which prohibits access to students' records without the written consent of the student.

Students have the right to inspect their records during the normal business hours and obtain a copy thereof for a nominal fee. If errors are found, students have the right to request correction.

COURSE DESCRIPTIONS

Course Numbering System

All courses offered at American States College are given course numbers and titles. The course number consists three numbers preceded by three-letter codes, which are abbreviation of the course title; therefore, are easily identifiable, e.g., "PGM" for professional golf management courses, "MGT" for management, and "HIS" for history.

The three-digit numbers that follow the three-letter code identify the course and represent the level of courses as follows:

- 001-099 Non-degree courses
- 100-299 Lower division courses designed for associate degrees and fulfilling bachelor's degree requirements
- 300-499 Upper division courses for bachelor's degrees
- 500-800 Graduate courses

ASSOCIATE DEGREE COURSES

A. Professional Golf Management and Coaching Component

PGM-101 History of Golf (3 units)

An in-depth study of the history of golf from its beginning at St. Andrews, Scotland to the present with an emphasis on the development of professional golf worldwide.

PGM-102 Golf Industry Forecast (3 units)

This course will cover all aspects of opportunities in the golf industry. Topics include marketing and retailing golf products, buying and selling a golf business, driving ranges, and golf real estate opportunities.

PGM-201 Biomechanics (3 units)

Study of biomechanics and human motion and how it relates to increasing the performance of the professional golfer.

PGM-202 Fitness for Golf (1 unit)

A course that involves stretching and fitness activities. Students will be tested and given an individual body conditioning exercises designed for improving the student's strength and conditioning.

PGM-203 Rules of Golf (2 units)

This course will give the student an in-depth knowledge of the rules of golf. The decisions of the rules of golf will also be discussed and analyzed.

PGM-211 Competitive Golf Techniques I (3 units)

This is the first part of two-part series on competitive golf techniques, teaching all the fundamentals of teaching golf. Topics covered include the grip, setup, alignment and the full swing. Students will be analyzing golf swings and correcting errors in swing fundamentals.

PGM-212 Competitive Golf Techniques II (3 units)

The second part of competitive golf techniques students is the scientific study of the golf swing. The lever system in the golf swing and many different methods of teaching are analyzed.

PGM-214 Advanced Golf Techniques (3 units)

Covered in this course on advanced golf techniques are practical application of competitive golf techniques and the approach to effective shot selection in a playing environment. Also covered are organizing and conducting playing lessons.

PGM-216 Tournament Golf (2 units)

Application of the rules of golf, analysis of the golf swing including correcting errors, and effective shot selection under tournament conditions. This class is a combination of information about the tournaments and using varying formats and strategy sessions for effective competition in tournaments.

PGM-219 Sports Psychology (3 units)

Advanced study of the human brain's function as it relates to motor activities. The student will attempt to apply theory to improving his or her own sport performance.

PGM-221 Golf Instructional Techniques I (3 units)

First part of the two-part series of instructional techniques. This course introduces the techniques used in teaching the short game including putting, chipping, and sand play.

PGM-222 Golf Instructional Techniques II (3 units)

In this course, students will be giving golf lessons to the general public, allowing them practical experience in the method of teaching. Students must keep a notebook on all lessons given, which the instructor will analyze.

PGM-226 Responding to Emergencies (3 units)

This course covers practical techniques, policies and procedures for dealing with physical injuries at a place of business or on the golf course. Also covered is the review of necessary insurance regulations and requirements.

PGM-231 Golf Club Design, Fitting & Repair (3 units)

This course covers the basic theory of golf club design and the fundamentals of proper fitting as they relate to effective merchandising and customer needs. Students will learn to properly fit clubs to the needs of the customer as well as how to repair clubs.

PGM-232 Advanced Design and Manufacturing
of Golf Club (3 units)

This course covers advanced topics in golf club design, casting and forging clubs; trading clubs; the custom-made manufacturing process and advanced technology in club materials.

PGM-233 Fundamentals of Golf Course Design and
Development (3 units)

This course provides the students with the fundamentals of golf course design and development. Topics covered include essentials of golf course design taking into the consideration of given landscape, identification of golf course, landscaping requirements, irrigation principles and how they relate to the design of an ideal golf course in a given location.

PGM-234 Essentials of Turf Development and
Maintenance (3 units)

This course covers the construction, caring and maintenance of turf grasses. Topics covered include characteristics of various grasses, soil preparation, planting, fertilizing, maintenance of

common and special lawn and turf grasses, treatment for diseases and insect and pest control.

PGM-251 Golf Shop Operation I (3 units)

This is the first part of the two part series on golf shop operation. The first course will cover the basic principles of managing a golf shop including financing, marketing, staffing, and management. It will focus on the basic structure of accounting as it related to single proprietorship, partnership and corporate types of business enterprises.

PGM-252 Golf Shop Operation II (3 units)

Covered in the second part are case studies of golf shop operation, and permits students to exercise in preparing the annual business plan for a golf shop. In this class, the students will utilize their knowledge in retailing, accounting, communication, leadership and information obtained from the Golf Shop Operation I.

PGM-253 Country Club Management (3 units)

The management, operation and maintenance of country clubs, including member-owned, private. Corporate-owned, and cit/county owned. This course covers board organization, financing, personnel, legal and legislative requirement, marketing, insurance, membership recruitment and retention, communications and public relations.

PGM-255 Tournament Planning and Coordination (3 units)

The fundamentals and principles involved in running and organizing a golf tournament. Topics include parings, starting times, rules and handicapping.

B. Business Administration and Management Component

CMP-102 Computer Applications (3 units)

A study of advanced techniques of setting up, maintaining, and operating PC systems for a wide range of applications but with a focus on spreadsheet applications. Students will learn their capabilities, interfaces, and common usages with special attention given to the business environment.

BUS-241 Macroeconomics (3 units)

An overview of the theoretical and institutional framework of national economy. Topics covered include governmental policies for economic growth and development, the money supply, federal budget, levels of total economic activity, inflation, unemployment, international trade and the balance of payments.

BUS-242 Microeconomics (3 units)

Companion course to the macroeconomics, covering the theory of consumer behavior, supply and demand, the factors of production and the role of individual markets, governmental regulation of business, and an overview of American and international financial institutions.

BUS-251 Introduction to Business (3 units)

An introduction and overview of how business functions. Students completing this course should have acquired a competent knowledge and understanding of business vocabulary, business organization and the interrelationships of economics, business and personal careers.

BUS-252 Introduction to Accounting (3 units)

Theory and practice in fundamentals of accounting transactions and documents, opening, adjusting and closing entries, and payroll.

BUS-255 Sales and Marketing (3 units)

This is a course in the fundamental principles of creative selling. Topics covered include developing prospects, prospecting customers, methods of presentation, and follow-up.

BUS-256 General Business Law (3 units)

This course covers general business law as it relates to business including the history of law and legal development, courts systems, contracts, sales, and personal property taught from the perspective of the golf industry.

C. General Education Component (AAS & BA degrees)

BIO-101 Principles of Biology (3 units)

This course is to survey the basic principles of biology. Topics covered include the cell and cell division, ecology, genetics, development, evolution and development of the following systems:

circulatory, respiratory, digestive, excretory, skeletal, muscular, nervous, endocrine and reproductive.

BIO-102 Human Anatomy and Physiology (3 units)

The function of human body in health and disease, focusing on the skeletal, muscle, respiratory, and digestive systems and how each of these elements relates to the athletic skill development.

CMP-101 Introduction to Computers (3 units)

A study of the PC applications, learning the most current generation software for word processing, spreadsheets, graphics, internet researching techniques, and personal and network databases to increase their effectiveness and productivity as end users. Participants learn the essentials of using PC hardware and software through a series of hands-on tutorials. Topics include basic computer structure, hardware and software, operating systems, PC memory, and working with applications.

ENG-101 Basic English (3 units)

An intensive study and review of the fundamentals of English grammar, sentence structure, spelling, and paragraph development. Stressed in this course is the standard American English pronunciation and structure (vowels, consonants, noun and verb phrases, adjective and adverb clauses). Students will practice short compositions on multitude of subjects including sport-related topics.

ENG-102 English Composition (3 units)

This course will stress mechanics, techniques, and psychological principles of effective written communication with special attention given to informative, persuasive and critical business letter writing. This course will help students develop reading, comprehension, and effective writing skills, which will sharpen students' critical thinking and judgment regarding the use of language that is appropriate to subject, reader and situation.

ENG-201 Intermediate English Composition (3 units)

In this course, students will develop writing skills and require the production on such topics as the current events, cultural heritage of the students, and past experience

HIS-101 History of the United States (3 units)

A study of the emergence of American civilization, colonial society, religion, the American Revolution, the Constitution, Civil

War, western expansion, industrialization, immigration, the rise of America to superpower, technological innovations, social justice struggles, and contemporary challenges.

HIS-102 History of Western Civilization I (3 units)

This is the study of the origins and development of major civilizations from early beginning through the Renaissance period. Societal, cultural, and religious considerations will be explored.

HIS-103 History of Western Civilization II (3 units)

This is the continuation of HIS101 History of Western Civilization I, covering from the Renaissance period to the present century. Emphasis will be placed on political, religious, economic, and technological developments and their impact on the quality of human lives. (Prerequisite: HIS102)

MTH-101 Introduction to Mathematics (3 units)

An introduction to the basics of mathematics, designed for students lacking the proper background for algebra or physical science. Covered in this course are the study of sets and functions; the concept, function, and solutions of algebraic equations and inequalities; application and interpretation of graphs and statistical data; computer applications in mathematics; and the application of mathematical principles in deriving solutions.

PHL-101 Introduction to Philosophy (3 units)

A survey and critical analysis of the various systems of philosophy, philosophical ideas, and the major philosophers.

PSY-101 Introduction to Psychology (3 units)

Students will be introduced to the scientific method in the study of human behavior with special attention given to various factors associated with the development of personality and behavior patterns including the physical organism, human development, learning perception, motivation, and emotion.

SOC-101 Introduction to Sociology (3 units)

A study of the basic concepts of society and culture, social organizations and groups, origins and development of classes and social institutions.

BACHELOR'S DEGREE COURSES

A. Business Administration Courses

BUS-311 Introduction to American Business (3 units)

Foundation course for bachelor of business administration major. This course is designed for students with no or limited knowledge of business and provides an understanding of the American business system.

ECN-313 Principles of Economics (3 units)

An introductory course in economics covering both macro- and microeconomics. Topics covered include pricing, competition, consumer behavior, allocation of resources, and business functions in our society. Also covered are fiscal and monetary policy on economic growth, employment, price theory, money and banking system, and international trade.

MTH-314 Mathematics for Business (3 units)

A review of the fundamentals of mathematics as used in business applications, utilizing real-world cases to stress the importance of a working knowledge of math needed in a business career.

ACC-315 Accounting (3 units)

Designed for students who have little or no prior knowledge of financial accounting and its use in business decisions. Topics covered include basic theory and application of accounting principles to the recording and summarization of business transactions into the form of financial statements under the rules of "generally accepted accounting principles" (GAAP) for use by investors, creditors, lending institutions and others. Students will be introduced to ledgers, journals, financial statements, assets, liabilities, equity, revenues and expenses, introduction to inventories and classified income statement; control of cash receivables and payables, and payroll accounting.

FIN-325 Principles of Business Finance (3 units)

Introduces students to the fundamentals of business finance from both a theoretical and practical viewpoint. Topics covered will include time value of money, risk and value, capital structure of the

firm, application of fiscal management techniques dealing with business pro-forma statements, financial analysis, leverage, and sources of short-term financing. Emphasis will be placed on showing what kinds of information are needed, where they can be obtained, and how they are used by managers as they perform their investing, planning, and control responsibilities.

CMP-327 Computers in Business Management (3 units)

An introduction to microcomputer use, and an appreciation of how computers increase the efficiency of modern management. Course covers basic concepts of computer operations, computer usage in the organizational environment, and analysis and design of information systems. Also covered is the efficient use of appropriate software in business.

FIN-328 Business Statistics (3 units)

An introduction to the application of probability theory, permutations and combinations, simple probability distributions, expectations, binomial distribution, central limit theorem, sampling and significant testing, as used in business. Topics also include analysis of variance, simple survey methods, statistical decision theory, and quality control.

MKT-329 Principles of Marketing (3 units)

An introduction to marketing principles and concepts examining marketing and its environment, market identification, product and price systems, distribution structure, marketing research, planning and evaluation of special aspects of marketing.

BUS-330 Advertising Management (3units)

The study of how advertisement is used to influence consumers is the focus of this course. It involves techniques of effective advertising, how to advertise, when to advertise, and where to advertise.

MGT-431 Principles of Management (3 units)

An introduction to management analysis, decision-making systems and other operating activities related to management. Topics covered include planning, organizing, leading and controlling.

MGT-433 Human Resources Management (3 units)

An overview of personnel activities and other human resources issues, including hiring, firing, interviewing, compensation, benefits, training, performance evaluation, discipline, labor relations, and the health and safety of employees.

MGT-436 Management Science (3 units)

A study of the fundamentals of the scientific methods used in management science and the types of problems to which they related. Emphasis is placed on the conceptual framework and management science techniques. Focus will be on problem recognition, formulation and selection of appropriate remedial methods for a variety of problems common in business.

LAW-441 Business Law (3 units)

The study of business law and the legal processes affecting many individuals and various situations in the field of business. Use of the case method will be the main approach. Emphasis will be placed on legal forms of organizing a business, wills, trusts, bankruptcy, real property, etc.

ORG-442 Organizational Theory (3 units)

A study of business activities consistent with operational objectives. Discusses various organizational forms in relation to planning, organizing and control. Also covers various theories of organizational structure: formal and informal organizations; bureaucracy; classical theory; the human relations movement; power models; and the systems approach -- all from the perspective of decision-making.

COM-443 Business Communication (3 units)

The techniques of effective business communication -- both oral and written. Topics covered include the theory of information exchange, the role of communication technology, effective report writing, oral presentations and other forms of business communications. Students will be required to compose various types of business correspondence, make presentations, and speeches. (Prerequisite: Satisfactory results on the English Proficiency Assessment Test.)

TAX-449 Introduction to Taxation (3 units)
An introduction to taxes and how they work. Payroll taxes and individual tax returns will be covered.

ACC-450 Cost Accounting (3 units)
This course covers the basic concepts and techniques of cost accounting. Areas covered include an analysis of cost accounting, budgeting, job order cost systems, process costing, standard costs for materials, labor and overhead, and cost allocation in a manufacturing environment. (Pre-requisite: ACC204 or permission by instructor)

MGT-455 Operations Management (3 units)
Prerequisite: MGT-431 Principles of Management. This course introduces the theory and practice of industrial management. An emphasis will be placed on the systems approach that ties information together and presents a philosophy of management dynamics.

FIN-457 International Finance (3 units)
The study of international aspects of corporate finance, raising capital and investing in assets and/or in negotiable instruments. Topics covered include balance of payments, foreign exchange with emphasis on exchange rate determination, exchange risk, hedging, interest arbitrage, international capital markets, and international financing and banking.

BUS-461 International Business Management (3 units)
The study of the management of international business and multinational business corporations. It will address all facets of global business from the following perspectives: (a) the economic framework of international business; (b) the operating frameworks of multinational corporations; and (c) a framework for global strategic management. (Prerequisites: MGT-431 Principles of Management and FIN-457 International Finance.)

BUS-462 Entrepreneurship (3 units)
A case-based course which covers the basics of starting and running a new business. Students begin with the elements of a business plan for a start-up firm and develop strategies, tactics and a budget for a new firm. Valuable guides and solution are provided through case studies.

MGT-465 Business Policy and Strategic Management (3 units)

This is the "capstone" course of the Bachelor of Business Administration degree program. Emphasis is on integrating management tools (all other course studied) for general management by top executives. It is therefore, recommended that it be taken as the final course in the B.B.A. program.

IND-498 Directed Independent Study (3 units)

This course is to be undertaken under supervision of a faculty advisor. The proposal for an independent study must be approved by the faculty advisor. (No more than six units of IND-498 will be permitted to satisfy the requirements for graduation.)

MASTER'S DEGREE COURSES

ECN-501 Managerial Economics (3 units)

A study of the role of economic theory in management analysis, planning and decision-making. It focuses on the study of supply and demand theories from a business perspective with a particular emphasis on managerial efficiency and economic forecasting for business.

ACC-502 Managerial Accounting (3 units)

A study of accounting concepts and reporting techniques applied in a management decision-making context through the analysis and presentation of case studies. It focuses on managerial accounting models used by diverse enterprises in virtually all industrialized nations and includes cost accounting and the behavior of costs, budgeting, human resources and responsibility accounting. Reporting techniques will use computer spreadsheets and graphic presentations.

FIN-503 Financial Management (3 units)

A study of the basic principles of corporate finance with a focus on both theory and application. Topics covered include financial analysis, financial instruments and markets, forecasting, budgeting, time value of money, sources and uses of capital,

corporate financial policies and strategies, leverage, and financial policy applications from the perspective of management.

MKT-504 Marketing Management (3 units)

Covers management issues faced by marketing their products and services. These include understanding the consumer decision-making processes, marketing structure, competition, and marketing information and research related to the marketing of goods and services. Marketing management, marketing planning, and marketing information systems are an integral part of the course. Major topics covered include targeting, positioning, pricing, promotion, channel selection and product development from a strategic perspective.

CMP-505 Management Information Systems (3 units)

This course is designed as an advanced study of the management information systems (MIS) and computer technology in organizations, focusing on the application of MIS, including concepts of information, humans as information processors, systems theory, capabilities and limitations of computers, and managerial and organizational requirements relevant to MIS. Student will study the design, technology, development, implementation, and evaluation of information systems and database systems.

BUS-511 Business Forecasting and Planning (3 units)

Forecasting models and tools will be studied and used in different organizational and environmental contexts for financial growth; management planning activities; taxation concerns; technology issues; product development and penetrating new markets.

COM-512 Communication for Managers (3 units)

Focuses on the principles of effective business communication for managers. Emphasis will be on understanding of communications technology, and application for effective communication. Students will develop speaking and writing skills, essence of report writing, making presentations and addressing cultural differences in written, verbal and non-verbal communication.

LAW-513 Legal Environment of Business (3 units)

This course examines legal issues affecting business operations, such as contracts, employment, product liability, and anti-

trust law. Also covered are high profile cases in business law, such as sexual harassment, copyright and trademark infringement, and worker safety.

FIN-514 International Banking and Finance (3 units)

Introduces the student fundamentals of financial policies and practices of multinational firms engaging in global economy. An emphasis is placed on essential issues and techniques of international financial management, such as foreign exchange, exchange rate determination, exchange risk, hedging and interest arbitrage, international money and capital market, and the issues of business ethics in international finance.

specific cultural group.

MKT-515 Fundamentals of International Trade (3 units)

Survey of the international economic, political and cultural patterns affecting international business among trading partners. Topics covered include international trade theory, international financial markets, and the role of the multinational corporations (MNCs). Students will also be exposed to various sources of global economic information, such as those compiled by the U.S. Government, e.g., *Country and Industry Report*, for developing effective global marketing strategies and management of global business.

MGT-516 Human Resources Management (3 units)

A study of the impact of recruitment, training, compensation, performance appraisal, benefits, promotion, severance, employment safety, and labor-management relations on human resources management. It takes a systems perspective of managing the human resources (HR) as the most valuable asset of any organization, recognizing that effective management of this vital asset is essential to organizational success.

MGT-517 Management in a Global Economy (3 units)

This course is an examination of managerial practices in a global context. Topics covered include the effects of political systems and the impact of different cultures on developing and implementing effective global marketing strategies.

DIS-521 Directed Independent Study (3 units)

This course is to be undertaken under supervision of a faculty advisor. The proposal for an independent study must be approved by the supervising faculty. No more than six units of DIS-550 will be permitted to satisfy the requirements for graduation.

MGT-523 Operations Research (3 units)

This is one of the vital courses in MBA program. It focuses on the tools, skills, functions, and processes needed to optimize managerial efficiency. It emphasizes the use of analytical tools for examining management and business functions, managerial accounting, finance, marketing, production, data processing and information systems, and human resources management.

THE ADMINISTRATION

| | |
|---------------------------------------|---------------------------|
| President | Kyung Sik Oh, Ph.D. |
| Executive Vice President | Vacant |
| Dean of Administration | Ellen Goodman, Ph.D. |
| Dean of Academic Affairs | Craig Coleman, Ph.D. |
| Department of Sport Management | Jong Yeol Shon, Ph.D. |
| Department of Business Administration | Theodore S. Cho, MBA |
| Director of ESL Programs | Richard D. Stewart, Ph.D. |
| Director of Admissions | Yong Ho Song |
| Director of Student Services | Julie Ludt |
| Registrar | Yong Ho Song |

FACULTY

Fred Bender

B.A. in Business Administration, Purdue University, 1973
PGA of America GTP Program, 1998-2000
Completed Club Fitting Programs, Henry Griffitts, 1996
Completed Master Fitter Program, Titleist, 1999
Golf Instructor, 1991-1995
General Manager, Golf Grove Learning Center, 1995-2002

Robert M. Bowman, Jr.

Ph.D. Candidate, Westminster Theological Seminary, Philadelphia
M.A. in Theology, Fuller Theological Seminary, Pasadena
California
B.A. in Interdisciplinary Humanities, California State University,
Dominguez Hills, California
Golf Team Player, London Central High School, England, 1972-
1974
Golf Instructor (Currently play to about a 14 handicap)
Possesses competent knowledge and understanding of golf
equipment
and golf course design.

David Chicoine

M.S. in Education, California State University, Fullerton, CA,
1999
B.A. in Linguistics, CSU, Fullerton, CA, 1995
English Language Instructor, 1995-1999

Theodore S. Cho

Master of Business Administration, Harvard Business School,
2002
B.A. in Political Science and Economics, Swarthmore College,
Swarthmore, PA, 1993
Corporate Finance Analyst, Liberty Mutual Insurance Group,
Boston,
MA, 2001
Director, Marketing/Business Development, CNA Insurance Co.,
Chicago, IL, 1998-2000

Craig Coleman, Ph.D.

Ph.D., University of Southern California, 1985 International
Management, Development and Communications, 1985
M.S., University of Southern California, 1978
Chief Academic Officer, American States College, 2000-Present
Professor, Business Administration

Eun Young Jeon

M.A. in Teaching of English as a Second language, Ball State
University, Muncie, Indiana, 1993
B.A. in English Language and Literature, Pusan National
University, Pusan, Korea, 1991
Taught English to non-native speakers of English at Muncie
Elementary schools, Muncie, Indiana, 1993-95

James H. Jeong

B.A. in Accounting, California State University, Fullerton, CA,
1988.
CPA, State of California (Lic. #66001)
Seminar training--auditing, tax and accounting management

Elizabeth Kim

Ph.D. in Counseling and Psychology, University of Southern
California, 1990.
M.S. in Counseling and Psychology, USC, 1987.
B.A. in Psychology, University of California, Irvine, CA, 1984
Licensed Psychologist, State of California (#12964).

Edward M. Lee

Ed.D. in Physical Education and Recreation, Texas A & M.
University, 1988
Post Graduate Work (29 hours), Public Administration and
Supervision, Nicholls State University, 1979
M.A. in Health and Physical Education, University of Georgia,
1973
B.A. in Physical Education, Yong In University, Seoul, Korea,
1961

Jong Muk Moon

M.S. in Physical Education, Kunkuk University, Seoul, Korea, 1995.

B.S. in Physical Education, Kunkuk University, Seoul, Korea, 1991.

Golf Teaching Certificate, 1991

Instructor of golf, 1997- present

Jong Yeol Shon

Ph.D. in Physical Education, Korea University, Seoul, Korea, 1998.

M.S. in Physical Education, Korea University, Seoul, Korea, 1990.

B.A. in Physical Education, Korea University, Seoul, Korea, 1983

Professor of Physical Education, Anyang Technical College, Anyang, Korea

Professor of Physical Education, Korea University, Seoul, Korea

Professor of Sports Management, Nam Seoul University, Seoul, Korea

Richard D. Stewart

Ph.D. in Language Education, Indiana University, Bloomington, Indiana, 1994

Instructor, Department of Language Education, Indiana University,

Bloomington, IN, 1991-1992

Adjunct Professor of English, Butler University, Northern Kentucky

University, and Xavier University, 1995-1997

Instructor of English as a Second Language, Huntington Career College (Los Angeles), EF International Language Schools

(Northridge, CA), and ORT Technical Institute (Los Angeles) 1997-2002.

James W. Tyrrell

M.A. in Computer Resources and Information Management, Webster

University, 1999

M.A. in Education, San Jose State University, California, 1978

B.A. in History, University of San Francisco, 1972

Instructor, Information Technology, Barry University, 1999-2002

NOTICE OF STUDENT'S RIGHTS

While matriculated as a full-time or part-time student at American States College (ASC), students shall have the following rights:

1. To cancel enrollment and receive a full refund of the tuition and fees paid (less non-refundable application fee) if notice of cancellation is given prior to the deadline stated in the school catalog.
2. To receive quality instruction provided by the faculty meeting the educational and experiential requirements mandated by the state regulatory agency.
3. To withdraw at any time and receive a refund for the part of the course not taken in compliance with the applicable state laws and regulations concerning tuition and fees refund.
4. To obtain factual information concerning ASC's educational programs.
5. To receive counseling from the ASC's faculty or other qualified personnel regarding student's academic, financial or placement concerns.
6. To inspect student's educational records during the designated hours and if errors are detected, demand correction thereof.
7. To lodge a complaint against a faculty, staff or administrator orally or in writing to seek speedy and fair resolution of grievances.
8. To ask for a hearing if not satisfied with the disciplinary action taken against a student.
9. To write to the Bureau for Private Postsecondary and Vocational Education for mediation of unresolved complaints.

**Bureau for Private Postsecondary
and Vocational Education
400 "R" Street, Suite 5000
Sacramento, CA 95814.
(916) 445-3427.**

APPROVAL DISCLOSURE STATEMENT

American States College was granted temporary approval from the Bureau for Private Postsecondary and Vocational Education (BPPVE) pursuant to California Education Code Section 94900 to operate a degree-granting institution in California. The Bureau's temporary approval means that the institution and its operation comply with the minimum standards established by the State of California Legislature for offering postsecondary education but has not yet conducted a site visit. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis. Approved by the Bureau are the following programs: Specialized Associate in Professional Golf Management, Associate of Applied Science in Golf Technology and Management, Bachelor of Business Administration (Professional Golf Management Concentration), Bachelor of Business Administration (Stand Alone), Master of Business Administration (Stand Alone), Certificate in Professional Golf Management, English as a Second Language (Level 1- 5), and TOEFL Test Preparation

Instruction is in residence and the instructional facilities and equipment meet health and safety requirements.

California State law requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Persons seeking to resolve problems or complaints would first contact the instructor or person in charge. Requests for further action may be made to the Director of the school. Unresolved complaints may be directed to: Bureau for Private Postsecondary and Vocational Education, 400 "R" Street, Suite 5000, Sacramento, CA 95814. (916) 445-3427.

2010 ACADEMIC CALENDAR

Fall Semester 2010

| | |
|------------|---------------------------|
| Aug. 20-24 | Registration |
| Aug 23 | Class Begin |
| Sep. 6 | Labor Day |
| Nov. 25-27 | Thanksgiving (No Classes) |
| Dec. 8-11 | Study Week |
| Dec. 13-17 | Final Exams |
| Dec. 20 | Winter Recess |

Spring Semester 2011

| | |
|------------|---------------------------------------|
| Jan. 10-11 | Registration |
| Jan. 12 | Class Begin |
| Jan. 24 | Martin Luther King's Birthday Classes |
| Feb. 21 | Presidents' Day |
| Mar. 21-25 | Spring Recess |
| May 6 | Class End |
| May 9-11 | Study Week |
| May 12-13 | Final Exams |
| May 13 | Commencement |

Summer Semester 2011

| | |
|------------|------------------|
| May. 19-20 | Registration |
| May. 23 | Class Begin |
| May. 30 | Memorial Day |
| Jul. 4 | Independence Day |
| Aug. 12 | Class End |
| Aug. 15-16 | Final Exams |

2011 ACADEMIC CALENDAR

Fall Semester 2011

| | |
|------------|---------------------------|
| Aug. 17-19 | Registration |
| Aug 23 | Class Begin |
| Sep. 5 | Labor Day |
| Nov. 24-25 | Thanksgiving (No Classes) |
| Dec 6 | Class End |
| Dec. 7-9 | Study Week |
| Dec. 12-15 | Final Exams |
| Dec. 16 | Winter Recess |

Spring Semester 2012

| | |
|------------|-----------------|
| Jan. 12-13 | Registration |
| Jan. 17 | Class Begin |
| Feb. 20 | Presidents' Day |
| April 2-6 | Spring Recess |
| May 8 | Class End |
| May 9-11 | Study Week |
| May 14-16 | Final Exams |
| May 18 | Commencement |

Summer Semester 2012

| | |
|------------|------------------|
| May 17-18 | Registration |
| May 21 | Class Begin |
| May 28 | Memorial Day |
| Jul. 4 | Independence Day |
| Aug. 10 | Class End |
| Aug. 12-14 | Final Exams |