

CALIFORNIA AMERICAN UNIVERSITY CATALOG

TABLE OF CONTENT

Message From The President..... 4

President..... 5

Mission of California American University..... 5

Admissions Information..... 6

 Undergraduate Admissions 6

 Graduate Admissions 8

 Doctoral Program Admission..... 9

 International Student Admissions 13

 Transfer Student Admissions 15

Catalog Rights..... 16

Financial Information..... 17

 Tuition Fee and Schedule..... 17

 Total Cost of Degree Programs..... 18

 Payment Policies 19

 Refund Policy (Buyer’s Right to Change Policy) 19

Student Right 22

 Non-Discrimination Policy 23

 Student Records Policy-Family Educational Rights and Privacy Act. 23

 Right to File A Complaint Policy 24

 Disabilities Policy 24

 Student Grievance Procedure..... 25

CALIFORNIA AMERICAN UNIVERSITY CATALOG

Student Responsibility 31

 Personal Conduct 31

 Code of Conduct 31

 Student Obligations..... 33

 Cheating And Plagiarism Policies..... 35

 Drug, Alcohol And Smoking Policies..... 36

Student Services..... 37

 Student Advising..... 37

 New Student Orientation..... 37

 Job Placement Services..... 37

 Student Handbook..... 38

Library 39

Academic Policy 40

 Registration and enrollment 40

 Enrollment Agreement..... 40

 Add and Drop Policy 40

 Student Loads..... 41

 Late registration 41

 Minimum Required Units for Graduation..... 41

 Attendance Policy 42

 Class Schedules..... 42

Grading System..... 42

 Unit of Credit 43

 Academic Probation..... 46

CALIFORNIA AMERICAN UNIVERSITY CATALOG

Dismissal and Extended Enrollment 46

Transfer of Credit Policy 48

Leave of Absence..... 49

Classification Of Students..... 51

 Associate & Bachelor Degree Program 51

 Master's Degree Program..... 51

 Program Length 52

 Final Examinations 52

 Withdrawal From Classes 52

 Withdrawal From The University 53

 Clearance For Graduation 54

Academic Programs 55

 Business Administration Programs 55

 Associate Of Arts in Business Administration (AA) 55

 Bachelor Of Arts In Business Administration (BA) 57

 Master Of Business Administration Program (MBA) 65

 Doctoral Program In Business Administration (DBA) 73

 Management Of Science In Information Technology Program 78

 Master Of Science In Information Technology (MSIT) 78

California American University Faculty 84

Message From The President

This is the most exciting time I have experienced in many years career as a teacher and administrator in higher education. The world is experiencing exponential growth in education and training in all forms and modalities.

Globalization and the increasing importance of technology in the work place have placed an increasing set of requirements on students and universities to renew knowledge not only in their functional specialties, but in the changing applications of these specialties. This has spurred the growth of programs that enable the working professional to return to the classroom.

This exponential growth is partly fueled by the return to traditional values and respect for education in most of the countries of the world. Is this “Old Wine in a New Bottle” or “New Wine in an Old Bottle”? As an educator, I care about the answer, because the approach taken in our educational programs will differ depending upon which of the above orientations is chosen.

I personally believe that this is “New Wine” and we must structure our courses and programs accordingly. I believe that business and government leaders are being tested on a daily basis with problems and issues unknown and unanticipated a mere five years ago. These leaders cannot know everything they need to know in order to respond to these challenges. Instead, they must utilize their ability to think creatively, make decisions, and communicate to solve problems. Education that enhances these abilities is required by present and future business and government leaders in order to succeed.

California American University’s programs are structured and designed to emphasize and enhance these abilities. California American University has always provided multi-disciplinary, multi-dimensional education to multi-ethnic, multi-national, multi-cultural students, with the objective of making them multi-talented and valuable contributors to their organizations and society. The complete education of the international, adult, and managerial/executive learner is our focus.

California American University offers an advanced and relevant education built upon the pursuit of excellence, integrity, and service. California American University believes that all education must promote personal and collective responsibility, social justice, respect for all life, and the interdependency of all people.

CALIFORNIA AMERICAN UNIVERSITY CATALOG

California American University is dedicated to the student's complete education. Our programs emphasize the dissemination of knowledge, the requirement of critical thinking, the necessity of ethical values, and the need for exercise of individual and collective responsibility.

California American University welcomes you on our mutual quest of personal, academic, and professional excellence.

Dr. Peter Woo
President

Mission of California American University

California American University is committed to provide opportunities for students to achieve their high quality and personalized educational goals and become contributing citizens to the global community. This is accomplished by offering high-quality degree programs for leadership to all our students. The University promotes the goal of community within a context of diversity and encourages students to understand and appreciate the diversity of cultures.

Admissions Information

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

Undergraduate Admissions

Admission Requirements

At least a high school education must be completed in order to apply for the Bachelor's Degree at California American University.

Application Procedures

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

- Complete the application form (available in the Office of Admissions) and submit it together with the \$300 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education, or official transcript from former college/university attended to the Office of Admissions. The official school transcript must be sent to the Office of Admissions by the issuing institution directly.

CALIFORNIA AMERICAN UNIVERSITY CATALOG

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

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

Graduate Admissions

Admissions Requirements

An applicant to the Master's Degree Program at California American University must possess appropriate Bachelor's Degree with the GPA of 2.0(on a 4.0 scale). Applicants for Master of Business Administration (M.B.A) must provide proof that they have completed a Bachelor's degree in a business related area such as business administration, economics, or international business from a recognized school. Those applicants who have not completed their Bachelor's degree in a business related area are required to take 5 foundation courses.

Application Procedures:

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

- Complete the application form (available in the Office of Admissions) and submit it together with the \$300 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of the Bachelor's Degree diploma (or equivalent degree in a closely related field of a chosen program) to the Office of Admissions.
- Submit the corresponding official transcript. The official school transcript must be sent to the Office of Admissions by the issuing institution directly.

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

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

Doctoral Program Admission

General Requirements

The California American University doctoral program in business administration requires satisfactory completion of 48 quarter hours of curriculum combined with a master's degree and the doctoral project or dissertation. The student should refer to the appropriate sections of this catalog for California American University policies regarding attendance, conduct, grades, academic warning, probation, dismissal, transcripts, diploma, procedures for registration, drop, add, and withdrawal from a course.

Doctoral program is designed to complete in no less than three years of non-stop enrollment. Students should consult assigned professors to discuss their academic goals and dissertation preparations.

The doctoral degree program includes completion of two (2) phases:

I. Coursework;

II. The Doctoral Project.

PHASE I. Coursework:

Students must successfully complete the 12 required courses- 48 quarter hours, plus any requirements specified in the student's acceptance letter for his/her respective doctoral degree program.

PHASE II. The Doctoral Project:

Students must successfully complete a four (4) quarter hour doctoral research seminar and an eight (8) quarter hour doctoral project.

ADMISSION CRITERIA

Admission to California American University's doctoral degree program requires the following:

1. An official transcript of the Master's Degree in a related field;

CALIFORNIA AMERICAN UNIVERSITY CATALOG

2. Proof of a Cumulative grade point average of 3.00 in all graduate work at the master's level or higher;
3. A minimum of two years of work experience;
4. Completion of the CAU Doctoral Degree Application form;
5. 10 to 20 pages long essay on the topic: "How the doctorate will advance my personal and career goals";
6. And/or provision to the CAU admissions office of copies of the master's theses, or advanced research papers/projects.
7. Official transcripts of graduate and undergraduate degrees. Official transcripts must be sent directly from the issuing institutions. No student copy of transcripts will be accepted; if the student has attended/graduated from a foreign institution an English translation must be included.
8. A current resume; a list of publications, research, presentations, and other related work should be attached;
9. Three letters of recommendation from faculty and/or associates (not to include recommendations from family members); and
10. \$300.00 nonrefundable Application and Processing Fee.

A student who has not completed at least one doctoral course at California American University within one year from the date of admission must apply for readmission. The student must be selected again by the Admission Committee before enrolling in a doctoral-level course.

Students should consult the Tuition, Fees, and Refunds Sections of this catalog for information regarding tuition, fees, tuition payments, and tuition refunds.

Student will be informed regarding course prerequisites to be completed by the doctoral student prior to admission to their respective degree program or prior to enrollment in courses that require content of these courses as prerequisite knowledge.

If an applicant does not possess an MBA degree, (s)he may seek conditional admittance to the DBA Program, by petitioning the Dean. If the Dean approves the application the student will be required to successfully complete at least 36 Units of courses from the MBA program. Upon completion of the required preparatory courses, the student may obtain full admittance to the DBA program.

ADDITIONAL REQUIREMENTS BEYOND THE GENERAL REQUIREMENTS

Fee, Tuition and Dissertation

Application and Processing Fee	\$300 (Non-Refundable)
Tuition per year	\$13,200
Dissertation	\$2,200

International Student Admission Criteria

International students should consult the International Student Admission Requirements Sections of this catalog.

Applicant Selection

The Admission Committee will conduct the initial screening of applicants. The Admission Committee will review the applicant's credentials and forward a recommendation to the Dean of the respective doctoral degree program. Decisions of the Admissions Committee will be as follows: Applicants will be: a) admitted; b) not admitted; or, c) conditionally admitted. The applicant will receive the decision in writing from the Dean of the respective degree program.

Admission: A degree program advisor will be assigned to the student until completion of the degree program.

Non-Admission: The applicant will be notified of non-admission by the Dean of the degree program.

Conditional Admission: The applicant will be notified by the Dean of the degree program of the conditions for admission and time periods for satisfying the conditions for admission. A program advisor will be assigned to assist the applicant in satisfying the conditions for admission.

Transfer Of Credit

The Admission Committee (which includes the Dean of the applicant's doctoral degree program) will determine the amount of coursework acceptable for transfer into the doctoral program. A maximum of eight (8) quarter credit hours may be transferred into the student's doctoral program. This coursework must be equivalent to required courses in the doctoral program.

Degree Completion

The student's doctoral project is reviewed by the doctoral project committee. The committee makes a recommendation to the Vice President of Academic Affairs & Chief Academic Officer concerning the awarding of the doctoral degrees

Students must complete all requirements within seven (7) years of completion of their initial course.

A student may apply to the Dean of the Program for a leave of absence of two (2) years or less. If the absence is approved the seven (7) year time limit will be suspended for that period and will resume at the end of the leave of absence whether or not the student enrolls in the doctoral degree program courses.

International Student Admissions

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

Application Procedures

International students applying for a degree program at CAU must submit the following additional application document; (see procedures for each program for complete application documents)

For prospective students for Bachelor's degrees:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$300 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education, or official transcript from former college/university attended to the Office of Admissions.
- The official school transcript must be sent to the Office of Admissions by the issuing institution directly.
- Financial Statement that shows adequate fund to support tuition and fees for completion of the course.
- Copy of Passport (photo with date of birth).

For prospective students for Master's degrees:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$300 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of the Bachelor's Degree diploma (or equivalent degree in a closely related field of a chosen program) to the Office of Admissions.
- Submit the corresponding official. The official school transcript must be sent to the Office of Admissions by the issuing institution directly.

CALIFORNIA AMERICAN UNIVERSITY CATALOG

- Financial Statement that shows adequate fund to support tuition and fees for completion of the course.
- Copy of Passport (photo with date of birth).

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

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

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

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

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

English Language Proficiency

An applicant must provide an official document showing a TOEFL or IELTS score. International Students who have earned a secondary education diploma or degree from higher educations in the U.S. in which English was major language of instruction do not have to present a TOEFL score and may be waived from the equivalent test.

CALIFORNIA AMERICAN UNIVERSITY CATALOG

California American University DOES NOT issue Forms I-20 to students who have not met all admission standards, including a student who has not met the required English proficiency for the program he/she intends to apply.

Transfer Student Admissions

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

Following is the transfer credit policy for each program:

Program	Maximum Quarter Units Acceptable for Transfer Credit	Major Units required to be completed in residency at CAU
Bachelor's Degree	132	48 (in Major courses)
Master's Degree	12	48
Doctoral Degree	8	40

Readmission

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

Catalog Rights

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

Financial Information

Tuition Fee and Schedule

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

Estimate Cost Schedule

Tuition per unit (Bachelor)	\$150
Tuition per unit (Master)	\$245
Tuition per year (Doctoral)	\$13,200
Application fee (Non-Refundable, One-Time)	\$300
International Student Application Fee	\$300
Make-up Examination Fee	\$50
Late Registration Fee	\$25
Catalog Fee	\$10
Transcript Fee	\$15
Official Letter Fee	\$15
Graduation Fee	\$200
Returned checks Fee	\$25
Rush copy for Transcript or official Letter	\$25

CALIFORNIA AMERICAN UNIVERSITY CATALOG

Total Cost of Degree Programs

Estimated Cost of Bachelor's Degree at California American University based on 180 units, 15 quarters.

Application Fee (One-Time Non-refundable)	\$300
Tuition (180 units x 150)	\$27,000
Graduation Fee	\$200
Estimated cost of Textbooks	\$1,200
Total	\$28,700

Estimated Cost of a Master's Degree at California American University based on 60 units, 5 quarters.

Application Fee (One-Time Non-refundable)	\$300
Tuition (180 units x 245)	\$14,700
Graduation Fee	\$200
Estimated cost of Textbooks	\$800
Total	\$16,000

CALIFORNIA AMERICAN UNIVERSITY CATALOG

Estimated Cost of a Doctoral Degree at California American University based on 48 units, 3 years.

Application Fee (One-Time Non-refundable)	\$300
Tuition (\$13200/year X 3)	\$39,600
Graduation Fee	\$200
Dissertation	\$2,200
Estimated cost of Textbooks	\$3000
Total	\$45,300

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

Payment Policies

After registration, students must pay full of the tuition and other applicable fees prior to the beginning of instruction. Late payment of tuition and fees are subjected to a penalty charge. Students, who are not able to make payments as of the above schedule, may request a payment plan with installments spread over the course of the quarter. Student should fill out and sign the tuition deferment request form.

Refund Policy (Buyer's Right to Change Policy)

The student pays tuition quarterly. The student may cancel an enrollment agreement at any time on or before the first day of instruction each quarter without any penalty. The student will be refunded full amount of all monies paid less \$300 application fee if he/she is a new student.

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

CALIFORNIA AMERICAN UNIVERSITY CATALOG

The student will not get a refund after more than 60% of the instruction of that quarter as been presented. For example, if the student completes only 20 hours of a 4 unit (40 hours) course and paid \$1000.00 tuition, the student would receive a refund of \$500.

$$\begin{aligned} & \$1000 - \left[\frac{\$1000 \times 20 \text{ ours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}} \right] \\ & = \$500 \text{ (Amount of refund)} \end{aligned}$$

California American University refunds tuition to all students who qualify, which includes those registered in both Bachelor's and Master's program. Students must submit their request to cancel the enrollment agreement to the Registrar. No refund will be issued unless the student's account has credit balance. The refund check will be given to the student or mailed within 30 days after the official withdrawal or dismissal.

Scholarship Opportunities

California American University offers: Quarterly Tuition Scholarship Awards. The Quarterly Tuition Scholarship award is limited to up to five (5) students per quarter. Each award is no more than one half of the quarterly tuition.

Quarterly Tuition Scholarship Award

Qualification

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

1. A student must be currently enrolled.
2. A student in Bachelor's program must have TOEFL score higher than 540 PBT or 83 iBT.
3. A student in Master's program must have TOEFL score higher than 580 PBT or 93 iBT.
4. A student must have no outstanding balance in the tuition.
5. A student must have at least 3.0 (for Bachelor) and 3.5 (for Master) in overall GPA.

Selection Procedures

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

Student Right

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

Freedom of Access

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

Classroom Rights and Privileges

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

Right to Appeal

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

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

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

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

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

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

Non-Discrimination Policy

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

Student Records Policy-Family Educational Rights and Privacy Act.

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

Right to Access

With a few exceptions provided by law, student at CAU may see any of their educational records upon request. Access must be granted no later than 15 working days after written request.

Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

Disclosure of Student Records

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

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

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

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

Right to File A Complaint Policy

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

Family Policy Compliance Office

U.S. Department of Education

400 Independence Ave., S.W. Washington, D.C. 20202-4605

(202)260-3887

Disabilities Policy

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

Hearing Committee

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any

disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that he/she believes is unfavorable.

Student Grievance Procedure

General information

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

Dismissal of a student will not take place without a formal hearing. Should the student(s) feel aggrieved with the Dean, a petition should be submitted to the President, who if necessary, will arrange a hearing with the Management Committee for the student and Dean.

Complaint procedure

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature may be more appropriately handled through the complaint process. In these instances a complaint may be filed with the Academic Dean, director, or the responsible administrator requesting an investigation into the alleged action(s).

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

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

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

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

Formal Grievance Procedures

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

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

For all Grievances

Step 1

- 1.1 The student shall give written notification to the person he/she alleges has aggrieved him/her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
- 1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:
 - a. agreeing to grant the remedy(ies) requested in full,
 - b. agreeing to grant the remedy(ies) requested in part with an explanation, or
 - c. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

CALIFORNIA AMERICAN UNIVERSITY CATALOG

1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 2

2.1 Within 30 days of receipt of the response in Step 1 or , in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.

2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 3

First Appeal Level

A. Student VS. Student

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

CALIFORNIA AMERICAN UNIVERSITY CATALOG

- No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.
3. The Student Services Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Dean's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

B. Student VS. Staff

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

C. Student VS. Faculty

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

- The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Dean's and the Committee's findings on the complaint, the action(s) to be taken, and the justification(S) for the action(s).

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

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

Student Evaluation Procedure

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

Sexual Harassment Policy

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

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

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

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

General Definition of Sexual Harassment

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

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

Student Responsibility

Personal Conduct

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

Code of Conduct

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

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

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

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

- possession of alcoholic beverages on campus or at any school activities at any time or, for all
- intoxication of the student
- no student will threaten another student, faculty, staff or administrator
- Falsification of University documents, records, or identification

CALIFORNIA AMERICAN UNIVERSITY CATALOG

- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University
- cheating or compromising test materials
- removal of library materials without permission
- Disruption of class or academic activities
- usage of abusive language to another student, faculty, staff, or administrator
- theft or damage of University property or fellow student's property
- illegal intoxication with controlled substances
- physical assault for any reason except clear self-defense
- vandalism of University property
- conviction for a crime beyond normal traffic violations
- aiding and/or abetting in any of the above situations
- possession of firearms or illegal weapons as defined by state and federal guidelines
- violation of any state policies or regulations governing student's relationship with the University

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

action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

Dismissal:

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

Suspension:

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

Probation:

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

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

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

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

Student Obligations

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

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

Additionally, international students must:

CALIFORNIA AMERICAN UNIVERSITY CATALOG

- Enroll in a minimum of twelve(12) units per quarter in the undergraduate program and a minimum of twelve(12) units per quarter in the graduate program, and
- Complete two consecutive quarters before being entitled to summer vacation. Undergraduate students must complete a minimum of thirty six (36) units per year, and graduate students in the master's program must complete thirty six (36) units per year.

University Catalog

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

Class Attendance

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

Classroom Conduct

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

Cheating And Plagiarism Policies

Cheating

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

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

Plagiarism

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

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof with appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as musical composition, computer program, photographs, painting drawing, sculpture, or research or the like as one's own.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the extent to which the faculty member considers the cheating or

plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course. Academic sanctions include:

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

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

Drug, Alcohol And Smoking Policies

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

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

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

Student Services

Student Advising

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

The scope of the academic advice includes:

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

New Student Orientation

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

Library Orientation

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

Job Placement Services

In order to assist its degree students, the University provides job placement assistance within the University and through its network affiliations with business related companies. Assistance in the preparation of a resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities. Students' personal resumes are maintained for alumni at their request. These services are provided at no cost to the students.

The University, however, does not guarantee employment nor a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

Tutorial Service

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

Housing Service

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

Student Handbook

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

Extra-Curricular Activities

The University provides a student lounge with lunch room, microwave, wireless internet in campus and quiet and comfortable studying area. Every quarter the University hosts a party for students, faculty, and staff to welcome new students and as a reunion for returning students.

Refusal Of Service

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

Library

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

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

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

Library Hours

The library is open 10am to 5pm, Monday through Friday, closed on Saturdays and Sundays.

Library hours may vary during the summer, between quarter, and on holidays. Hours will be posted in the library.

Academic Policy

Registration and enrollment

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

Enrollment Agreement

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

Add and Drop Policy

During the first two weeks of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). However, international students are required to enroll minimum 12 units to maintain valid F1 status.

A student who wishes to ADD a class must:

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

A student who wishes to DROP a class must:

1. Make a request to drop a class by completing an official Add/Drop Form.
2. Obtain the advisor's approval to drop any class appearing on your original Class Registration Form.

3. Submit the completed Add/Drop Request Form to Administration Office immediately.

Student Loads

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

Late registration

Students who have not completed registration by the last day of the registration period may enroll in courses during the first two weeks after classes begin upon paying a late registration fee of \$25. Students are not allowed to register after the end of the second week each quarter. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the Dean.

Minimum Required Units for Graduation

Program	Units
Associate of Art in Business Administration	90
Bachelor of Art in Business Administration	180
Master of Business Administration	60
MBA in International Business	72
MBA in Marketing	72
MBA in Finance	72
MBA in Hospitality Management	72
MBA in Information Technology	72
Master of Science in Information Technology	60
Doctoral of Business Administration	48

Attendance Policy

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

Student enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his absence. Students who miss twelve hours of class time or three consecutive classes during any regular quarter may be dropped from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed the instructor's satisfaction within a reasonable period of time, the student may continue with the class. Any student missing twelve hours of class time or three consecutive classes during the quarter will be reported to the Academic Dean by the Instructor. The Academic Dean will then initiate the process of counseling or dropping that student from the class.

Class Schedules

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

Grading System

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

Standard letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F) are used for both undergraduate and graduate degree programs only these letters are recorded on transcripts and in computing grade point averages (GPA).

CALIFORNIA AMERICAN UNIVERSITY CATALOG

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

Grade	Achievement Description	Grade Point
A	Outstanding	4
A-		3.67
B+		3.33
B	Good	3
B-		2.67
C+		2.33
C	Average	2
C-		1.67
D+		1.33
D	Below Average	1
F	Failure	0
I	Incomplete	N/A
W	Withdrawal	N/A

Unit of Credit

California American University academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours); one (1) clock hour equals 50-60 minutes.

Incomplete (I)

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of the course before the end of the quarter because of unforeseen circumstances

and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

To receive credit for the course, work must be finished within one quarter from the end of the quarter in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within one quarter and “F” will be posed on the transcripts. For a time extension due to unusual circumstances, a student may file a petition with the Academic Dean. A student receiving an Incomplete (I) may re-enroll in the course with the permission of the Academic Dean.

Withdrawal (W)

Student may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “F” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Enrollment Agreement.

Grade Point Average (GPA)

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

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

Foundation courses required for the graduate degree program are included in the GPA calculation.

Grade Changes

A grade of “F” (Failure) may be remedied by repeating the course. Any course with a grade of less than “C” may be repeated. Upon the recommendation of the Academic Dean, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be reported on transcript, but it will not be computed in GPA. All grades are final with the exception of those recorded through mechanical error or through an error in the calculation of a grade by an instructor. Otherwise, they will remain as reported on a student’s transcript. All requests for grade changes must be submitted to the Administration Office by the instructor within two weeks following the date of issuance of the grade in question. A grade must not be changed after a degree has been awarded.

Grade Report

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

Foundation courses

Foundation courses are required for those students with insufficient background in the chosen degree. Foundation courses are included in the calculation of the student’s GPA.

Standards of Satisfactory Progress

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

Maximum program length

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

CALIFORNIA AMERICAN UNIVERSITY CATALOG

Program	Required Units for Graduation	Maximum Time Frame (MTF)
Associate & Bachelor of Art in Business Administration	180	6
Master of Business Administration	60	3
MBA in Finance	72	3
MBA in Marketing	72	3
MBA in International Business	72	3
MBA in Hospitality Management	72	3
MBA in Information Technology	72	3
Doctoral of Business Administration	48	7

Academic Probation

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

Dismissal and Extended Enrollment

Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies at CAU in an extended enrollment status. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all cost incurred during this quarter. At the completion of this quarter, students who have established satisfactory progress according to the above tables may apply to the administration to return to a regular

student status. A meeting will be scheduled between the Academic Dean and the student applying for reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one quarter.

Mitigating Circumstances

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

Appeal

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

Readmission

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

Approved Leave of Absence

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Administration's Office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that can not be assigned a final grade. Leave of absences may not be granted during

a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

Transfer of Credit Policy

Students may transfer credits earned from another recognized institution after approval of the Academic Dean.

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

Maintain Full-Time Status

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

Leave of Absence

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

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

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

Non-Medical (Personal) Reasons

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

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

Medical Reasons

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

CALIFORNIA AMERICAN UNIVERSITY CATALOG

1. File a "request for Leave of Absence" form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed with the Admissions Office. If this length of time must be extended due to further medical reasons, the student in question and his/her physician/practitioner must file a new Request for Leave of Absence, indication in the appropriate place that this is an extension. There is no limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.
2. Receive approval for the Leave of Absence request from the Admissions Office.

Classification Of Students

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

Associate & Bachelor Degree Program

Graduate	A student who has been awarded the Bachelor's degree or a higher degree by a recognized institute
Senior	A student who has completed 135 units or more units
Junior	A student who has completed less than 35 units and more than 90 units
Sophomore	A student who has completed less than 90 unit and more than 45 units
Freshman	A student who has completed less than 45 units
Full-time	A student carrying 12 or more units
Part-time	A student carrying less than 12 units

Master's Degree Program

Graduate	A student who has been awarded the Master's degree or a higher degree by a recognized institute
Second Year	A student who has completed 30 units or more units
First Year	A student who has completed less than 30 units
Full-time	A student carrying 12 or more units

Part-time A student carrying less than 12 units

Program Length

The normal length of the Bachelor's degree programs is 16 quarters (four academic years). The normal length of the Master's degree at California American University is 8 quarters (two academic years).

Final Examinations

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

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of "incomplete" be assigned, and then follow the regulations for the removal of the "Incomplete" grade. No exceptions will be made to these regulations without the written approval of the instructor and the Academic Dean. All make-up finals will receive a letter grade corresponding to the score which is ten points lower than the numerical score achieved on the final.

Withdrawal From Classes

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

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

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

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

Withdrawal From The University

There are two ways to withdraw from the University:

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

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
2. Clear all outstanding debt/s with the University.
3. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form.

B. Students who fail to register two consecutive quarters, without the Academic Dean's approval, will be considered as automatically withdrawn from the University.

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

CALIFORNIA AMERICAN UNIVERSITY CATALOG

A student may withdraw from the University on or before the first day of instruction without any penalty. The student will be refunded the full amount of monies paid less \$300 application fee if he/she is a new student. For students who have completed 50% or less of the 10 weeks instruction period, the tuition will not be refunded.

Clearance For Graduation

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

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

All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduation students who intend to join their commencement must pay the graduation fee.

Academic Programs

Business Administration Programs

Associate Of Arts in Business Administration (AA)

Associate of Arts in Business Administration Goals

The purpose of the AA in Business Administration is:

To provide the student with the essential knowledge of Business Administration for self-improvement and professional growth through selected business courses; and 2) to provide the student with a broad general education in the areas of humanities, natural sciences, social studies and mathematics.

To earn the AA degree at California American University a student must complete the following twenty-three prescribed courses for a total of 90 units of credit. Up to 67 quarter-unit credits earned at other institutions may be transferred upon approval of the Chief Academic Officer.

General Education Requirements for Associate of Arts in Business Administration (62-Quarter Units)

ENGLISH COMMUNICATION

ENG 101	Written Communications 1	4 Units
ENG 201	Expository Writing 1	4 Units
PHIL 150	Critical Thinking	4 Units
SPCH 150	Oral Communication 1	2 Units

MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

MATH 101	College Algebra	4 Units
MATH 103	Math for Business and Economics	4 Units

CALIFORNIA AMERICAN UNIVERSITY CATALOG

ARTS AND HUMANTIES

ART 101	History of Western Art	4 Units
PHIL 151	Philosophy of Knowledge, Ideas, & Human Values	4 Units
PHYSICS 101	Introduction to Physics	4 Units

SOCIAL AND BEHAVIORAL SCIENCES

HIST 101	United States Civilization	4 Units
POLS 155	Political Science 1	4 Units
SOC 103	Sociology 1	4 Units
PSYC 101	Psychology 1	4 Units

PHYSICAL AND BIOLOGICAL SCIENCES

GEOG 101	Physical Geography	4 Units
BIO 155	Biology 1	4 Units
BIO 156	Biology 2	4 Units

**Business Education Requirements for AA in Business Administration
(28 Quarter Units)**

ACCT 201	Accounting 1	4 Units
ACCT 202	Accounting 2	4 Units
ECON 181	Economics 1	4 Units
FIN 207	Business Finance 1	4 Units
LAW 101	Foundations of Business Law	4 Units
MGT 191	Management 1	4 Units
MIS 111	Management Computer Systems	4 Units

Bachelor Of Arts In Business Administration (BA)

Bachelor of Arts in Business Administration Goals

The objective of the Bachelor of Arts degree in Business Administration is to: 1) provide students with the essential knowledge and skills necessary to understand and function effectively in business organizations; 2) familiarize students with the fundamental aspects of theoretical and applied knowledge of business and 3) enable students to integrate formal learning with practical knowledge for personal and professional growth. The Bachelor degree requires the successful completion of a total of 180-quarter units of study.

To acquire the degree of Bachelor of Arts in Business Administration, a California American University student, in addition to having successfully completed the class and unit requirements for an Associate of Arts Degree (as listed in the previous section) or its equivalent, must successfully complete the following courses. A student may transfer a maximum of 132-quarter units. A maximum of 62-quarter units may be general education units taken from courses in general education from science, social science, English, humanities, etc. General education units may be transferred from accredited schools, colleges, and universities upon petition of and approval from the Chief Academic Officer of CAU. The transferred units may be applied to the total unit requirement of the Bachelor's degree.

Bachelor of Arts in Business Administration

Required Upper Division Courses		(90 Quarter Units)
BA 301	Principals of Marketing	4 Units
BA 302	Applied Business and Economic Statistics	4 Units
BA 303	Production and Operations Management	4 Units
BA 304	Business Finance	4 Units
BA 305	Business Responsibilities in Society	4 Units
BA 306	Money, Banking and the Economy	4 Units
BA 307	Economics of the Business Firm	4 Units
BA 308	Managerial Accounting	4 Units
BA 309	Management Information Systems	4 Units
BA 401	Management Theory and Practice	4 Units
BA 402	Management and Organization Theory	4 Units
BA 403	Integrated Decision Making-Business	4 Units
BA 404	Comparative Management	4 Units
BA 405	Business Communications	4 Units

CALIFORNIA AMERICAN UNIVERSITY CATALOG

MATH 301	Quantitative Methods in Business	4 Units
ENG 301	Expository Writing II	4 Units
ENG 302	Communication Theory	2 Units
IBA 401	International Business	4 Units
IBA 402	International Marketing Management	4 Units
IBA 403	Principals of International Economics	4 Units
IBA 404	Import-Export Management	4 Units
IBA 405	Multinational Financial Management	4 Units
IBA 406	Public-Relations Methods for Multinational Bus.	4 Units

UNDERGRADUATE LOWER DIVISION COURSE DESCRIPTIONS

All courses are 4 quarter Units unless otherwise noted.

ENGL 101 Written Communication 1

This course will introduce students to the strategies of personal writing in a multicultural context. Student written essays and other writings are reviewed and critiqued.

ENGL 201 Expository Writing 1

Introduces students to academic discourse in the liberal arts. Especially valuable for students interested in ground rules of academic inquiry and exchange in English writing that might not be commonplace consideration in their first language processes of social interaction ages.

PHIL 150 Critical Thinking

This course will introduce students to the application of the theory of logic to oral and written argument. Student oral and written presentations are reviewed and critiqued.

SPCH 150 Oral Communication 1

This course will introduce students to the theories and techniques of oral presentation in a business context. Student oral presentations are reviewed and critiqued.

MATH 101 College Algebra

Prerequisite(s): none. Basic algebra, linear functions and equations, quadratic functions and equations, operations with functions. This course is not intended to meet any mathematics or physical science requirement and is intended for students who plan to major in business.

MATH 103 Mathematics for Business and Economics

Prerequisite(s): MATH 101 or its equivalent. Application of algebra, geometry, and trigonometry to the solutions of common business problems.

ART 101 HISTORY OF WESTERN ART

Survey of the history of architecture, sculpture, painting and the minor arts representative of prehistoric, ancient, classical and medieval periods of Western civilizations.

PHIL 151 Philosophy of Knowledge, Ideas, and Human Values

An examination of the major philosophical views regarding reality, knowledge, belief, human nature, ethics, social philosophy, and theories of knowledge. Course covers critical reasoning skills and their application as well as the formal theory of logically correct reasoning.

PHYSICS 101 Introduction to Physics

This is a non-calculus based introductory course in Physics. It will focus on sound, electricity, magnetism, light, and optics. Knowledge of trigonometry, algebra, and geometry is expected.

HIST 101 United States Civilization

An examination of the historical development of the culture and social structure of American society from the first settlers through the information age. The essential concepts and theories relating to the study of man as a socio-political being and participant in groups and society; analysis of cultural development, processes of social interaction, and development of social institutions. Cultural values, shared beliefs, key institutions, community patterns, and systems of inequality, will be prominent topics. Cultural values, shared beliefs, key institutions, community patterns, and systems of inequality, will be prominent topics.

POLS 155 Political Science 1

Introduction to the structures and processes of political institutions in major types of political systems, including parliamentary systems, the countries of the former Soviet Bloc system, and systems in developing countries.

SOC 103 Sociology 1

A comparative analysis of the historical and evolutionary development of basic human groups and social structures.

PSYC 101 Psychology 1

An introduction to the basic scientific logic facts, theories, and principles of psychology, including the study of human motivation, learning, emotion, perception, thought, intelligence, and personality.

GEOG 101 Physical Geography

Basic physical elements of geography (especially climate, landforms, soils, and natural vegetation), and their integrated patterns of world distribution.

BIOL 155 Biology 1

An introduction to the biology of vertebrate animals (primarily terrestrial). Topics will include some aspects of the systematic, distribution, morphology, behavior and ecology of amphibians, reptiles, birds and mammals. The course is open only to non-biology majors.

BIOL 156 Biology 2

Introduction to the structural characteristics of the human body and the interrelationships among its systems. Clinical terminology and applications stressed.

ACCT 201 Accounting 1

Study of the concepts and techniques for measurement and communication of financial information. An introduction to accounting theory and practice as related to the single proprietorship, with emphasis on service and merchandising transaction analysis, and recording and summarizing procedures used in preparing various financial statements.

ACCT 202 Accounting 2

CALIFORNIA AMERICAN UNIVERSITY CATALOG

Prerequisite(s): ACCT 201 or equivalent. Continuation of study of accounting principles with emphasis on partnerships and corporations. Topics include stock and bond issuances, present value concept as related to accounting, introduction to consolidation and intercompany investments, special financial statements and financial statement analysis, and partnership formation and liquidation.

ECON 181 Economics 1

Applications of economic analysis to problems of management, especially of capital. Emphasis on microeconomic analysis, production economics and cost analysis.

FIN 207 Business Finance 1

Covers the foundation materials for both corporate financial management, and investment and portfolio analysis. Topics covered include time value of money, capital budgeting, capital structure, dividend policy, portfolio theory, CAPM, and market efficiency.

LAW 101 Foundations of Business Law

Law studied as an integral part of the business environment, a process derived from and changing with the larger society. Areas covered include contracts, torts, agency, partnerships, corporations, and bankruptcy.

MGT 191 Management 1

Analysis of the management function and process with emphasis on the decision-making environment; interpersonal and intergroup processes and relationships in organizations are covered.

MIS 111 Management Computer Systems

MATH 101 or its equivalent. Study of the concepts and techniques in the design and implementation of business computer systems within companies' operating environments. The emphasis will be on the effects of the computer on these systems.

UNDERGRADUATE UPPER DIVISION COURSE DESCRIPTIONS

BA 301 Principles of Marketing

Prerequisite(s): upper-division standing or consent of instructor. An introduction to the role of marketing in society with emphasis on concepts, marketing methods and institutions.

BA 302 Applied Business and Economic Statistics

Prerequisite(s): Math 301 or its equivalent; upper-division standing. Survey of deterministic and probabilistic models for decision-making: linear programming and extensions, networks, dynamic programming, decision trees, queuing models, and simulation. Uses of these models in decision-making are discussed. Use of the computer is emphasized.

BA 303 Production and Operations Management

Prerequisite(s): BA 302 or equivalent. Deals with the issues of design and control of production systems in manufacturing and service organizations. Covers product and process selection, capacity planning, location and layout design, project and job scheduling, inventory control, material planning, and quality control.

BA 304 Business Finance

Prerequisite(s): Managerial Accounting; upper-division standing; recommended. Covers the foundation materials for both corporate financial management, and investment and portfolio analysis. Topics covered include time value of money, capital budgeting, capital structure, dividend policy, portfolio theory, CAPM, and market efficiency.

BA 305 Business Responsibilities in Society

Historical and cultural analysis of modern industry, the social structure of labor--management relations, industry's community role. The behavior of intendedly rational organizations.

BA306 Money, Banking and the Economy

This course will explicate the role of commercial and investment banking in the US and world economy. Application of macroeconomic analysis to problems of management, particularly as they relate to the relationship of the firm to the financial (money and capital) markets.

BA307 Economics of the Business Firm

Prerequisite(s): BA 306. A study of the organization and structure of the American commercial and industrial system with emphasis on microeconomic theory and its application to the individual firm, a firm's production and pricing behavior and policies, its market structure and public policies regulating or influencing its market behavior.

BA 308 Managerial Accounting

Study of the concepts and techniques for measurement and communication of financial information. An introduction to accounting theory and practice as related to the single proprietorship, with emphasis on service and merchandising transaction analysis, and recording and summarizing procedures used in preparing various financial statements.

BA 309 Management Information Systems

Prerequisite(s): BA302 or its equivalent. Topics covered include computer hardware and software, business data processing, databases, telecommunications, systems analysis and design, cost-benefit analysis, and systems applications in business. Programming assignment (Pascal or BASIC) and use of spreadsheet are required.

BA 401 Management Theory and Practice

Prerequisite: senior standing. An integrative course which provides an understanding of modern management theory, commencing with scientific management. Comparative analysis of scientific management, administrative management theory, the behavioral management theory,

CALIFORNIA AMERICAN UNIVERSITY CATALOG

management science theory, the organization-environment theory, and contingency management. Focus on the management cycle, including detailed discussions of the planning, organizing, coordinating, directing, and controlling functions of management. Teamwork and case studies are emphasized.

BA 402 Management and Organization Theory

This course is designed to integrate the various functional areas of management, including organizational behavior, operations management and leadership in order to comprehensively develop mid and long term strategic direction.

BA 403 Integrated Decision Making-Business

Focuses on creativity in business, which has been applied to product and process development, of the organizations to improve strategic decision making. Cases, and other exercises will be used to help students develop creative strategic thinking and decision-making skills.

BA 404 Comparative Management

Prerequisite: senior standing. An integrative course which provides an understanding of how organizations are managed in different industrial and public sectors and in different societies and cultures. Teamwork and case studies are emphasized.

BA 405 Business Communications

A detailed study of business communication. Includes analysis and practice in writing a variety of messages used to communicate in business and industry.

MATH 301 Quantitative Methods in Business

Prerequisite(s): Completion of required Lower Division courses in Math or a sufficiently high test score on the Mathematical Analysis Examination, as determined by the Dean. A study of proportions, inequalities, absolute value, functions, graphing, logarithms, linear and nonlinear equations, basic geometrical patterns and equations, elementary trigonometry, and other fundamental concepts of mathematics as they relate to the conduct of business.

ENGL 301 Expository Writing 2

Prerequisite(s): fulfillment of required Lower Division courses in English or consent of Academic Dean. Introduces students to academic discourse in the liberal arts. Especially valuable for bilingual students interested in ground rules of academic inquiry and exchange in English writing that might not be commonplace consideration in their first languages.

ENGL 302 Communication Theory

Prerequisite(s): fulfillment of required Lower Division courses in English or consent of Academic Dean. Introduces students to theories of oral and written communication. Focus is on English as a second language. Especially valuable for bilingual students who wish to improve their oral and written communication skills.

IBA 401 International Business

CALIFORNIA AMERICAN UNIVERSITY CATALOG

Prerequisite(s): BA 404 or equivalent and upper-division standing. A survey of international business organizations, with an emphasis on the dramatic internationalization of markets. Focus on the reasons why international business differs from domestic business and the different approaches to dealing with international markets. Teamwork and case studies are emphasized.

IBA 402 International Marketing Management

Prerequisite(s): IBA 401 or equivalent and upper-division standing. An introduction to the role of marketing offshore, with emphasis on concepts, marketing methods, and institutions. Teamwork and case studies are emphasized.

IBA 403 Principles of International Economics

Prerequisite(s): IBA 401 or equivalent and upper-division standing. Application of international macroeconomic analysis to problems of management particularly as they relate to the firm involved in exporting or importing good and services. Teamwork and case studies are emphasized.

IBA 404 Import-Export Management

Prerequisite(s): IBA 401 or equivalent and upper-division standing. Focus on the international trade structure, including the World Trade Organization, NAFTA, EEU, and the General Agreement on Tariffs and Trade (GATT). The course will analyze and discuss the rules, regulations, and laws relating to the importing and exporting of goods and services. The roles of the US Department of Commerce/ITA in promoting exports and the Customs Bureau in the importing process will be covered. Teamwork and case studies are emphasized.

IBA 405 Multinational Financial Management

Prerequisite(s): BA 304 and 401 or equivalent and upper-division standing. A survey of international financial institutions and the financial factors that affect the modern multinational corporation with emphasis on exchange rate and portfolio risk. Teamwork and case studies are emphasized.

IBA 406 Public-Relations Methods for Multinational Business

Prerequisite(s): BA 304 or equivalent and upper-division standing. A survey of public-relations strategies and methods as they affect the modern multinational corporation, with emphasis on strategies designed to minimize business risk and increase organizational image and reputation. Teamwork and case studies are emphasized.

Master Of Business Administration Program (MBA)

Masters of Business Administration Program Goals

The purpose of the Masters in Business Administration degree program is to: 1) provide advanced knowledge and skills in selected business management areas; 2) allow for practical experience in application of skills with the overall operation of an organization; and 3) provide a comprehensive foundation for the analysis and evaluation of data business decisions in a changing world.

California American University is dedicated to the education of working adults. Its professors are educator-practitioners who have significant experience in administration, management, and leadership in the business world and know how to communicate requisite knowledge to students. California American University presents students with an overview of modern American management theory and practice in each of the key areas of managerial responsibility. The objective is to assist each student in integrating formal academic learning with the student's job experience and career goals in order to enable each student to obtain the maximum possible educational benefit and personal growth. As the world transitions to the 21st century, business and government leaders increasingly seek way to provide for the leadership needs of the 21st century workforce. The need for skilled and adaptable management professionals is higher than ever before.

MBA Course Requirements

The MBA Program is designed to enable working professionals to study areas relevant to their own personal career orientation and professional objectives and earn an MBA degree. It requires students to complete 60-quarter units of graduate coursework. A student must complete the required core courses and can select three classes from the electives listed for individual professional purposes. Five areas of emphasis are offered; MBA Emphases are offered in: International Business; Marketing; Finance; Hospitality Management; and Information Technology.

MASTER OF BUSINESS ADMINISTRATION (MBA)

MBA Required Core Courses

(60 Quarter Units)

MGT 511	Operations Management	4 Units
MGT 520	Legal & Ethical Decisions	4 Units
MGT 535	Organizational Behavior and Development	4 Units
MGT 603	Project Management	4 Units
MKT 614	Global Marketing Management	4 Units
FIN 621	Financial Analysis and Strategies	4 Units
MGT 625	Information Management for Leaders	4 Units
MGT 630	Human Resource Development	4 Units
ECO 633	Economics for Managerial Decision-Making	4 Units
IB 640	International Business Strategy and Planning	4 Units
MGT 655	Change & Innovation in Organizations	4 Units
MGT 665	Risk and Conflict Management	4 Units
MGT 677	Organizational Leadership	4 Units
MGT 682	Current Issues in Business Environment	4 Units
MGT 695	Strategic Planning and Management	4 Units

The objective of the MBA with emphasis in Management is to increase the knowledge and abilities of the student to effectively manage business organizations, enhance the student's capability to manage change in the technological business environment, and prepare professionals for more advanced study.

MBA in International Business Emphasis

(12 Quarter Units)

IM 601	International Business and Trade Law	4 Units
IM 605	International Finance	4 Units
IM 621	International Business Strategy	4 Units

The objective of the MBA with emphasis in Marketing is to increase professional knowledge and ability; enhance the skills of those working in the field of marketing, advertising, public relations etc. and develop increased sophistication relative to marketing decisions, and prepare students to study at advanced levels.

MBA in Marketing Emphasis

(12 Quarter Units)

MM 601	International Sales Management	4 Units
MM 605	Mass Marketing Communications	4 Units
MM 621	International Marketing and Strategy	4 Units

The objective of the MBA with an emphasis in Finance is to increase the students' general knowledge of finance and its role in business; specifically, in the planning and decision making process; enhance the students analytical skills in finance, and increase their effectiveness in financial decision making; prepare professionals to study finance at advanced level.

MBA in Finance Emphasis		(12 Quarter Units)
FIN 601	International Finance	4 Units
FIN 605	International Finance Strategies	4 Units
FIN 621	Financial Institutions and Markets	4 Units

The objectives of the MBA with an emphasis in Hospitality Management is to increase the student's knowledge of the elements of the business of the hospitality industry; enhance the conceptual and analytical skills of students serving as professional managers in hospitality organizations; enhance the student's capability to effectively manage within the hospitality industry, and assist students of the hospitality industry to study at more advanced levels.

MBA in Hospitality Management Emphasis		(12 Quarter Units)
HM 621	Hospitality Management	4 Units
HM 622	International Hospitality: Strategic Planning and Marketing	4 Units
HM 623	Advanced Topics in Hospitality Management	4 Units

The objectives of the MBA with an emphasis in Information Technology are paired both theoretically and sequentially with learning goals and assessments integrated throughout the entire program. The culminating experience of the practicum and project will be linked together to provide a practical application setting with a supporting theoretical and research framework.

MBA in Information Technology Emphasis		(12 Quarter Units)
MIT 521	Integrated Data Management	4 Units
MIT 522	Information Networks	4 Units
MIT 523	Systems Planning and Implementation	4 Units

MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

All courses are 4 Quarter Units unless otherwise noted.

MBA Required Core Courses

MGT 511 Operations Management

This course provides an overview of the operations management. Topics include production and operations planning, materials management, environmental health and safety, and quality management.

MGT 520 Legal & Ethical Decisions

This course is an exploration of values and ethics in today's business environment. Emphasis is placed on the legal and ethical issues arising in the global business environment.

MGT 535 Organizational Behavior and Development

This course explains organizational behavior on the individual, work group and organization-wide levels by introducing contemporary theories of organizations. Emphasis is placed on techniques of analyzing and solving organizational problems and developing positive organizational cultures.

MGT 603 Project Management

Studies how project plan inputs are accurately gathered, integrated and documented; the tools and techniques used in project planning; and the outputs of a project plan to viable stakeholders. Evaluate the development of project scope, work breakdown structures, and the importance of quality, risk and contingency management in planning development.

MKT 614 Global Marketing Management

An in-depth examination of marketing environments and the impact marketing activities have on organizational operations in competitive, global, multicultural business settings; the course discusses international frameworks of the fundamental marketing functions. It explores and analyzes modern marketing problems and solutions.

FIN 621 Financial Analysis and Strategies

The course explores financial theory and financial decision models necessary for handling complex problems. Major emphasis is on the management of assets. Topical coverage includes financial analysis, planning and control, financial forecasting, valuation, risk-return, capital budgeting, and investment under uncertainty.

MGT 625 Information Management for Leaders

This course focuses on the strategic role of information technology in organizations. Topics include the use of information as an organizational resource; integration of information into the vision, mission, goals, practices of organizations, and analysis of information to accomplish

competitive advantage. Emphasis is placed on the skills needed in storing, updating, retrieving information and business forecasting.

MGT 630 Human Resource Development

This course includes human resource planning; selection and placement; training and development; compensation and benefits; employee and labor relations, and management practices.

ECO 633 Economics for Managerial Decision-Making

In this course, students study market structure and theory as they relate to managers in a variety of decision-making environments. This course covers the use of mathematical and economic decision-making tools for determining optimal levels of output, resource usage, and capacity planning.

IB 640 International Business Strategy and Planning

This course provides essential components of international business and the environments in which it is conducted. It examines theory and practice of elements that comprise the international environment within the global marketplace. The inner-workings of international business operations through the study of key issues facing international businesses are emphasized.

MGT 655 Change & Innovation in Organizations

This course analyzes today's business environment and the pervasiveness of change. Course topics focus on different changes, organizational redesign, and the essential skills necessary for leaders to initiate corporate and organization transformations, mergers and acquisitions. Students strengthen the skills and strategies necessary to initiate and implement change within organizations.

MGT 665 Risk and Conflict Management

This course includes an interdisciplinary introduction to conflict, sources of conflict, and conflict theory. It is intended to help student better protect and enhance shareholder value through value-focused enterprise risk management. Students will learn to identify risk and conflict exposure, develop ways to manage risk, and delineate clear roles for the board, senior executives, chief risk officers, line executives, and risk management staff.

MGT 677 Organizational Leadership

Analyzes leadership styles with an emphasis on what constitutes effective leadership given the organization and its context. Focuses on how leaders emerge and assume responsibility within learning organizations while assessing leadership styles, values, and skills for empowering individuals as they confront organizational challenges.

MGT 682 Current Issues in Business Environment

This course explores the social, political, economic, legal, and moral factors that are an integral part of business today, and responses of business to these contemporary trends and challenges. Topics may include the new social contract, employer-employee relations, diversity,

CALIFORNIA AMERICAN UNIVERSITY CATALOG

consumerism, ecology, technology, media, community, global challenges, public policy, corporate ethics programs, and stakeholder management.

MGT 695 Strategic Planning and Management

Analysis, development, and implementation of competitive strategies by private enterprises. Focus is on creation and maintenance of competitive advantage in domestic and global industries.

MBA in International Business Emphasis

IM 601 International Business and Trade Law

Course covers the international legal environment in which multinational firms operate. Selected topics include treaties and laws, government policies, resolution of legal disputes, regulation of competition, enforcement of property rights and issues involving ethical responsibilities.

IM 605 International Finance

This course covers the international aspects of corporate finance and investing. Balance of payments, foreign exchange, exchange rate determination, exchange risk, arbitrage and international money and capital markets will be explored.

IM 621 International Business Strategy

This course explores the development, application and execution of business strategy from a global perspective. The development process and the reformulation of strategy to meet the demands of globalization are covered and students are given the opportunity to apply strategic planning tools and techniques to a focus area of their choice.

MBA in Marketing Emphasis

MM 601 International Sales Management

Course covers managing the sales force, sales analysis, forecasting techniques, account and territory management, negotiations, the use of the Personal Computer in the sales marketing function with a global orientation.

MM 605 Mass Marketing Communications

This course provides an overview of the practices of advertising. Social and economic importance of advertising and its relationship to modern business organization, importance of advertising plans, preparation of ads, copy and layout, media planning and application of information technology.

MM 621 International Marketing Strategies

This course provides an overview of marketing systems and marketing operations in various countries and multinational marketing groups. In depth international marketing studies, the formulation of appropriate strategies and the impact of foreign environments are emphasized.

MBA in Finance Emphasis

FIN 601 International Finance

This course covers the international aspects of corporate finance and investing. Balance of payments, foreign exchange, exchange rate determination, exchange risk, arbitrage and international money and capital markets will be explored in relationship to opportunities, problems, and options they present to corporate financial management.

FIN 605 International Finance Strategies

This course covers advanced issues regarding corporate and business financial strategies relative to cash management and investments in the international marketplace.

FIN 621 Financial Institutions and Markets

This course examines the nature and role of financial institutions in the economy, money and capital markets, the Federal Reserve System, commercial banks, savings and loans, pension funds and insurance companies, investment banking syndication under-writing and distribution of securities.

MBA in Hospitality Management Emphasis

HM 621 Hospitality Management

Attention is focused on the structure and financial performance of the hospitality industry. This includes hotels and resorts, restaurants, tourism enterprises, institutions, and institutional food service, clubs and related operations. Special emphasis is placed on the foodservice industry in hotel management. Research of the current literature, field trips, class analysis, and discussion are included.

HM 622 International Hospitality: Strategic Planning & Marketing

This course covers the planning, policy and strategy formation and implementation in the hospitality industry from the perspective of top-level management. Attention is given to the internal and external forces affecting the achievement of organizational objectives. The course also analyzes the application of marketing principles and techniques to the hospitality industry. Emphasis is placed on understanding consumer behavior in order to provide perceived value, create consumer satisfaction and achieve organizational financial objectives.

HM 623 Advanced Topics in Hospitality Management

Current issues and new laws and their impact on the hospitality industry are examined. Students research current political, social, economic, and legal issues and problems and explore the impact of those issues on the hospitality industry. Current topics of interest to the students will be discussed.

MBA in Information Technology Emphasis

MIT 521 - Integrated Data Management

Addresses topical issues and methodologies regarding the management of information/data within organizations, including organizational issues, data interdependence, integrity, security, and access.

MIT 522 - Information Networks

Includes network architectures, distributed networks, technology options, capacity planning, and implementation.

MIT 523 - Systems Planning and Implementation

Covers strategizing, planning, developing, and implementing information systems in organizations.

Doctoral Program In Business Administration (DBA)

Globalization represents a revolutionary integration of capital, technology and information across national borders in a way that is creating a single global market and, to some degree, a global village. While globalization is of greatest concern to businesses and agencies working transnationally, globalization trends affect all businesses whether or not they are truly global. The Doctorate in Business Administration in Global Management (DBA/GM) is a professional doctorate designed for the sophisticated manager with extensive work experience seeking advanced instruction in issues related to globalization. Through a capstone doctoral project the student is given the opportunity to integrate and synthesize the knowledge gained in the program and apply it in solving real-world problems created by globalization. The program provides the specialized knowledge and skills necessary to manage successfully in a rapidly changing, multicultural and multinational environment.

Students in this program are expected to be highly motivated, disciplined, self-starters. The capstone of the DBA program is the successful completion of a project that adds new thinking and knowledge to the understanding of the globalization phenomenon and applies that thinking to a specific company, economic sector, country, or region of the world.

Doctor of Business Administration in Global Management Goals:

The purpose of the Doctor of Business Administration in Global Management is: 1) to provide sound knowledge of globalization concepts from the perspective of all business management disciplines; 2) to provide knowledge and skills related to working effectively in the multicultural, multinational, business world that globalization is creating; and 3) to provide an opportunity for making a contribution to the globalization knowledge base through completion of the required doctoral project.

Doctor of Business Administration in Global Management Course Requirements:

The program requires the student to successfully complete 48-quarter units of advanced graduate coursework in business management. The doctoral program is framed by an introductory course in globalization and the doctoral project. Within this framework student instruction and study ranges from a broad overview of the phenomenon of globalization, through advanced course work in a range of business disciplines concluding with the doctoral project. The student is expected to maintain a minimum of a “B” (3.00) average in all courses. Any single course in which the student receives less than a “B” (3.00) Grade must be repeated. Students must

CALIFORNIA AMERICAN UNIVERSITY CATALOG

maintain a 3.00 cumulative grade point average. Students with a cumulative grade point average below 3.00 for two consecutive quarters will be placed on probation or dismissed.

DBA	Core Courses	(48 Quarter Units)
DBA 701	The Globalization Process	4 Units
DBA 702	Global Executive Leadership	4 Units
DBA 703	Global Business Strategy and Management	4 Units
DBA 704	International Business and Trade Law	4 Units
DBA 705	Negotiating Across Cultures	4 Units
DBA 706	Global Marketing	4 Units
DBA 707	Global Economics and Finance	4 Units
DBA 708	International Information Technology Management	4 Units
DBA 709	Global Business Operations	4 Units
DBA 710	International Human Resource Management	4 Units
DBA 711	Doctoral Research Design	4 Units
DBA 712	Doctoral Research Project	4 Units

DOCTORAL OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

DBA 701 The Globalization Process

This course sets the stage for the entire doctoral program. It provides an overview of the phenomenon of globalization and investigates its history. The impact of globalization on countries and individual businesses will be discussed. Key drivers for the globalization process technology, global capitalism, global finance, etc. are reviewed. Students are expected to formulate an individual professional development plan which will position them for future executive leadership positions in public and private sector global enterprises and will provide a strategy for their graduate academic pursuits.

DBA 702 Global Executive Leadership

Leadership has traditionally been defined as establishing a future vision and influencing others to achieve that vision. This course tests this view against the requirements of international and cross-cultural business. Alternative models of leadership are proposed and discussed. The course also provides a “hands-on” interpersonal experience to give each student the opportunity to assess and be assessed in situations that call for leadership.

DBA 703 Global Business Strategy and Management

This course explores the development, application and execution of business strategy and the international management practices required. Globalization is not taken simply as an external force impacting company strategy but as a requirement for reformulating strategy and the entire strategy making process. Students are given the opportunity to apply strategic planning tools and techniques to an area of their own choosing.

The use of teams, employee recognition practices, and the shifting role of the middle manager and management development programs. The course builds a model of the effective manager in an international context with particular emphasis on identifying and developing key strategies and competencies. The challenges in selecting and developing effective expatriate managers are also examined.

DBA 704 International Business and Trade Law

This course reviews how the legal systems in various countries impact how business is conducted in those countries as well as how international trade is managed. Trade, licensing, investment and copyright laws are addressed. The course focuses on how legal issues impact the individual manager from a practical perspective.

DBA 705 Negotiating Across Cultures

Negotiating skills are critical to success in today's globalized work environment. This skill-building course provides participants with models and practices of effective negotiating. Cross-cultural and international negotiations are covered in detail.

Focus on cross-cultural issues and the skills necessary for managers to deal with in international business and government. Emphasis is placed on cultural aspects of verbal and non-verbal communication as well as on cultural expectations about management.

DBA 706 Global Marketing

This course is designed to develop marketing concepts and skills in a global context the course focuses on international marketing theory and practice from the general manager's perspective. It also addresses the kinds of things businesses need to do to respond to constantly shifting world-marketing requirements. The course also addresses applying marketing tools and research in an international context.

DBA707 Global Economics and Finance

This course examines the international financial environment and the role of financial markets in the operation of businesses worldwide. International financial practices and standards are addressed. The course provides an overview of international banking. The anonymous transnational, homogenizing, standardizing market forces that make up today's globalized

economic system are covered as is international trade policy and practice. The impact of multifarious factors on the international economic environment including shifting national borders, the spread of global capitalism, and interlinked exchange rates is explored.

DBA 708 International Information Technology Management

This course addresses the use of technology in developed and developing countries. The application of technology as a tactical and strategic competitive advantage will be reviewed. Specific transnational issues in adopting and using technology will be addressed including cross-cultural views of technology; the impact of infrastructure on technology; and the acquisition and implementation of complex information technology projects in various countries.

DBA 709 Global Business Operations

This course explores the factors that influence international businesses in selecting, establishing and operating a manufacturing or service business effectively. These factors include: workforce selection and training, identifying and satisfying logistical requirements, work process design, meeting regulatory requirements, and total quality improvement. The course emphasizes the need to think globally, and take international factors into account, when it comes to the operations of any business.

DBA 710 International Human Resource Management

This course addresses core human resource (HR) management areas such as staffing, training, compensation, and labor relations in the context of doing business on a global scale. Trends in HR management are explored, especially in the international context. The requirements for effective HR management to create ultimate success of the enterprise are examined.

DBA 711 Doctoral Research Design

This course prepares the student for accomplishing the capstone Doctoral Research Project by introducing the theory and practice of business oriented inquiry. Emphasis is placed on research design, modes of observation, techniques of analysis, the social and ethical contexts of research and the uses of research. Important techniques useful in empirical research such as sampling, regression analysis, factor analysis, discriminant analysis, and cluster analysis will be presented. Students will utilize contemporary statistical software in their research endeavors. Appropriate use of the APA Style Manual guidelines will also be included. Students will be guided in topical development and will select appropriate research strategies for their Doctoral Research Project.

DBA 712 Doctoral Research Project

Students register for this course while they are working on their capstone Doctoral Research Project. The course provides individual faculty mentoring to the student while they continue the process of completing their project. The student must have an approved and finalized project

CALIFORNIA AMERICAN UNIVERSITY CATALOG

topic before enrolling in this course. Faculty advisors will be selected on the basis of their formal academic expertise as well as their relevant professional experience in related global enterprises. The Doctoral Research Project provides the student with a unique opportunity to demonstrate mastery of theoretical and applied aspects of global business development and operational management within the context of the evolving international business environment. The student must have an approved and finalized project topic before enrolling in this course. The ultimate outcome of this research endeavor will be a manuscript suitable for publication.

Management Of Science In Information Technology Program

Master Of Science In Information Technology (MSIT)

Master of Science in Information Technology Goals:

Information technology will continue to be a driving force for increased productivity and improved quality of life in the 21st century.

The purpose of the Master of Science in Information Technology is to: 1) provides advanced knowledge and skills in information technology and relate that knowledge and skills to core business theory; 2) provide students with a balance between theoretical concepts and their hands-on application to the design, development, and implementation of information systems.

MSIT Course Requirements:

The Master of Science in Information Technology program requires students to complete 60-quarter hours in business and Information Technology courses.

MSIT Program Structure

The MSIT program consists of the following courses:

1. Core IT Courses – Must complete 20 Information Technology units.
2. Business Management Courses – Must complete 40 business management units.

Information Technology Core Courses – 20 Units (5 courses) are required

MIT 521	Integrated Data Management	4 Units
MIT 522	Information Networks	4 Units
MIT 523	Systems Planning and Implementation	4 Units
MIT 524	E-Business	4 Units
MIT 525	Management Support Systems	4 Units

Business Management Courses - 40 units (10 courses) are required from the following list:

MGT 511	Operations Management	4 Units
MGT 520	Legal & Ethical Decisions	4 Units
MGT 535	Organizational Behavior and Development	4 Units
MGT 603	Project Management	4 Units
MKT 614	Global Marketing Management	4 Units
FIN 621	Financial Analysis and Strategies	4 Units
MGT 625	Information Management for Leaders	4 Units
MGT 630	Human Resource Development	4 Units
ECO 633	Economics for Managerial Decision-Making	4 Units
IB 640	International Business Strategy and Planning	4 Units
MGT 655	Change & Innovation in Organizations	4 Units
MGT 665	Risk and Conflict Management	4 Units
MGT 677	Organizational Leadership	4 Units
MGT 682	Current Issues in Business Environment	4 Units
MGT 695	Strategic Planning and Management	4 Units

Course Descripts:

MIT 521 Integrated Data Management

Addresses topical issues and methodologies regarding the management of information/data within organizations, including organizational issues, data interdependence, integrity, security, and access.

MIT 522 Information Networks

Includes network architectures, distributed networks, technology options, capacity planning, and implementation.

MIT 523 Systems Planning and Implementation

Covers strategizing, planning, developing, and implementing information systems in organizations.

MIT 524 E-Business

Addresses the role of information technology in business commerce. Includes proprietary vs. ubiquitous networks, internet vs. intranet, transactional security, and impact on various industries. Not challengeable.

MIT 525 Management Support Systems

Addresses the role of management support systems in decision-making within organizations. Includes decision support systems, expert systems, and neural networks.

CALIFORNIA AMERICAN UNIVERSITY CATALOG

MGT 511 Operations Management

This course provides an overview of the operations management. Topics include production and operations planning, materials management, environmental health and safety, and quality management.

MGT 520 Legal & Ethical Decisions

This course is an exploration of values and ethics in today's business environment. Emphasis is placed on the legal and ethical issues arising in the global business environment.

MGT 535 Organizational Behavior and Development

This course explains organizational behavior on the individual, work group and organization-wide levels by introducing contemporary theories of organizations. Emphasis is placed on techniques of analyzing and solving organizational problems and developing positive organizational cultures.

MGT 603 Project Management

Studies how project plan inputs are accurately gathered, integrated and documented; the tools and techniques used in project planning; and the outputs of a project plan to viable stakeholders. Evaluate the development of project scope, work breakdown structures, and the importance of quality, risk and contingency management in planning development.

MKT 614 Global Marketing Management

An in-depth examination of marketing environments and the impact marketing activities have on organizational operations in competitive, global, multicultural business settings; the course discusses international frameworks of the fundamental marketing functions. It explores and analyzes modern marketing problems and solutions.

FIN 621 Financial Analysis and Strategies

The course explores financial theory and financial decision models necessary for handling complex problems. Major emphasis is on the management of assets. Topical coverage includes financial analysis, planning and control, financial forecasting, valuation, risk-return, capital budgeting, and investment under uncertainty.

MGT 625 Information Management for Leaders

This course focuses on the strategic role of information technology in organizations. Topics include the use of information as an organizational resource; integration of information into the vision, mission, goals, practices of organizations, and analysis of information to accomplish competitive advantage. Emphasis is placed on the skills needed in storing, updating, retrieving information and business forecasting.

MGT 630 Human Resource Development

This course includes human resource planning; selection and placement; training and development; compensation and benefits; employee and labor relations, and management practices.

ECO 633 Economics for Managerial Decision-Making

In this course, students study market structure and theory as they relate to managers in a variety of decision-making environments. This course covers the use of mathematical and economic decision-making tools for determining optimal levels of output, resource usage, and capacity planning.

IB 640 International Business Strategy and Planning

This course provides essential components of international business and the environments in which it is conducted. It examines theory and practice of elements that comprise the international environment within the global marketplace. The inner-workings of international business operations through the study of key issues facing international businesses are emphasized.

MGT 655 Change & Innovation in Organizations

This course analyzes today's business environment and the pervasiveness of change. Course topics focus on different changes, organizational redesign, and the essential skills necessary for leaders to initiate corporate and organization transformations, mergers and acquisitions. Students strengthen the skills and strategies necessary to initiate and implement change within organizations.

MGT 665 Risk and Conflict Management

This course includes an interdisciplinary introduction to conflict, sources of conflict, and conflict theory. It is intended to help student better protect and enhance shareholder value through value-focused enterprise risk management. Students will learn to identify risk and conflict exposure, develop ways to manage risk, and delineate clear roles for the board, senior executives, chief risk officers, line executives, and risk management staff.

MGT 677 Organizational Leadership

Analyzes leadership styles with an emphasis on what constitutes effective leadership given the organization and its context. Focuses on how leaders emerge and assume responsibility within learning organizations while assessing leadership styles, values, and skills for empowering individuals as they confront organizational challenges.

MGT 682 Current Issues in Business Environment

This course explores the social, political, economic, legal, and moral factors that are an integral part of business today, and responses of business to these contemporary trends and challenges. Topics may include the new social contract, employer-employee relations, diversity, consumerism, ecology, technology, media, community, global challenges, public policy, corporate ethics programs, and stakeholder management.

MGT 695 Strategic Planning and Management

Analysis, development, and implementation of competitive strategies by private enterprises. Focus is on creation and maintenance of competitive advantage in domestic and global industries.

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CALIFORNIA AMERICAN UNIVERSITY CATALOG

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